

June

Fire Chiefs Update

Consent Report

Fourth Seat Coverage

May 56% of the time we had at station 36 (on duty)

April coverage was 47%

Fifth Seat Coverage

May 15% of the time we had at station 36

April coverage was 17 %

Sixth Seat Coverage

May 0.4% of the time we had at station 36

April coverage was 0.3%

Recruitment Report

1 Ready for approval at June Meeting

5 Applications/Inquiries In process, not ready for approval

-Total Volunteers

May- 47 (with 1 approved at June meeting)

April – 46

Call Volume Report –see attached

May call volume calls for service 195

Year to date call volume 1060 calls for service

Calls as of this time last year 982



SOUTH WHIDBEY FIRE / EMS

5579 Bayview Road • Langley, WA 98260
(360)321-1533 • Fax (360)321-9385 • www.swfe.org

BOARD OF FIRE COMMISSIONERS REGULAR MEETING May 11, 2023 – 5:30 pm Minutes – *DRAFT*

In Attendance: Commissioner Noblet, Commissioner Towers, Chief Walsh, and Kathryn Nguyen

Audience: Chief Ney, Chief Dilley, Nicole Hagen, Blake Benenati, Steven Osborne, Christopher Turner, Peter Lund, Greg Osborne

Zoom Audience: Chief Beck, Leah Kalahiki, Karley Diffie, Alex McMahon

Call to Order.

Commissioner Towers called the meeting to order at 5:35 pm.

Approval of Agenda.

Addition- Hospital interlocal Agreement.

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

The motion carried unanimously.

Public input.

None

Consent Agenda.

Approval of Minutes.

Regular Meeting on April 12, 2023

Finance Officer's Reports.

Budget position Report

Treasurer's Report

Monthly Vouchers.

Dated 04/19/2023 for Payroll Liabilities EFT and Voucher 230403001-230403003 in the amount of \$98,768.67

Dated 04/20/2023 for Payroll EFT in the amount of \$59,706.63

Dated 05/04/2023 for Payroll Liabilities EFT and Voucher 230501001-230501004 in the amount of \$32,256.61

Dated 05/04/2023 for Payroll EFT and Voucher 662320-662327 in the amount of \$69,715.75

Dated 05/05/2023 for Accounts Payable Voucher 230502001-2305020408 in the amount of \$106,249.55

Total Warrants Approved \$366,697.21

Commissioner Erickson was concerned with the current expenditure spending and asked if the department would be within budget at the end of the year.

Secretary Nguyen explained that a mid-year adjustment would be necessary for a few line items that are over budget.

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

The motion carried unanimously.

Member Update.

Nicole Hagen- Admin Assistant

Lewis Townsend- Fulltime Firefighter

Steven Osborne- Fulltime Firefighter

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Chief Walsh introduced Nicole Hagen as the department's new Administrative Assistant. Townsend and Osborne are new full-time firefighters. Townsend was previously a volunteer with the department for six years.

Unfinished Business.

Policy 1023 (Awards and Recognition)- Second Reading

Commissioner Erickson motioned to approve Policy 1023; Commissioner Noblet seconded the motion.

The motion carried unanimously.

New Business.

Policy 1018 Disciplinary Actions

Commissioner Erickson stated that she wanted to incorporate the department's value in their employees and the opportunity for redemption. She also requested only to keep sections 13 or 15 and to strike the word 'repeated.' The first incident of undesired behavior is enough for removal.

Commissioner Noblet explained that the edits came directly from the attorney. He asked if the attorney had input on sections 13 and 15 and suggested consulting with the attorney before making any changes. Noblet agreed to strike 'repeated' with the approval of the attorney.

Chief Walsh agreed to add the additions to the introduction and would verify the other requests with the attorney.

Commissioner Erickson was concerned with removing members of the Board from the process. She suggested including at least one commissioner.

Commissioner Noblet explained that the Fire Chief is responsible for administrative duties. Previous Board involvement implicated the Chief's authority and responsibilities. Noblet suggested the Chief report the results to the Board but not be involved.

Commissioner Towers stated that the Board would not usually be responsible for hiring/firing processes. Towers requested additional time to consider all of the edits.

Washington State Ferries Agreement

Chief Walsh explained that the agreement with Washington State Ferries had expired in 2020. Payments have yet to be received since 2019. Walsh contacted State Ferries and was assured that a new contract was being developed and the back pay would be issued.

Commissioner Erickson inquired about the content of the previous agreement.

Chief Walsh said that he would email the agreement to the Board.

Hospital Interlocal Agreement

Chief Walsh explained that the agreement with Whidbey Health expired in March 2023. In the process of creating a new agreement and will provide the finalized contract to the Board once complete.

Chiefs Update

Levy Planning with Liz Loomis

Chief Walsh stated that the department's current levy goes through 2025 and had been in contact with Liz Loomis, who suggested going out for a levy lift in 2024.

Commissioner Noblet asked if it requires a 60% or majority vote to pass.

Chief Walsh said they would not need a majority vote. The department had been working to construct a ten-year financial plan.

Announcements

Chief Walsh announced that Jake Greve and his wife had their baby girl. Chief Helm was selected as the new Fire Chief for Central Whidbey Fire.

Commissioner Comments.

Commissioner Noblet thanked the awards committee for putting together the recent awards banquet.

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 6:15 pm.

Kathryn Nguyen,
District Board Secretary

2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 16:30:17 Date: 05/30/2023

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001 General Fund 01/01/2023 To: 12/31/2023

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 91 00 00 Estimated Beginning Balance	0.00	1,108,242.32	(1,108,242.32)	0.0%
308 Beginning Balances	0.00	1,108,242.32	(1,108,242.32)	0.0%

310 Taxes

311 10 00 00 Property Taxes	5,805,897.08	2,743,709.27	3,062,187.81	47.3%
311 10 00 02 New Construction Tax	62,760.39	0.00	62,760.39	0.0%
311 10 00 03 Regular Property Taxes	493,909.76	0.00	493,909.76	0.0%
311 10 00 04 County Refund	389.62	0.00	389.62	0.0%
337 00 00 01 Leasehold Excise Tax	2,000.00	1,069.29	930.71	53.5%
337 00 00 02 Timber Tax	2,000.00	0.00	2,000.00	0.0%
310 Taxes	6,366,956.85	2,744,778.56	3,622,178.29	43.1%

330 State Generated Revenues

331 97 03 00 FEMA Public Assistance Grant	587,790.95	0.00	587,790.95	0.0%
334 01 30 00 WSP Basic FF Academy Reimbursement Program	1,000.00	0.00	1,000.00	0.0%
334 01 80 00 State Direct/Indirect Grant From Military Department	0.00	0.00	0.00	0.0%
334 04 90 00 Dept. Of Health EMS Trauma Grant	1,220.00	9,960.14	(8,740.14)	816.4%
337 07 60 00 In-Lieu Tax - Ferries	3,923.10	0.00	3,923.10	0.0%
337 07 70 00 In-Lieu Tax - School District	1,620.00	0.00	1,620.00	0.0%
337 07 70 01 In-Lieu Tax- Port Of South Whidbey	0.00	0.00	0.00	0.0%
337 07 70 02 In-Lieu Tax- South Whidbey Parks	0.00	0.00	0.00	0.0%
330 State Generated Revenues	595,554.05	9,960.14	585,593.91	1.7%

340 Charges For Services

341 70 00 00 Sales Of Merchandise	0.00	0.00	0.00	0.0%
342 21 00 00 Hospital Payments For Consumable Supplies	254,644.13	219,663.51	34,980.62	86.3%
340 Charges For Services	254,644.13	219,663.51	34,980.62	86.3%

360 Misc Revenues

361 11 00 01 Investment Interest	6,000.00	6,994.09	(994.09)	116.6%
362 10 00 00 CPR Public Class Registration	800.00	3,175.00	(2,375.00)	396.9%
362 50 00 00 Lease & Rental Payments	0.00	0.00	0.00	0.0%
367 11 00 01 Donations and Gifts	0.00	500.00	(500.00)	0.0%
369 10 00 00 Sale Of Surplus	0.00	0.00	0.00	0.0%
369 40 00 00 Judgements/Settlements	0.00	0.00	0.00	0.0%
369 91 00 00 Other Revenue	0.00	12,378.54	(12,378.54)	0.0%
360 Misc Revenues	6,800.00	23,047.63	(16,247.63)	338.9%

