

**SOUTH WHIDBEY FIRE/EMS**  
**REGULAR MEETING**  
**5579 Bayview Road, Langley, Washington**  
**July 14<sup>th</sup>, 2022 – 5:30 PM**  
**Meeting Minutes**  
<https://us06web.zoom.us/j/83399938615>

**Attendance via Zoom Meeting:** FF/EMT Blake Benenati, Lt. Leah Kalahiki, James Valencic, E-Rod, Mark MacFarlane, Kelly McDonald, Leonard Quintanilla.

**In Audience:** Chairman Noblet, Commissioner Towers, Commissioner Erickson, Chief Walsh, Deputy Chief Jon Beck, Deputy Chief Terry Ney, Deputy Chief Joseph Dilley, Rebekah Pomeroy, Lt. Eric Ensign, FF/EMT Kat Crowe, Nicole Hagen, FF/EMT Robert Husom, FF/EMT Carlee Wilkie, FF/EMT Chris Turner, Cassi Dilley, Jordan Dilley, Camden Dilley.

- I. **Call to Order.** Chairman Noblet called the meeting to order at 5:35 pm.
- II. **Oath of Office for new Division Chief Joseph Dilley.** Chairman Noblet administrated Division Chief Oath of Office to Joseph Dilley.
- III. **Approval of Agenda.** Commissioner Erickson made a motion to approve the agenda; Commissioner Towers seconded. Motion passed unanimously.
- IV. **Public Input.** None.
- V. **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 to be routine, and will be enacted by one motion of the Commissioners with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.
  - a. Approval of Minutes
    - i. Regular Meeting on May 4<sup>th</sup>, 2022
    - ii. Regular Meeting on June 9<sup>th</sup>, 2022
  - b. Finance Officer's Reports – Budget Position Report
  - c. Monthly Vouchers – \$472,227.50

Tabled until next month's meeting. Commissioner Erickson stated that the minutes had an error.

**VI. Unfinished Business**

- a. **Surplus Policy update policy #103.7.7.** Chief Walsh notified the Board that the Surplus Policy represented at the June meeting was the first reading.
- b. **Call Volume Report for May.** Chief Walsh stated that the month of May had a slightly lower call volume intake from 2021.

## VII. New Business

- a. **Call Volume Report for June.** Chief Walsh stated that the month of June had the highest call volume intake since 2018. Chairman Noblet inquired as to the nature of the calls. Chief Walsh stated that the District received both medical and water rescue calls.
- b. **Monthly Recruitment/Retention Report.** Chief Walsh stated that the District gained two new volunteers; one in District and one out of District. Chief Walsh informed the Board that a few more recruits are in various stages of the District's onboarding process; such as, staff interviews, background checks and the work capacity test. Commissioner Towers requested a status update on the Chief's goal of obtaining 10 new volunteers. Chief Walsh stated that the District currently has 8 new volunteers and continues to work on recruitment to reach the goal.
  - i. **New Volunteer- James Ryan Velencic.** 5 years of services with NWFR & Oak Harbor Fire.
- c. **12- & 24-hour shift stipend update policy #1012.4.1.** First reading. Chief Walsh introduced a policy change to the Board that would offer a higher stipend to those doing a minimum 12-hour shift. He proposed a \$20 per 4-hour block, Federal volunteer cap stipend, that could incentivize experienced volunteers to stay with Station 36 and help the District obtain staffing of 4. Commissioner Towers requested clarification on the experience level of the volunteer. Chief Walsh stated that any rank, EMT or Firefighter could participate. Chief Walsh stated that positive feedback was received. Chairman Noblet stated that second reading will be held at next month's meeting.
- d. **Staff Spotlight.** Chief Walsh stated that SWFE responded to two water calls in the month of June.
  - i. The first call was for a kite boarder who was getting overpowered in the water. SWFE's Marine SAR team was launched, the kite boarder was located then transported back to safety. Chief Walsh thanked the team for promptly responding and successfully completing the rescue. The rescue team and first responders consisted of Deputy Chief Ney, Lt. Alex McMahon, EMT/FT Sean McDougald, EMT/FT Chris Turner, EMT/FT Robert Husom, and EMT/FT Brain Boyd.
  - ii. The second call was for a kayak that was drifting in the water. The rescue team consisted of EMT/FF Sean McDougald, EMT/FT Chris Greaves and CWIFR's Chief Hardin. The rescue team was able to locate the kayak and transport it back to land. The rescue attempt was a success.

Commissioner Towers praised the team; Commissioner Erickson stated gratitude; Chairman Noblet thanked the team for outstanding work.
- e. **Mid-Year Budget Update.** Chief Walsh informed the Board that the mid-year budget is not finalized, but in good working progress. Chief Walsh stated that the mid-year budget will be completed on schedule and represented to the Board at the next meeting.
- f. **Social Media Policy #1043.** Commissioner Erickson had some additions that were not delivered to staff before the meeting. Chairman Noblet requested that Commissioner Erickson provide her proposed changes to staff before next month's Board meeting. Chief Walsh explained to the Board that this proposed policy is drafted from the District's lawyer and should be used as strict guidelines. Chief Walsh agreed to deliver any recommendations and additions from the Commissioners to the

Lawyer to clear the District of any potential liabilities. Chairman Noblet emphasized the need to be cautious with getting information out. Information must not be sensitive, personal or put the District in a liable situation. Chief Walsh also stated the importance of following record retention laws.

**g. Updates from Chief Walsh.**

- i. Chief Walsh updated the Board on Division Chief Dilley's progress on creating an EMT program. He stated that Dilley met with a medical coordinator allowing SWFE to move forward with an EMT class.
- ii. Chief Walsh updated the Board on the status of SWFE obtaining an apparatus that can transport a patient. Chief Walsh informed the Board of the benefits of SWFE housing its own apparatus. Benefits include an extra resource in case of a natural disaster and an available resource to transport trauma patients in case of extended wait times. Chief Walsh proposed the idea of SWFE purchasing a second-hand unit that is in great condition. Chief Walsh will keep the Board informed on the progress. Commissioner Towers asked if the unit will be a Basic Life Support (BLS) unit. Chief Walsh stated that the unit would be a BLS unit and not a primary transport unit. Chief Walsh explained that the process would require a written agreement with both transport agencies - Mukilteo and Whidbey Health.
- iii. Chairman Noblet requested an update on the District's network security. Chief Walsh stated that the District's server should be secure, and that the District has plans to migrate to Microsoft 360 to host the server. Commissioner Erickson requested a timeline. Chief Walsh agreed to keep the Board updated on the progress.

**VIII. Announcements.** None.

**X. Comments from Commissioners.**

- a. Commissioner Erickson thanked Chief Walsh for hosting the July 13<sup>th</sup> Langley Chamber of Commerce for the Business and Community Resilience event at Station 36.
- b. Commissioner Towers recommended that the strategic plan be revisited and any changes addressed. He emphasized the importance of long-term planning and staying ahead of it. Commissioner Towers stated that, over a course of three months, the strategic plan should have a look over and updated if needed. Chief Walsh agreed.
- c. Commissioner Noblet stated that the state's Coronavirus cases are on the rise again and that the District should be conscious.

**XI. Executive Session.** None

**XII. Action taken as result as Executive Session.** None

**XIII. Conclude.** Chairman Noblet concludes the meeting at 7:29 pm

Linda Mazeres  
District Secretary

