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

***Thursday, August 14, 2025 at 4:00pm***

**Minutes-Draft**

Join Zoom Meeting

<https://us06web.zoom.us/j/2208026387?pwd=WWNSR3JscUhZK3ZHU3JOV05ZOHF1UT09&omn=89329055558>

Meeting ID: 220 802 6387

Passcode: 926342

One tap mobile

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1. **Call to Order**

Commissioner Noblet calls the Regular Meeting to order at 4:02pm

1. **Approval of Agenda**

Commissioner Towers motions to approve. Commissioner Erickson seconded.

**Motion carried unanimously**

1. **Public Input**

None.

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 July 10th

**Finance Reports**

Budget Position Report

Check Register

Treasurer’s Report

**Monthly Vouchers**

*7/3/2025 #250703001-250703019 for Accounts Payable in the amount of $30,403.02*

*7/9/2025 EFT for Payroll in the amount of $72,649.98*

*7/10/2025 #250704001-250704025 for Accounts Payable in the amount of $70,484.83*

*7/22/2025 EFT for Payroll in the amount of $68,279.26*

*7/24/2025 #250705001-250705006 for Accounts Payable in the amount of $2,362.90*

*7/25/2025 #664207-664214 for Volunteer Paychecks in the amount of $1,362.01*

*7/25/2025 EFT for Volunteer Payroll in the amount of $14,710.46*

*7/1-7/31/2025 EFT for Payroll Liabilities in the amount of $174,025.16*

*Total Warrants Approved $434,277.62*

Commissioner Erickson motions to approve. Commissioner Towers seconded.

**Motion carried unanimously.**

1. **Member Update**

N/A

1. **Old Business**

Policy 1030.1 Personal Appearance Standards

Chief Walsh presented second reading with no changes made.

Commissioner Erickson motions to approve as written. Commissioner Towers seconded.

**Motion carried unanimously.**

1. **New Business**

Resolution 2025-13 Surplus Property/Disposal of Scrap

Chief Walsh explained that a large screen TV is broken and needs to be disposed.

Commissioner Towers motions to approve. Commissioner Erickson seconded.

**Motion carried unanimously.**

EMS Billing Service Contract (Resolution 2025-14)

(*Resolution voided prior to signature as it was not needed, per legal counsel and agreement presented as New Item).*

SWFE now has BLS license allowing us to legally transport and this agreement is to bill for those services. Design Systems West is also assisting with federal license to bill Medicare and Medicaid. Commissioner Towers asked about rates charged to the public and Commissioner Erickson asked if the public is aware that we can transport. Chief Walsh explained that they are comparable/competitive to those of Whidbey Health and that more information on rates will be coming soon. Chief Walsh also mentioned that we have approval to transport but have not actively transported a patient.

Commissioner Towers motions to approve. Commissioner Erickson seconded.

**Motion carried unanimously.**

First Reading Policy 1007.4.13 Maintenance Technician Position Description

This position was recently vacated and some minor updates were made to the job description. Chief Walsh is asking for commissioner approval and to forgo a second reading so we can move forward and post the position now. Candidate will not operate a tender without EVIP or FF certifications. Primary duty will remain maintenance.

Commissioner Erickson motions to approve as written. Commissioner Towers seconded.

**Motion carried unanimously.**

Mid-Year Budget Adjustment Presentation

Chief Walsh asks Finance Officer to give a brief summary of 2025 budgetary adjustments. Mary Kaye explained an increase in expenditure line items and revenues. There will also be a decrease in expenditures resulting in a net budget reduction of $178,000. This will not lower or affect services provided.

Commissioner Towers motions to approve. Commissioner Erickson seconded.

**Motion carried unanimously.**

Budget Committee 2026

Chief Walsh will have the same committee format consisting of himself, the Finance Officer, a volunteer FF, a career FF and a Commissioner. Commissioner Towers has agreed to be the member of this year’s committee. These members will meet regularly with admin staff.

Chiefs Report

Chief Walsh went over his report for the month. Call volume was just short of 300. Fourth seat and Fifth seat remain steady. Just starting to track Sixth seat coverage which was down slightly. Chief Walsh added new data to the report to reflect recruitment and retention. Commissioner Erickson asked if this new addition, could reflect all members, career and volunteer. Chief Walsh is happy to report that restoration of 1953 Engine Little Red is complete and she’s running great and is making multiple public events. Chief voiced concerns over the continued water moratorium at Station 32 in Clinton. Commissioner Erickson has offered to reach out to the County Commissioners for status update on the situation. There will be an announcement coming soon regarding the Battalion Chief position. SWFE had a very successful deployment sending Lt. Lund and FF Hagen to Eastern WA. Training Division has been very busy, notably on the new leased marine vessel, which is said to be going very well. Commissioner Noblet expressed interest in notifying the public on the use of funding when we receive delivery of the highly anticipated SAFE Boat in 2026.

Chief Walsh spoke of a recent house fire that resulted in no personal injury, largely in part to a functioning smoke detector. Be sure to keep regularly check detectors, they save lives.

1. **Announcement**
2. **Comments from Commissioners**

Commissioner Erickson gives special thanks to FF Hagen and Lt. Husom for the work and organizing SWFE events at the Fair. Thanks to SWFE members for the work they put into hosting National Night Out as well. Very grateful to have so many caring for our district. Commissioner Towers and Noblet also share their appreciation for all the public outreach.

1. **Executive Session**

**RCW 42.30.110(1) (f)(g)**

*(f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge; (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;*

Commissioner Noblet calls Executive Session to order at 5:04pm for 15 minutes.

Commissioner Noblet calls Regular Session back to order at 5:24pm

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

No action was taken.

1. **Conclude**

Commissioner Erickson motions to adjourn. Commissioner Towers seconded.

**Motion carried unanimously.**

Commissioner Noblet adjourns Regular Meeting at 5:24pm.

Shari Schroeder,

Board Secretary