380 Non Revenues

369 80 00 00 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
389 90 00 10 Other Custodial Activities	0.00	0.00	0.00	0.0%

2023 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund

01/01/2023 To: 12/31/2023

	Amt Budgeted	Revenues	Remaining	
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380 Non Revenues

380 Non Revenues	0.00	0.00	0.00	0.0%
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390 Other Revenues

395 10 00 00 Sale Of Capital Assets	0.00	0.00	0.00	0.0%
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390 Other Revenues	0.00	0.00	0.00	0.0%
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397 Interfund Transfers

397 00 01 03 Transfer from Reserve	0.00	0.00	0.00	0.0%
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397 00 01 04 Transfer from Contingency	0.00	0.00	0.00	0.0%
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397 00 01 05 Transfer from Bond	0.00	86.60	(86.60)	0.0%
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397 22 00 02 Transfer From Capital Fund	0.00	0.00	0.00	0.0%
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397 Interfund Transfers	0.00	86.60	(86.60)	0.0%
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Fund Revenues:	7,223,955.03	4,105,778.76	3,118,176.27	56.8%
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	Amt Budgeted	Expenditures	Remaining	
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522 Fire Control

522 45 20 10 FICA Medicare Benefits-FF OT Training	0.00	0.22	(0.22)	0.0%
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522 45 20 20 L&I / Unemployment Premiums-FF OT Training	0.00	0.00	0.00	0.0%
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522 45 20 30 Healthcare Benefits-FF OT Training	0.00	0.00	0.00	0.0%
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522 45 20 40 Retirement Benefits-FF OT Training	0.00	0.00	0.00	0.0%
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522 Fire Control	0.00	0.22	(0.22)	0.0%
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010 ADMIN

522 Fire Control

522 10 10 10 Chief's Wages	146,205.00	64,948.74	81,256.26	44.4%
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522 10 10 20 Deputy Chiefs' Wages	256,075.48	108,243.10	147,832.38	42.3%
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522 10 10 30 Division Chief's Wages	120,699.45	50,063.86	70,635.59	41.5%
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522 10 10 40 Administration Wages	232,623.23	110,000.73	122,622.50	47.3%
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522 10 10 60 Commissioner's Stipends	12,288.00	3,072.00	9,216.00	25.0%
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522 10 10 85 Public Education Officer Wages	0.00	0.00	0.00	0.0%
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522 10 10 90 Disability	2,500.00	0.00	2,500.00	0.0%
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522 10 15 20 Deputy Chief Deferred Comp Match	10,459.60	3,463.85	6,995.75	33.1%
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522 10 15 21 Admin Deferred Compensation Match	4,652.46	960.11	3,692.35	20.6%
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522 10 20 10 FICA / Medicare Benefits-Admin	58,743.67	23,467.10	35,276.57	39.9%
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522 10 20 20 L&I / Unemployment Premiums-Admin	22,070.82	5,757.14	16,313.68	26.1%
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522 10 20 30 Admin Healthcare Benefits/ADD	193,713.07	113,698.28	80,014.79	58.7%
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522 10 20 40 Retirement Benefits-ADMIN	57,197.41	12,187.03	45,010.38	21.3%
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522 10 20 50 Tuition Reimbursement-Admin	2,500.00	1,175.00	1,325.00	47.0%
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522 10 31 10 Office Supplies	5,850.00	2,969.98	2,880.02	50.8%
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522 10 31 11 Printing - Newsletter	8,000.00	0.00	8,000.00	0.0%
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522 10 31 12 Maps & Mapping Supplies	100.00	0.00	100.00	0.0%
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522 10 31 20 Photographic Supplies	950.00	0.00	950.00	0.0%
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522 10 32 10 Fuel - Administration	13,000.00	7,493.27	5,506.73	57.6%
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2023 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund

01/01/2023 To: 12/31/2023

Expenditures	Amt Budgeted	Expenditures	Remaining	
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522 Fire Control

522 10 35 10	Office Equipment	1,700.00	0.00	1,700.00	0.0%
522 10 35 20	Software	6,780.00	0.00	6,780.00	0.0%
522 10 35 30	Computer Hardware	12,197.40	7,631.81	4,565.59	62.6%
522 10 41 10	Legal Services	12,000.00	16,400.25	(4,400.25)	136.7%
522 10 41 20	Audit & Review Services	19,000.00	0.00	19,000.00	0.0%
522 10 41 30	Consulting Services	22,500.00	0.00	22,500.00	0.0%
522 10 41 33	Consulting Marketing Retention	0.00	0.00	0.00	0.0%
522 10 41 34	Consulting Website	3,600.00	1,200.00	2,400.00	33.3%
522 10 41 40	Professional Services	880.00	1,440.20	(560.20)	163.7%
522 10 41 70	Photography	500.00	637.65	(137.65)	127.5%
522 10 42 10	Postage & Shipping	11,550.00	642.33	10,907.67	5.6%
522 10 42 20	Internet Connections/Whidbey Telecom	11,400.00	5,511.79	5,888.21	48.3%
522 10 42 30	Cell & Digital Telephones	33,540.00	18,392.77	15,147.23	54.8%
522 10 42 40	Wired Telephones & FAX/Whidbey Telecom	9,540.00	4,070.18	5,469.82	42.7%
522 10 42 50	Alarm Monitoring	2,100.00	0.00	2,100.00	0.0%
522 10 43 01	Admin Ferry Fees	270.00	144.44	125.56	53.5%
522 10 43 10	Commissioner Travel	500.00	177.51	322.49	35.5%
522 10 43 20	Career Staff Travel	7,300.00	0.00	7,300.00	0.0%
522 10 44 10	Administrative Advertising	1,500.00	430.00	1,070.00	28.7%
522 10 44 30	Volunteer Recruit./Retention Advertising	2,950.00	909.50	2,040.50	30.8%
522 10 45 10	Admin Equipment Leases	7,668.00	1,705.24	5,962.76	22.2%
522 10 46 10	Liability/Umbrella-Enduris	149,550.00	0.00	149,550.00	0.0%
522 10 47 10	Election Expenses	12,500.00	0.00	12,500.00	0.0%
522 10 47 20	Timber Tax	0.00	0.00	0.00	0.0%
522 10 47 30	Clean Water Utility Taxes	448.33	453.93	(5.60)	101.2%
522 10 48 10	Computer Repair & Maintenance	143,996.62	67,078.69	76,917.93	46.6%
522 10 48 20	Office Equipment Repair & Maintenance	1,290.00	0.00	1,290.00	0.0%
522 10 49 10	Memberships	8,182.00	4,580.00	3,602.00	56.0%
522 10 49 20	Subscriptions	54,675.08	19,455.56	35,219.52	35.6%
522 10 49 30	Information Services	7,797.50	873.50	6,924.00	11.2%
522 10 49 40	Software Recurring Licenses	27,549.04	13,721.79	13,827.25	49.8%
522 10 49 50	Investment/Bank Fees	610.00	0.00	610.00	0.0%

522 Fire Control	1,721,702.16	672,957.33	1,048,744.83	39.1%
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010 ADMIN	1,721,702.16	672,957.33	1,048,744.83	39.1%
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020 FIRE SUPPRESSION

522 Fire Control

522 20 15 10	Volunteer Reimbursement	75,000.00	30,136.75	44,863.25	40.2%
522 20 15 20	Volunteer Deferred Compensation Match	4,000.00	1,125.00	2,875.00	28.1%
522 20 15 30	Volunteer Shift Reimbursement	30,000.00	0.00	30,000.00	0.0%
522 20 20 10	FICA/Medicare Benefits-Volunteers	10,710.00	2,367.94	8,342.06	22.1%
522 20 20 31	Accidental Death & Disability - VFIS	3,250.00	0.00	3,250.00	0.0%
522 20 20 41	Retirement Premium-Board Of Vol. FF's	4,500.00	150.00	4,350.00	3.3%
522 20 20 42	Retirement Premium-LOSAP	35,000.00	32,790.00	2,210.00	93.7%
522 20 20 50	Tuition Reimbursement-Part Time FFs & Volunteers	0.00	0.00	0.00	0.0%
522 20 23 10	Physicals	9,535.00	150.00	9,385.00	1.6%
522 20 23 20	Vaccinations	3,360.00	0.00	3,360.00	0.0%

