***Regular Meeting of the Board of Commissioners***

***Thursday, June 12, 2025 at 4:00pm***

 **Minutes-Approved**

Join Zoom Meeting

<https://us06web.zoom.us/j/2208026387?pwd=WWNSR3JscUhZK3ZHU3JOV05ZOHF1UT09&omn=83061311345>

 Meeting ID: 220 802 6387

Passcode: 926342

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**Attendance:** Commissioner Noblet, Commissioner Erickson, Commissioner Towers, Chief Walsh, Shari Schroeder.

**Audience:** Mary Kaye Johansen, Chief Magallon, Lt. Kalahiki, Kat Crowe, Dillan Arbaugh, Karlee Diffie, Cooper Ullmann, Sean McDougald, Robert Husom.

1. **Call to Order**

Commissioner Noblet called the regular meeting to order at 4:04pm.

1. **Approval of Agenda**

Commissioner Towersmotions to approve agenda. Commissioner Erickson seconded.

 **Motion carried unanimously.**

1. **Public Input**

No public input.

1. **Consent Agenda** All matters listed within the Consent Agenda have been distributed to each member of South Whidbey Fire/EMS’s Board of Commissioners for reading and study. They are considered routine and will be enacted by one motion of the Commissioners with no separate discussion. If a separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

**Approval of Minutes**

Regular Meeting May 15th

BVFF Meeting May 15th

 **Finance Reports**

Budget Position Report

Check Register

Treasurer’s Report

**Monthly Vouchers**

*5/1/2025 EFT for Payroll in the amount of $69,451.75*

*5/1/2025 #250505001-250505009 for Accounts Payable in the amount of $9,673.72*

*5/9/2025 #250506001-25506019 for Accounts Payable in the amount of $62,626.79*

*5/15/2025 EFT for Payroll in the amount of $ 67,084.50*

*5/20/2025 #250509001-250509018 for Accounts Payable in the amount of $17,657.07*

*5/29/2025 #250513001-250513010 for Accounts Payable in the amount of $3,869.31*

*5/29/2025 EFT for Payroll in the amount of $65,521.95*

*5/30/2025 #250514001-250514002 for Payroll Liabilities in the amount of $4,410.49*

*5/31/2025 #664111 for Payroll in the amount of $1354.67*

*5/1-5/31/2025 EFT for Payroll Liabilities in the amount of $97,428.31*

 *Total Warrants Approved $399,078.56*

Commissioner Towers motions to approve consent agenda. Commissioner Erickson seconded.

 **Motion carried unanimously.**

1. **Member Update**

N/A

1. **Old Business**

N/A

1. **New Business**

**Request for Leave of Absence**

 Chief Walsh provided the Commissioners with a Leave of Absence request submitted by career FF Ullmann. Chief explains this will create a small shortage in staffing but will attempt to coordinate his return with future firefighter onboarding.

The Commissioners support the opportunity and experience this will give to FF Ullmann while on a Leave.

Commissioner Towers motions to approve. Commissioner Erickson seconded.

 **Motion carried unanimously.**

**Battalion Chief Position Description**

 Chief Walsh presented the Commissioners with the new job description of Battalion Chief. Chief Walsh requested approval from the Board in order to move forward with recruitment as soon as possible. Commissioner Towers expressed budgetary concerns and requested clarity on verbiage from item VII on the May BOC Agenda minutes. Chief Walsh further explained that the Battalion Chief position will serve the districts’ needs and will be replacing the Captain’s position previously considered.

Commissioner Towers motions to approve. Commissioner Erickson seconded.

 **Motion carried unanimously.**

**National Night Out Proclamation**

FF Crowe addressed the Commissioners and presented a Proclamation for a National Night Out on August 5, 2025. South Whidbey Fire EMS hosted this event last year and will also host this year. Central Whidbey Island Fire and other public agencies will be participating in the event, in association with Town Watch to support National Night Out. The Commissioners favor and support this community event.

Commissioner Erickson motions to approve. Commissioner Towers seconded.

 **Motion carried unanimously.**

**2025 Cash Flow June Update**

Chief Walsh gave a brief update on the 2025 June Cash Flow. Finance Officer Mary Kaye provided actual expenditures vs. revenue for the month of June that included capital expenditures for SAFE Boat and Training Center.

**Chiefs Report**

 Chief Walsh went over his report for the month. Call volume remains steady, with a rise in May and June. The incident type report needs to be corrected and numbers will be presented at next BOC meeting in July. Fourth and Fifth seat coverage holding steady with an increase in 6th seat staffing to 16%. Chief did mention staffing levels will need to be closely monitored to ensure adequate staffing on calls. Station 32 is now staffed during the day. Station 34 remodel is complete! Marine unit has been ordered and Chief will present to the board when a surplus plan has been developed for marine 31.

 We have submitted Red Card recertification paperwork for possible deployments. We have had some co-trainings with CWIF which has benefited both agencies in working together.

 Several events scheduled this summer:

June: Langley Pride Parade on the 21st, Pinning Ceremony & Push Back on the 28th, Ice Cream Social on the 28th as well.

July: Freeland Freedom Festival and Fireworks on the 3rd, Maxwelton Parade on the 4th, Island County Fair 24th-25th.

August: National Night Out on the 5th.

1. **Announcement**

Chief Walsh announced a Level 1 Burn Ban will take effect on June 20, 2025 at 07:00 with no burn permits being issued until further notice.

1. **Comments from Commissioners**

Commissioner Noblet would like clarification on South Whidbey Prepares numbers and stats on their brochure. Chief will follow up on his request.

1. **Executive Session**

N/A

1. **Action taken as a result of Executive Session**

**N/A**

1. **Conclude**

Commissioner Towers motions to adjourn. Commissioner Erickson seconded.

Commissioner Noblet adjourned the regular meeting at 4:58pm.

Shari Schroeder,

Board Secretary