



SOUTH WHIDBEY FIRE / EMS

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BOARD OF FIRE COMMISSIONERS REGULAR MEETING February 9, 2023 – 5:30 pm Minutes – *DRAFT*

In Attendance: Commissioner Noblet, Commissioner Towers, Commissioner Erickson, and Chief Walsh

Audience: Chief Beck, Chief Ney, Carlee Wilkie, Nikki Hagen, and Kat Crowe

Zoom Audience: Sean McDougald, Leah Kalahiki, Robbie Husom, and Suzie Reynolds

Call to Order.

Commissioner Towers called the meeting to order at 5:34 pm

Approval of Agenda.

Commissioner Towers requested to add scheduling the Chief's review, capital planning, and policy updates to the agenda.

Commissioner Noblet requested to discuss the district website.

Commissioner Noblet motioned to approve the agenda; Commissioner Erickson seconded the motion.

The motion carried unanimously.

Public input.

None

Consent Agenda.

Approval of Minutes.

Finance Officer's Reports

Budget position Report

Treasurer's Report

Monthly Vouchers

Dated 12/31/2022 for Payroll Liabilities Vouchers 662102-662104 in the amount of \$36,995.77

Dated 01/12/2023 for Payroll EFT in the amount of \$62,314.53

Dated 01/19/2023 for Accounts Payable Vouchers 662105-662114 in the amount of \$207,560.71

Dated 01/26/2023 for Payroll EFT in the amount of \$55,686.31

Total Warrants Approved \$362,557.32

Commissioner Erickson commented on the January 9th minutes that the line regarding the annual resolutions needs to be completed under new business.

Commissioner Erickson asked for an explanation regarding the FEMA grant line item in the budget position.

Chief Beck explained that the district would apply for the grant in 2023.

Commissioner Erickson questioned the fuel spending in the budget.

Chief Walsh explained that due to the timing of fuel bills, the BARS distribution would be updated to resolve the high percentage of spending. In addition, some of the fuel costs would be carried over from the 2022 budget.

Commissioner Erickson asked under the treasurer's report if there was a way to describe what the warrants were paid for.

Chief Walsh stated that he would bring it up to the Finance Officer.

Commissioner Erickson stated that payroll names were not listed in the check register.

Commissioner Noblet expressed his concern about displaying employees' payroll information to the public in the event that it causes conflicts.

Commissioner Erickson motioned to approve the Consent agenda; Commissioner Towers seconded the motion.

The motion carried unanimously.

Member Update.

None

Unfinished Business.

None

New Business.

Resolution 2023-02- Closing 2022 Budget

Commissioner Noblet motioned to approve; Commissioner Erickson seconded the motion.

The motion carried unanimously.

Resolution 2023-03- Finalizing 2023 Budget

Chief Walsh explained that the resolution is to provide the beginning balances for funds.

Commissioner Noblet motioned to approve; Commissioner Erickson seconded the motion.

The motion carried unanimously.

Resolution 2023-04- Budget Amendment

Chief Walsh stated that the amendment brought over items not paid for but budgeted in the 2022 budget.

Commissioner Erickson motioned to approve; Commissioner Noblet seconded the motion.

The motion carried unanimously.

Policy Update- 1007.4.7

Chief Walsh explained that several documents refer to the position as either an office assistant or administrative assistant. The new policy would ensure that all policies, position titles, duties, and job descriptions match all documents.

Commissioner Noblet asked if there is a provision regarding communication among other employees outside of duties.

Chief Walsh stated that several of the policies touch on that matter.

Commissioner Noblet motioned to approve; Commissioner Erickson seconded the motion.

The motion carried unanimously.

Announcements

None

Commissioner Comments.

Commissioner Erickson explained that I-Com had resumed sub-tac meetings. They are fully staffed and conduct in-house training for new employees.

Commissioner Noblet requested that the Chief look into adding natural disaster help guides and information to the district's website.

Commissioner Towers suggested scheduling a meeting for Chief Walsh's review.

A meeting was scheduled for February 16, 2023, at 4:00 pm.

Commissioner Towers asked Chief Walsh for a timeline regarding capital planning.

Chief Walsh stated that he would be sharing a timeline for capital planning and spending in the near future.

Executive Session:

None

Action Taken as a result of Executive Session

Adjourn.

Commissioner Noblet motioned to adjourn the meeting; Commissioner Erickson seconded the motion.

The motion carried unanimously.

The Regular Meeting of the Board was adjourned at 6:19 pm.

Kathryn Nguyen,
District Board Secretary