2023 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund 01/01/2023 To: 12/31/2023

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 20 23 30	Testing	3,550.00	0.00	3,550.00 0.0%
522 20 23 40	Fitness Equipment	0.00	0.00	0.00 0.0%
522 20 23 50	Fitness Supplies	0.00	0.00	0.00 0.0%
522 20 24 20	Board of Volunteer Firefighters - Liability Insura	2,500.00	0.00	2,500.00 0.0%
522 20 24 30	LOSAP - Life Insurance	0.00	0.00	0.00 0.0%
522 20 24 40	Trusteed Plans (WFCA)	1,200.00	680.59	519.41 56.7%
522 20 28 10	Recognition Awards	9,820.00	4,747.65	5,072.35 48.3%
522 20 28 20	Special Recognition & Activities	12,745.00	944.87	11,800.13 7.4%
522 20 28 30	Incidents, Special Projects & Out Of Area Meals	3,290.00	471.95	2,818.05 14.3%
522 20 28 40	Health & Wellness Activities	0.00	0.00	0.00 0.0%
522 20 31 10	Fire Operations Supplies	7,770.00	1,220.14	6,549.86 15.7%
522 20 31 11	Fire Rehab Supplies	2,070.00	0.00	2,070.00 0.0%
522 20 31 12	Fire Safety Supplies	450.00	89.02	360.98 19.8%
522 20 31 20	Medical Operations Supplies	15,533.00	4,397.91	11,135.09 28.3%
522 20 31 30	Marine Rescue Operations Supplies	1,806.00	0.00	1,806.00 0.0%
522 20 31 40	Technical Rescue Operations Supplies	0.00	0.00	0.00 0.0%
522 20 31 60	Uniforms & Badges	34,655.00	5,860.34	28,794.66 16.9%
522 20 32 10	Fuel - Fire Apparatus	32,450.00	17,050.70	15,399.30 52.5%
522 20 32 20	Fuel - Medical Apparatus	12,100.00	4,868.42	7,231.58 40.2%
522 20 32 30	Fuel - Marine Apparatus	6,700.00	42.18	6,657.82 0.6%
522 20 32 40	Fuel - Technical Rescue Apparatus	1,000.00	155.33	844.67 15.5%
522 20 35 10	Fire Equipment	21,500.00	2,582.01	18,917.99 12.0%
522 20 35 11	Rehab Equipment	118.00	0.00	118.00 0.0%
522 20 35 12	Fire Safety Equipment	345.00	0.00	345.00 0.0%
522 20 35 20	Medical Equipment	3,720.00	862.75	2,857.25 23.2%
522 20 35 30	Marine Rescue Equipment	11,250.00	900.64	10,349.36 8.0%
522 20 35 40	Technical Rescue Equipment	6,880.00	0.00	6,880.00 0.0%
522 20 35 50	Communications Equipment	192,300.00	923.66	191,376.34 0.5%
522 20 35 60	Personal Safety Equipment	166,125.00	55,140.25	110,984.75 33.2%
522 20 41 10	Hose Testing	750.00	0.00	750.00 0.0%
522 20 41 20	Apparatus Testing/Certification	8,650.00	0.00	8,650.00 0.0%
522 20 41 30	SCBA Flow Testing/Certification	7,912.50	0.00	7,912.50 0.0%
522 20 41 40	Biohazard Waste Disposal	264.00	51.80	212.20 19.6%
522 20 42 10	Dispatch Services	97,270.96	24,317.74	72,953.22 25.0%
522 20 45 10	Operations Equipment Leases	2,500.00	0.00	2,500.00 0.0%
522 20 45 20	Operations Rents And Fees	17,751.84	18,288.78	(536.94) 103.0%
522 22 10 00	Full Time Firefighter Wages	1,243,823.49	497,800.12	746,023.37 40.0%
522 22 10 01	Authorized Overtime Full Time Firefighters	75,000.00	55,732.06	19,267.94 74.3%
522 22 15 20	Firefighter Deferred Compensation Match	27,312.95	2,426.47	24,886.48 8.9%
522 22 20 10	FICA Medicare Benefits-FT Firefighters	104,472.03	39,469.37	65,002.66 37.8%
522 22 20 20	L&I/ Unemployment Premiums- FT Firefighters	62,895.84	20,084.84	42,811.00 31.9%
522 22 20 30	Full Time Firefighters Healthcare Benefits/AD&D	407,751.54	167,674.77	240,076.77 41.1%
522 22 20 40	Retirement Benefits Full Time Firefighters	69,921.15	42,313.88	27,607.27 60.5%
522 Fire Control		2,851,508.30	1,035,817.93	1,815,690.37 36.3%
020 FIRE SUPPRESSION		2,851,508.30	1,035,817.93	1,815,690.37 36.3%

2023 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund

01/01/2023 To: 12/31/2023

Expenditures	Amt Budgeted	Expenditures	Remaining	
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030 FIRE PREVENTION & INVESTIGATION

522 Fire Control

522 30 31 51	Fire Prevention Supplies	3,075.00	0.00	3,075.00	0.0%
522 30 31 60	Public Education Operating Supplies	8,560.00	1,691.00	6,869.00	19.8%
522 30 31 61	Public Education Equipment	3,710.00	0.00	3,710.00	0.0%
522 30 32 10	Public Education Fuel	150.00	0.00	150.00	0.0%
522 30 49 00	Special Projects	5,550.00	0.00	5,550.00	0.0%
522 30 49 01	Authorized Overtime-Fire Prevention/Public Education	5,000.00	0.00	5,000.00	0.0%

522 Fire Control	26,045.00	1,691.00	24,354.00	6.5%
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030 FIRE PREVENTION & INVESTIGATION	26,045.00	1,691.00	24,354.00	6.5%
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045 TRAINING EMPLOYEE

522 Fire Control

522 45 10 01	Authorized Overtime-Training	36,824.00	0.00	36,824.00	0.0%
522 45 31 00	Administration Training Supplies	454.00	0.00	454.00	0.0%
522 45 31 10	Fire Training Supplies	8,956.64	3,692.24	5,264.40	41.2%
522 45 31 20	Medical Training Supplies	5,185.00	1,960.09	3,224.91	37.8%
522 45 31 21	Medical Training Supplies - WEMSC Grant	1,222.00	0.00	1,222.00	0.0%
522 45 31 30	Marine Training Supplies	200.00	0.00	200.00	0.0%
522 45 31 40	Technical Rescue Training Supplies	0.00	0.00	0.00	0.0%
522 45 32 10	Fuel - Training	400.00	357.47	42.53	89.4%
522 45 35 00	Administration Training Equipment	0.00	0.00	0.00	0.0%
522 45 35 10	Fire Training Equipment	11,627.00	0.00	11,627.00	0.0%
522 45 35 20	Medical Training Equipment	1,580.99	0.00	1,580.99	0.0%
522 45 35 30	Marine Training Equipment	0.00	0.00	0.00	0.0%
522 45 35 40	Technical Rescue Training Equipment	0.00	0.00	0.00	0.0%
522 45 41 10	Training Professional Services	11,300.00	4,250.00	7,050.00	37.6%
522 45 43 00	Administrative Training Travel	3,955.00	2,598.20	1,356.80	65.7%
522 45 43 01	Administrative Lodging & Food	20,500.00	1,274.79	19,225.21	6.2%
522 45 43 02	Training Ferry Fees	650.00	498.85	151.15	76.7%
522 45 43 10	Fire Training Travel	500.00	0.00	500.00	0.0%
522 45 43 11	Fire Lodging & Food	12,065.00	127.44	11,937.56	1.1%
522 45 43 20	Medical Training Travel	50.00	0.00	50.00	0.0%
522 45 43 21	Medical Lodging & Food	3,600.00	0.00	3,600.00	0.0%
522 45 43 30	Marine Training Travel	0.00	0.00	0.00	0.0%
522 45 43 31	Marine Lodging & Food	0.00	0.00	0.00	0.0%
522 45 43 40	Technical Rescue Training Travel	0.00	0.00	0.00	0.0%
522 45 43 41	Technical Rescue Lodging & Food	0.00	0.00	0.00	0.0%
522 45 43 50	Maintenance Training Travel	790.00	0.00	790.00	0.0%
522 45 43 51	Maintenance Lodging & Food	2,750.00	248.39	2,501.61	9.0%
522 45 49 00	Administration Tuition & Registration	11,375.00	122.00	11,253.00	1.1%
522 45 49 10	Fire Tuition & Registration	41,057.00	440.09	40,616.91	1.1%
522 45 49 11	Fire Training Projects & Workshops	12,200.00	450.00	11,750.00	3.7%
522 45 49 20	Medical Tuition & Registration	12,380.00	232.50	12,147.50	1.9%
522 45 49 21	Medical Training Projects	784.00	502.00	282.00	64.0%
522 45 49 22	Medical Tuition - CBT Grant	0.00	0.00	0.00	0.0%
522 45 49 30	Marine Tuition & Registration	200.00	54.88	145.12	27.4%

2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 16:30:17 Date: 05/30/2023

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001 General Fund

01/01/2023 To: 12/31/2023

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 45 49 31 Marine Rescue Training Projects	1,000.00	0.00	1,000.00	0.0%
522 45 49 40 Technical Rescue Tuition & Registration	6,400.00	0.00	6,400.00	0.0%
522 45 49 41 Technical Rescue Training Projects	0.00	0.00	0.00	0.0%
522 45 49 50 Maintenance Tuition & Registration	2,020.95	350.00	1,670.95	17.3%
522 45 49 60 Health & Wellness Training - Registration	0.00	0.00	0.00	0.0%
522 Fire Control	210,026.58	17,158.94	192,867.64	8.2%
045 TRAINING EMPLOYEE	210,026.58	17,158.94	192,867.64	8.2%

050 FACILITIES

522 Fire Control				
522 50 10 00 Maintenance Employees Wages	155,985.71	63,408.29	92,577.42	40.7%
522 50 10 01 Maintenance Employees Authorized Overtime	3,000.00	2,962.96	37.04	98.8%
522 50 15 20 Maintenance Deferred Compensation	3,199.71	0.00	3,199.71	0.0%
522 50 20 10 FICA/Medicare Benefits-Maintenance Employees	12,238.91	4,404.91	7,834.00	36.0%
522 50 20 20 L&I/Unemployment Premiums-Maintenance Employees	7,251.30	1,479.94	5,771.36	20.4%
522 50 20 30 Maintenance Healthcare Benefits/AD&D	65,320.69	32,723.91	32,596.78	50.1%
522 50 20 40 Retirement Benefits-Maintenance Employees	20,526.17	4,532.29	15,993.88	22.1%
522 50 20 50 Tuition Reimbursement-Maintenance Employees	0.00	0.00	0.00	0.0%
522 50 31 10 Janitorial Supplies	8,400.00	1,427.83	6,972.17	17.0%
522 50 31 20 Maintenance Parts & Supplies	5,064.00	173.54	4,890.46	3.4%
522 50 32 10 Fuel - Maintenance	4,500.00	3,798.77	701.23	84.4%
522 50 35 10 Small Tools	3,600.00	3,662.34	(62.34)	101.7%
522 50 35 20 Furnishings	600.00	124.67	475.33	20.8%
522 50 35 30 Appliances	250.00	0.00	250.00	0.0%
522 50 41 10 Janitorial Services	30,892.00	8,460.00	22,432.00	27.4%
522 50 41 20 Yard Maintenance	25,000.00	11,469.52	13,530.48	45.9%
522 50 41 30 Building Maintenance Services	38,848.00	13,788.67	25,059.33	35.5%
522 50 45 10 Maintenance Equipment Rental & Leases	6,000.00	0.00	6,000.00	0.0%
522 50 47 10 Electricity Consumed	48,117.80	18,571.93	29,545.87	38.6%
522 50 47 20 LPG Gas Consumed	8,760.90	4,644.93	4,115.97	53.0%
522 50 47 30 Water Consumed	5,866.00	2,319.35	3,546.65	39.5%
522 50 47 40 Waste Disposal Used	4,220.00	995.42	3,224.58	23.6%
522 50 48 10 Facilities Repair & Maintenance	9,900.00	3,451.54	6,448.46	34.9%
522 Fire Control	467,541.19	182,400.81	285,140.38	39.0%
050 FACILITIES	467,541.19	182,400.81	285,140.38	39.0%

060 VEHICLE & EQUIP MAINTENANCE

522 Fire Control				
522 60 43 01 Maintenance Ferry Fees	1,000.00	471.15	528.85	47.1%
522 60 48 10 Fire Equipment Repair & Maintenance	31,027.04	6,846.51	24,180.53	22.1%

2023 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund

01/01/2023 To: 12/31/2023

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 60 48 11	Fire Apparatus Repair & Maintenance	80,020.00	52,304.35	27,715.65 65.4%
522 60 48 12	Administrative Vehicle Repair & Maintenance	8,000.00	399.76	7,600.24 5.0%
522 60 48 20	Medical Equipment Repair & Maintenance	2,785.00	0.00	2,785.00 0.0%
522 60 48 21	Medical Vehicle Repair & Maintenance	8,400.00	321.61	8,078.39 3.8%
522 60 48 30	Marine Equipment Repair & Maintenance	2,000.00	0.00	2,000.00 0.0%
522 60 48 31	Marine Vehicle Repair & Maintenance	20,650.00	1,786.11	18,863.89 8.6%
522 60 48 40	Technical Rescue Equipment Repair & Maintenance	500.00	0.00	500.00 0.0%
522 60 48 41	Technical Rescue Vehicle Repair & Maintenance	950.00	0.00	950.00 0.0%
522 60 48 50	Training Equipment Repair & Maintenance	500.00	76.47	423.53 15.3%
522 60 48 60	Maintenance Equipment Repair & Maintenance	3,500.00	1,059.89	2,440.11 30.3%
522 60 48 61	Maintenance Vehicle Repair & Maintenance	1,450.00	0.00	1,450.00 0.0%
522 60 49 70	Collision/Accident	5,999.98	1,228.78	4,771.20 20.5%
522 Fire Control		166,782.02	64,494.63	102,287.39 38.7%
060 VEHICLE & EQUIP MAINTENANCE		166,782.02	64,494.63	102,287.39 38.7%

062 CAPITAL FACILITIES

591 Debt Service

591 22 71 01	Principle Payments	185,000.00	0.00	185,000.00 0.0%
592 22 83 01	Interest Payments	134,160.00	0.00	134,160.00 0.0%
591 Debt Service		319,160.00	0.00	319,160.00 0.0%

594 Capital Expenditures

594 20 35 13	Computer Hardware	0.00	0.00	0.00 0.0%
594 22 30 00	Communications Equipment	606,000.00	0.00	606,000.00 0.0%
594 22 35 00	Fire Training Equipment- Capital	0.00	0.00	0.00 0.0%
594 22 35 12	Fire Safety Equipment - Capital	0.00	0.00	0.00 0.0%
594 22 35 60	Personal Safety Equipment - Capital	37,500.00	0.00	37,500.00 0.0%
594 22 42 10	Dispatch Services - Capital	0.00	0.00	0.00 0.0%
594 22 62 11	Station 32-33 Replacement	500,000.00	0.00	500,000.00 0.0%
594 22 62 38	Station 32- Upgrade Transfer Switch & 30 KW Generator	0.00	0.00	0.00 0.0%
594 22 63 30	Cultus Bay Radio Tower Site	15,600.00	0.00	15,600.00 0.0%
594 22 63 31	Station 31 - 5535 Cameron Road	41,640.00	13,356.99	28,283.01 32.1%
594 22 63 32	Station 32 - 6435 Central Avenue	4,500.00	0.00	4,500.00 0.0%
594 22 63 33	Station 33 - 3405 French Road	0.00	0.00	0.00 0.0%
594 22 63 34	Station 34 - 820 Camano Avenue	100.00	0.00	100.00 0.0%
594 22 63 35	Station 35 - 3982 Saratoga Road	20,043.00	0.00	20,043.00 0.0%
594 22 63 36	Station 36 - 5579 Bayview Road	100,000.00	9,365.25	90,634.75 9.4%
594 22 63 37	Maintenance Facility - 2874 Verlane Street	41,555.00	0.00	41,555.00 0.0%
594 22 64 03	Medical Equipment- Capital	6,000.00	0.00	6,000.00 0.0%
594 22 64 32	Computers / IT Capital	61,750.00	11,725.01	50,024.99 19.0%
594 Capital Expenditures		1,434,688.00	34,447.25	1,400,240.75 2.4%

2023 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund

01/01/2023 To: 12/31/2023

Expenditures	Amt Budgeted	Expenditures	Remaining	
062 CAPITAL FACILITIES	1,753,848.00	34,447.25	1,719,400.75	2.0%

064 CAPITAL VEHICLES

594 Capital Expenditures

594 22 48 35 Marine Vehicle Repair- Capital	8,200.00	0.00	8,200.00	0.0%
594 22 64 10 Vehicles	125,553.00	22,125.68	103,427.32	17.6%
594 22 64 12 Fire Apparatus	886,160.00	69,100.83	817,059.17	7.8%
594 Capital Expenditures	1,019,913.00	91,226.51	928,686.49	8.9%
064 CAPITAL VEHICLES	1,019,913.00	91,226.51	928,686.49	8.9%

070 OTHER

580 Non Expenditures

588 10 00 00 Prior Period Adjustment	0.00	0.00	0.00	0.0%
589 00 00 10 Non Expenditure - Suspense	0.00	0.00	0.00	0.0%
589 90 00 00 Payroll Deduction Clearing	0.00	(16,789.70)	16,789.70	0.0%
580 Non Expenditures	0.00	(16,789.70)	16,789.70	0.0%

597 Interfund Transfers

597 00 00 02 Transfer To Capital Fund	0.00	0.00	0.00	0.0%
597 00 00 03 Transfer To Reserve Fund	0.00	0.00	0.00	0.0%
597 00 00 04 Transfer To Contingency Fund	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
070 OTHER	0.00	(16,789.70)	16,789.70	0.0%

Fund Expenditures:	8,217,366.25	2,083,404.92	6,133,961.33	25.4%
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Fund Excess/(Deficit):	(993,411.22)	2,022,373.84		
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2023 BUDGET POSITION

South Whidbey Fire EMS

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003 Reserve Fund 01/01/2023 To: 12/31/2023

	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 41 10 00 Estimated Beginning Balance	0.00	0.00	0.00 0.0%
308 91 10 00 Estimated Beginning Balance	0.00	0.00	0.00 0.0%
308 Beginning Balances	0.00	0.00	0.00 0.0%

360 Misc Revenues

361 11 00 02 Investment Interest	0.00	0.00	0.00 0.0%
360 Misc Revenues	0.00	0.00	0.00 0.0%

397 Interfund Transfers

397 00 00 03 Transfer From General Fund	0.00	0.00	0.00 0.0%
397 Interfund Transfers	0.00	0.00	0.00 0.0%

Fund Revenues:	0.00	0.00	0.00 0.0%
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	Amt Budgeted	Expenditures	Remaining
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597 Interfund Transfers

597 00 01 03 Transfer from Reserve to General	0.00	0.00	0.00 0.0%
597 Interfund Transfers	0.00	0.00	0.00 0.0%

Fund Expenditures:	0.00	0.00	0.00 0.0%
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Fund Excess/(Deficit):	0.00	0.00	
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2023 BUDGET POSITION

South Whidbey Fire EMS

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004 Contingency Fund 01/01/2023 To: 12/31/2023

	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 41 11 00 Estimated Beginning Balance	0.00	0.00	0.00 0.0%
308 91 11 00 Estimated Beginning Balance	0.00	0.00	0.00 0.0%
308 Beginning Balances	0.00	0.00	0.00 0.0%

360 Misc Revenues

361 11 00 03 Investment Interest	0.00	0.00	0.00 0.0%
360 Misc Revenues	0.00	0.00	0.00 0.0%

397 Interfund Transfers

397 00 00 04 Transfer From General Fund	0.00	0.00	0.00 0.0%
397 Interfund Transfers	0.00	0.00	0.00 0.0%

Fund Revenues:	0.00	0.00	0.00 0.0%
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	Amt Budgeted	Expenditures	Remaining
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597 Interfund Transfers

597 00 01 04 Transfer from Contingency to General	0.00	0.00	0.00 0.0%
597 Interfund Transfers	0.00	0.00	0.00 0.0%

Fund Expenditures:	0.00	0.00	0.00 0.0%
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Fund Excess/(Deficit):	0.00	0.00	
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2023 BUDGET POSITION

South Whidbey Fire EMS

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300 General Investment Fund 01/01/2023 To: 12/31/2023

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 41 00 00 Estimated Beginning Balance	0.00	1,208,387.51	(1,208,387.51)	0.0%
308 Beginning Balances	0.00	1,208,387.51	(1,208,387.51)	0.0%

397 Interfund Transfers

397 00 00 02 Transfer From General Fund	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Revenues:	0.00	1,208,387.51	(1,208,387.51)	0.0%
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	Amt Budgeted	Expenditures	Remaining	
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999 Ending Balance

508 41 00 00 Ending Balance	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%

070 OTHER

597 Interfund Transfers

597 22 00 02 Transfer To General Fund	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

070 OTHER	0.00	0.00	0.00	0.0%
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Fund Expenditures:	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	0.00	1,208,387.51		
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2023 BUDGET POSITION

South Whidbey Fire EMS

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301 Bond Fund 01/01/2023 To: 12/31/2023

	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 41 20 00 Estimated Beginning Balance	0.00	86.60	(86.60) 0.0%
308 91 20 00 Estimated Beginning Balance	0.00	0.00	0.00 0.0%
308 Beginning Balances	0.00	86.60	(86.60) 0.0%

Fund Revenues:	0.00	86.60	(86.60) 0.0%
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	Amt Budgeted	Expenditures	Remaining
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597 Interfund Transfers

597 00 00 05 Transfer from Bond to General	0.00	86.60	(86.60) 0.0%
597 Interfund Transfers	0.00	86.60	(86.60) 0.0%

Fund Expenditures:	0.00	86.60	(86.60) 0.0%
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Fund Excess/(Deficit):	0.00	0.00	
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2023 BUDGET POSITION TOTALS

South Whidbey Fire EMS

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	7,223,955.03	4,105,778.76	56.8%	8,217,366.25	2,083,404.92	25%
003 Reserve Fund	0.00	0.00	0.0%	0.00	0.00	0%
004 Contingency Fund	0.00	0.00	0.0%	0.00	0.00	0%
300 General Investment Fund	0.00	1,208,387.51	0.0%	0.00	0.00	0%
301 Bond Fund	0.00	86.60	0.0%	0.00	86.60	0%
	7,223,955.03	5,314,252.87	73.6%	8,217,366.25	2,083,491.52	25.4%

TREASURER'S REPORT

Fund Totals

South Whidbey Fire EMS

04/01/2023 To: 04/30/2023

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	664,384.24	2,110,547.14	421,703.17	2,353,228.21	4,160.80	1,514.56	-3,913.00	2,354,990.57
300 General Investment Fund	1,208,387.51	0.00		1,208,387.51	0.00	0.00	0.00	1,208,387.51
301 Bond Fund	86.60	0.00	86.60	0.00	0.00	0.00	0.00	0.00
	<u>1,872,858.35</u>	<u>2,110,547.14</u>	<u>421,789.77</u>	<u>3,561,615.72</u>	<u>4,160.80</u>	<u>1,514.56</u>	<u>-3,913.00</u>	<u>3,563,378.08</u>

TREASURER'S REPORT

Account Totals

South Whidbey Fire EMS

04/01/2023 To: 04/30/2023

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 General Fund-Island County Mai	664,288.71	2,116,411.16	427,567.19	2,353,132.68	-3,913.00	5,675.36	2,354,895.04
5 Capital Reserve Investment	1,208,387.51	0.00	0.00	1,208,387.51	0.00	0.00	1,208,387.51
7 Keybank (Direct Deposit)	95.53	0.00	0.00	95.53	0.00	0.00	95.53
8 Bond Fund	86.60	0.00	86.60	0.00	0.00	0.00	0.00
10 Heritage (Direct Deposit)	0.00	117,167.00	117,167.00	0.00	0.00	0.00	0.00
Total Cash:	1,872,858.35	2,233,578.16	544,820.79	3,561,615.72	-3,913.00	5,675.36	3,563,378.08
	1,872,858.35	2,233,578.16	544,820.79	3,561,615.72	-3,913.00	5,675.36	3,563,378.08

TREASURER'S REPORT

Outstanding Vouchers

04/01/2023 To: 04/30/2023

As Of: 04/30/2023 Date: 05/30/2023

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South Whidbey Fire EMS

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	97	01/24/2023	Tr Rec	1		Central Whidbey Island Fire & Rescue	3,913.00	shows an invoice number of 266. But no invoice can
						Receipts Outstanding:	3,913.00	
2022	1022	08/11/2022	Payroll	1	661596	Lianne Kniest	36.01	Q2 Volunteer Points
2022	1069	08/10/2022	Claims	1	661605	Champion Bolt & Supply Inc	45.80	INV #750665
2022	1145	08/24/2022	Claims	1	661663	Cooper Ullman	20.00	Fair Meal Reimbursement
2023	45	01/19/2023	Claims	1	662117	Nicole Hagen	300.00	Boot Reimbursement
2023	137	02/09/2023	Payroll	1	662148	Kirsti Ranta	144.07	Jan 20-Feb 3 Payroll
2023	223	02/23/2023	Payroll	1	662191	South Whidbey Firefighters Union	714.90	Pay Cycle(s) 02/23/2023 To 02/23/2023 - FF Association Dues
2023	438	04/10/2023	Claims	1	662289	McMahon, Pat	3,120.00	CPR and EMT Instructor Fee
2023	443	04/10/2023	Claims	1	662294	Pomeroy, Rebekah	675.00	EMT Instructor Fee
2023	509	04/21/2023	Payroll	1	662317	South Whidbey Firefighters Union	619.58	Pay Cycle(s) 04/20/2023 To 04/20/2023 - FF Association Dues
							5,675.36	

Fund	Claims	Payroll	Total
001 General Fund	4,160.80	1,514.56	5,675.36
	4,160.80	1,514.56	5,675.36

TREASURER'S REPORT

Signature Page

South Whidbey Fire EMS

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04/01/2023 To: 04/30/2023

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We, the undersigned officers for South Whidbey Fire/EMS, have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
Chief / Date Finance Officer / Date

Signed: _____
Board Chairman / Date

Treasurer's Report
Transactions from 4/1/2023 to 4/30/2023

638 - FIRE DIST #3 EXPENSE

Cash Balance at 3/31/2023				685,991.68
04/03/2023	WARRANTS PAID	2,220.05	0.00	
04/06/2023	WARRANTS PAID	75.00	0.00	
04/07/2023	WARRANTS PAID	53.56	0.00	
04/10/2023	WARRANT ISSUE	0.00	125,454.57	
04/12/2023	WARRANT ISSUE	0.00	37,578.94	
04/13/2023	WARRANTS PAID	58,617.73	0.00	
04/14/2023	WARRANTS PAID	58,956.82	0.00	
04/17/2023	WARRANT ISSUE	0.00	8,800.00	
04/17/2023	WARRANTS PAID	35,227.13	0.00	
04/18/2023	WARRANTS PAID	3,607.64	0.00	
04/19/2023	WARRANTS PAID	342.34	0.00	
04/20/2023	WARRANTS PAID	497.14	0.00	
04/21/2023	WARRANTS PAID	1,504.00	0.00	
04/21/2023	WARRANT ISSUE	0.00	47,892.69	
04/21/2023	WARRANT ISSUE	0.00	451.34	
04/24/2023	WARRANTS PAID	44.99	0.00	
04/25/2023	WARRANTS PAID	49,329.44	0.00	
04/26/2023	WARRANTS PAID	54.88	0.00	
04/27/2023	WARRANTS PAID	20,687.07	0.00	
04/27/2023	WARRANTS PAID	100.36	0.00	
	Warrant Payable Total	231,318.15	220,177.54	-11,140.61
04/06/2023	SOUTH WHIDBEY F FD#3 DEPOSIT	0.00	55.00	
04/06/2023	SOUTH WHIDBEY F FD#3 DEPOSIT	0.00	495.00	
04/07/2023	SOUTH WHIDBEY F FD#3 TRAMA PAS	0.00	554.00	
04/13/2023	SOUTH WHIDBEY F FD#3 DEPOSIT	0.00	78.11	
04/13/2023	SOUTH WHIDBEY F FD#3 DEPOSIT	0.00	495.00	
04/20/2023	SOUTH WHIDBEY F FD#3 DEPOSIT	0.00	55.00	
04/27/2023	SOUTH WHIDBEY F FD#3 DEPOSIT	0.00	5,785.91	
04/27/2023	SOUTH WHIDBEY F FD#3 DEPOSIT	0.00	110.00	
04/30/2023	APR 23 PROP TAX DISTRIBUTION	0.00	2,106,184.69	
04/30/2023	MAR2023 LEASEHOLD COLLEX	0.00	440.09	
04/30/2023	ICTIP INV INTEREST -APR 2023	0.00	2,071.76	
	Revenue Total	0.00	2,116,324.56	2,116,324.56
04/21/2023	TRANSFER FROM FD2BR (641)	0.00	86.60	
	Transfer In Total	0.00	86.60	86.60
04/05/2023	FD3EX PAYROLL	57,911.71	0.00	
04/05/2023	FD3EX IRS	22,796.88	0.00	
04/10/2023	WARRANT ISSUE	125,454.57	0.00	
04/12/2023	WARRANT ISSUE	37,578.94	0.00	
04/12/2023	FD3EX DRS	25,349.79	0.00	
04/17/2023	WARRANT ISSUE	8,800.00	0.00	
04/17/2023	FD3EX DRS	1,742.71	0.00	
04/19/2023	FD3EX PAYROLL	59,255.29	0.00	
04/19/2023	FD3EX IRS	23,084.99	0.00	
04/21/2023	WARRANT ISSUE	47,892.69	0.00	
04/21/2023	WARRANT ISSUE	451.34	0.00	
04/21/2023	FD3EX DRS	25,594.35	0.00	
04/25/2023	FD3EX PROP TAX	453.93	0.00	
	Expenditure Total	436,367.19	0.00	-436,367.19

Island County, WA

Treasurer's Report
Transactions from 4/1/2023 to 4/30/2023

638 - FIRE DIST #3 EXPENSE

Ending Cash Balance

Calculated Total 2,354,895.04

Book Total 2,354,895.04

Difference 0.00



**Participants - Earning Allocat Selected
Cash/Checking Activity
April 1, 2023 - April 30, 2023**

Fire District #3 Maintenance

Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
638						1,208,387.51
	1.670	04/01/2023			1,737.75	1,208,387.51
	2.057	04/01/2023				1,208,387.51
Subtotal and Ending Balance	2.057		0.00	0.00	1,737.75	1,208,387.51
Totals and Ending Balance for Fire District #3 Maintenance			0.00	0.00	1,737.75	1,208,387.51

Island County, WA

Treasurer's Report
Transactions from 4/1/2023 to 4/30/2023

641 - FIRE DISTRICT #3 BOND

Cash Balance at 3/31/2023				86.60
04/21/2023	TRANSFER TO FD2EX (638)		86.60	0.00
	Transfer Out Total		<u>86.60</u>	<u>0.00</u>
				-86.60
Ending Cash Balance			Calculated Total	0.00
			Book Total	0.00
			Difference	0.00



SOUTH WHIDBEY FIRE / EMS

5579 Bayview Road • Langley, WA 98260
(360)321-1533 • Fax (360)321-9385 • www.swfe.org

Expenditure Approval Document

Date of Approval: June 8, 2023

Fund: 638

Warrants Approved from May 18, 2023 - June 1, 2023

Date	Check	Vendor	Amount
05/18/2023	EFT	Payroll	\$56,990.44
05/22/2023	230503001-230503038	Accounts Payable	\$47,777.63
05/26/2023	EFT, 230504001-230504004	Payroll Liabilities	\$59,759.37
06/01/2023	EFT, 230601001-230601003	Payroll Liabilities	\$54,106.88
06/01/2023	EFT	Payroll	\$59,687.92
Total Warrants Approved			\$278,322.24

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable according to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the claim is a just, due and unpaid obligation against South Whidbey Fire/EMS, and that I am authorized to authenticate and certify to said claim.

Finance Officer: _____
Kathryn Nguyen

Fire Chief: _____
Nick Walsh

Commissioner: _____
Michael Noblet

Commissioner: _____
Savannah Erickson

Commissioner: _____
Jim Towers

Serving the communities of Bayview - Clinton - Freeland - Langley - Maxwelton – Saratoga
Our mission: *“To protect and prepare the South Whidbey community through service and education.”*

CHECK REGISTER

South Whidbey Fire EMS

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05/18/2023 To: 06/30/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
713	05/26/2023	Payroll	1	EFT	WA D/Retirement Systems	2,378.79	Pay Cycle(s) 04/06/2023 To 04/06/2023 - DEFERRED COMP
714	05/26/2023	Payroll	1	EFT	WA D/Retirement Systems	1,979.29	Pay Cycle(s) 04/20/2023 To 04/22/2023 - DEFERRED COMP
745	06/01/2023	Payroll	1	EFT	Internal Revenue Service	23,600.78	941 Deposit for Pay Cycle(s) 06/01/2023 - 06/01/2023
746	06/01/2023	Payroll	1	EFT	WA D/Retirement Systems	29,121.48	Pay Cycle(s) 05/04/2023 To 05/04/2023 - DRS 457 (Deferred Comp); Pay Cycle(s) 05/04/2023 To 05/04/2023 - DEFERRED COMP; Pay Cycle(s) 05/01/2023 To 05/31/2023 - LEOFF 2; Pay Cycle(s) 05/01/2023 To 05/3
675	05/22/2023	Claims	1	662380	Robert Coleman Absolute Pest Control	596.20	INV# 12053
	Invoices	Amount	PO	For			
	12053	596.20		Pest Control Services			
676	05/22/2023	Claims	1	662381	All Battery Sales & Service	11.81	INV# 1905701070233
	Invoices	Amount	PO	For			
	1905701070233	11.81		UPS Batteries			
677	05/22/2023	Claims	1	662382	Amazon Capital Services	15.10	INV# 1FM1DTFCNF6D
	Invoices	Amount	PO	For			
	1FM1DTFCNF6D	15.10		1701 Dash Plugs			
678	05/22/2023	Claims	1	662383	Bound Tree Medical, LLC.	1,917.59	INV# 84940760
	Invoices	Amount	PO	For			
	84940760	1,917.59	105900	Medical Training Aids			
679	05/22/2023	Claims	1	662384	Captured Moments Photography	637.65	INV# SS00494001
	Invoices	Amount	PO	For			
	SS00494001	637.65		Banquet Photography			
680	05/22/2023	Claims	1	662385	ClearWater Services	362.08	ACCT# WA01619
	Invoices	Amount	PO	For			
	24812	362.08		Water System Service			
681	05/22/2023	Claims	1	662386	Clinton Water District	141.84	ACCT# 0134; ACCT# 0068
	Invoices	Amount	PO	For			
	05312230134	94.00		Humphrey Rd Water Use			
	053120230068	47.84		Water Usage			
682	05/22/2023	Claims	1	662387	Electronic Business Machines	344.20	INV# AR247325
	Invoices	Amount	PO	For			
	AR247325	344.20		Copy Machine Use			
683	05/22/2023	Claims	1	662388	FirstNet - AT&T MOBILITY	2,113.35	287296038392042
	Invoices	Amount	PO	For			
	28729603839204.	2,113.35		Cell Phone Data			
684	05/22/2023	Claims	1	662389	Freeland Ace Hardware	69.56	Acct # 1059

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South Whidbey Fire EMS

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		Invoices	Amount	PO	For		
	604810		69.56		Parts for Truck Repair		
685	05/22/2023	Claims	1	662390	G12 Communications LLC	425.36	Cust # 5683
		Invoices	Amount	PO	For		
	108216		425.36		G12 Trunks		
686	05/22/2023	Claims	1	662391	Health & Safety Institute HSI	158.46	INV# 1794956, 1794955
		Invoices	Amount	PO	For		
	1794956		14.40		CPR Cards		
	1794955		144.06		CPR Cards		
687	05/22/2023	Claims	1	662392	Hamilton Jet	958.59	INV# 110005855
		Invoices	Amount	PO	For		
	110005855		958.59		1302 Engine Lof Parts		
688	05/22/2023	Claims	1	662393	Hatton Marine and Industrial Repair Inc	827.52	INV# 9402021350652
		Invoices	Amount	PO	For		
	9402021350652		827.52		M3 1302 Annual service maint		
689	05/22/2023	Claims	1	662394	Island Auto Supply	83.30	ACCT# 1340
		Invoices	Amount	PO	For		
	684291		17.39		1004 Oil Fil		
	684522		65.91		0805 Head lamp repair		
690	05/22/2023	Claims	1	662395	Island Disposal, Inc.	334.48	ACCT# 2144-158096/138276
		Invoices	Amount	PO	For		
	7581794A144		182.36		Waste Disposal		
	7581736S144		152.12		Waste Disposal		
691	05/22/2023	Claims	1	662396	Jennings Equipment, Inc.	1,012.72	ACCT# 11533
		Invoices	Amount	PO	For		
	42554P		614.87		Yard Maint Tools		
	42557P		397.85		Yard Maint Parts		
692	05/22/2023	Claims	1	662397	Jerry Beck & Company Inc.	1,652.24	INV# 10269
		Invoices	Amount	PO	For		
	10269		1,652.24		STN 32 Nedderman Repair		
693	05/22/2023	Claims	1	662398	Johnson Controls Security Solutions LLC	1,023.76	INV# 38741977
		Invoices	Amount	PO	For		
	38741977		1,023.76		Access System Repairs		
694	05/22/2023	Claims	1	662399	Kent D. Bruce Co. LLC	854.46	INV# 13547
		Invoices	Amount	PO	For		
	13547		854.46		New Unit Antennas		

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South Whidbey Fire EMS

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
695	05/22/2023	Claims	1	662400	A Waste Connections Comp. LEMAY Mobile Shredding	3.70	INV# 4792499S185
		Invoices	Amount	PO	For		
		4792499S185	3.70		Shredding service		
696	05/22/2023	Claims	1	662401	LabCorp Occupational Testing Service	67.00	ACCT# 82081893
		Invoices	Amount	PO	For		
		042920231893	67.00		Drug Test		
697	05/22/2023	Claims	1	662402	Langley, City of	355.39	ACCT# 1171.1
		Invoices	Amount	PO	For		
		061020231711	355.39		Water usage		
698	05/22/2023	Claims	1	662403	Mukilteo Coffee Co.	46.80	INV# 670849, 670923, 670999
		Invoices	Amount	PO	For		
		670849	15.60		Coffee		
		670923	15.60		Coffee		
		670999	15.60		Coffee		
699	05/22/2023	Claims	1	662404	Frontier Ford Penninsula Auto World, INC	109.94	INV# 144234, 144232
		Invoices	Amount	PO	For		
		144234	36.51		1701 Wiper blades		
		144232	73.43		1701 Door lock		
700	05/22/2023	Claims	1	662405	Puget Sound Energy	3,793.28	ACCT# 220008899761, 017845409, 8900312; ACCT# 200013858705, 220017726922
		Invoices	Amount	PO	For		
		051520239761	696.01		Maint. fac electricity		
		051620235409	230.04		STN 32 Electricity		
		051220238238	336.04		STN 34 electricity		
		051220238691	542.91		STN 31 electricity		
		050920230312	276.52		STN 35 electricity		
		042820238705	107.60		Electricity Usage		
		050120236922	1,604.16		Electricity Usage		
701	05/22/2023	Claims	1	662406	Quality Cleaning Etc. Inc.	1,504.00	INV# 05012023
		Invoices	Amount	PO	For		
		05012023	1,504.00		Station cleaning		
702	05/22/2023	Claims	1	662407	Saratoga Water District	80.00	ACCT# 20320
		Invoices	Amount	PO	For		
		061220230320	88.00		Water Usage		
703	05/22/2023	Claims	1	662408	SeaWestern Fire Apparatus & Equip.	16,606.91	INV# 23348, 23150
		Invoices	Amount	PO	For		
		23348	15,535.23		2nd set PPE		
		23150	1,071.68		Replace Hoods		

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
704	05/22/2023	Claims	1	662409	Simmons Glass	609.28	INV# 10345
		Invoices	Amount	PO	For		
		10345	609.28		Hang Mirrors at 36		
705	05/22/2023	Claims	1	662410	Stericycle, INC.	10.36	INV# 3006459175
		Invoices	Amount	PO	For		
		006459175	10.36		Bio Hazard Bin		
706	05/22/2023	Claims	1	662411	T-Mobile	411.61	ACCT# 972274840
		Invoices	Amount	PO	For		
		051320234840	411.61		Data Plans		
707	05/22/2023	Claims	1	662412	Lewis J Townsend	371.39	Boot/training reimbursement
		Invoices	Amount	PO	For		
		05172023	371.39		Boot/training reimbursement		
708	05/22/2023	Claims	1	662413	US Bank Visa	8,609.65	ACCT# 4246044555692148; ACCT# 4246044555692148
		Invoices	Amount	PO	For		
		032720232148	5,830.58		March Staement		
		042520232148	2,779.07		April Statement		
709	05/22/2023	Claims	1	662414	Vistaire Water System	218.18	Acct# R329080230420/BR049
		Invoices	Amount	PO	For		
		042820230420	121.60		STN 36 Water		
		042820231000	96.58		Maint. Water		
710	05/22/2023	Claims	1	662415	WA State Ferries	243.80	ACCT# F111148
		Invoices	Amount	PO	For		
		RK407411	243.80		Academy Ferry		
711	05/22/2023	Claims	1	662416	Whidbey Auto Parts, Inc	85.80	ACCT# 3316; ACCT# 3316
		Invoices	Amount	PO	For		
		512055	21.85		Air Dryer Valve		
		050520233316	63.95		1701 Front Head lamps		
712	05/22/2023	Claims	1	662417	Whidbey Telecom	1,110.27	ACCT# 119643
		Invoices	Amount	PO	For		
		050120239643	3,631.34		Phone and Internet		
715	05/26/2023	Payroll	1	662418	IAFF Local Union 5212	123.52	Pay Cycle(s) 05/18/2023 To 05/18/2023 - FF Union Dues
716	05/26/2023	Payroll	1	662419	South Whidbey Firefighters Union	762.56	Pay Cycle(s) 05/18/2023 To 05/18/2023 - FF Association Dues
717	05/26/2023	Payroll	1	662420	Trusteed Plans Service Corp.	54,030.53	Pay Cycle(s) 05/01/2023 To 05/31/2023 - Medical/Dental; Pay Cycle(s) 05/01/2023 To 05/31/2023 - Life Insurance
718	05/26/2023	Payroll	1	662421	Vimly Benefits Solutions	484.68	Pay Cycle(s) 05/18/2023 To 05/18/2023 - IAFF MERP Dues

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South Whidbey Fire EMS

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
747	06/01/2023	Payroll	1	662422	IAFF Local Union 5212	115.80	Pay Cycle(s) 06/01/2023 To 06/01/2023 - FF Union Dues
748	06/01/2023	Payroll	1	662423	South Whidbey Firefighters Union	714.90	Pay Cycle(s) 06/01/2023 To 06/01/2023 - FF Association Dues
749	06/01/2023	Payroll	1	662424	Vimly Benefits Solutions	553.92	Pay Cycle(s) 06/01/2023 To 06/01/2023 - IAFF MERP Dues
632	05/18/2023	Payroll	10	EFT	Jonathan J. Beck	2,613.36	April 28-May 12 Payroll
633	05/18/2023	Payroll	10	EFT	Blake Benenati	1,509.51	April 28-May 12 Payroll
634	05/18/2023	Payroll	10	EFT	Brian Boyd	1,692.63	April 28-May 12 Payroll
635	05/18/2023	Payroll	10	EFT	Alex B Carlson	4,484.43	April 28-May 12 Payroll
636	05/18/2023	Payroll	10	EFT	Katheryne Crowe	1,681.76	April 28-May 12 Payroll
637	05/18/2023	Payroll	10	EFT	Karley Diffie	1,902.16	April 28-May 12 Payroll
638	05/18/2023	Payroll	10	EFT	Joseph M Dilley	3,554.21	April 28-May 12 Payroll
639	05/18/2023	Payroll	10	EFT	Savannah Erickson	280.60	April 28-May 12 Payroll
640	05/18/2023	Payroll	10	EFT	Christopher Greaves	2,139.95	April 28-May 12 Payroll
641	05/18/2023	Payroll	10	EFT	Jake D Greve	1,467.78	April 28-May 12 Payroll
642	05/18/2023	Payroll	10	EFT	Nicole Hagen	491.21	April 28-May 12 Payroll
643	05/18/2023	Payroll	10	EFT	Robert Husom	2,120.09	April 28-May 12 Payroll
644	05/18/2023	Payroll	10	EFT	Leah Kalahiki	3,025.70	April 28-May 12 Payroll
645	05/18/2023	Payroll	10	EFT	Vicki Lange	2,556.11	April 28-May 12 Payroll
646	05/18/2023	Payroll	10	EFT	Peter Lund	2,307.86	April 28-May 12 Payroll
647	05/18/2023	Payroll	10	EFT	Sean C McDougald	1,858.84	April 28-May 12 Payroll
648	05/18/2023	Payroll	10	EFT	Alexandra McMahan	2,937.89	April 28-May 12 Payroll
649	05/18/2023	Payroll	10	EFT	Terrence Ney	3,284.10	April 28-May 12 Payroll
650	05/18/2023	Payroll	10	EFT	Kathryn Nguyen	2,400.63	April 28-May 12 Payroll
651	05/18/2023	Payroll	10	EFT	Michael W Noblet	118.10	April 28-May 12 Payroll
652	05/18/2023	Payroll	10	EFT	Steven S Osborne	1,560.23	April 28-May 12 Payroll
653	05/18/2023	Payroll	10	EFT	Dillon K Rogers	479.29	April 28-May 12 Payroll
654	05/18/2023	Payroll	10	EFT	James A. Towers	117.36	April 28-May 12 Payroll
655	05/18/2023	Payroll	10	EFT	Lewis J Townsend	1,870.15	April 28-May 12 Payroll
656	05/18/2023	Payroll	10	EFT	Christopher Turner	1,963.88	April 28-May 12 Payroll
657	05/18/2023	Payroll	10	EFT	Cooper Ullmann	1,980.79	April 28-May 12 Payroll
658	05/18/2023	Payroll	10	EFT	Nicholas S Walsh	3,555.92	April 28-May 12 Payroll
659	05/18/2023	Payroll	10	EFT	Carlee Wilkie	3,035.90	April 28-May 12 Payroll
722	06/01/2023	Payroll	10	EFT	Jonathan J. Beck	2,613.36	May 12-May26 Payroll
723	06/01/2023	Payroll	10	EFT	Blake Benenati	1,889.93	May 12-May26 Payroll
724	06/01/2023	Payroll	10	EFT	Brian Boyd	2,221.36	May 12-May26 Payroll
725	06/01/2023	Payroll	10	EFT	Alex B Carlson	2,787.61	May 12-May26 Payroll
726	06/01/2023	Payroll	10	EFT	Katheryne Crowe	3,053.24	May 12-May26 Payroll
727	06/01/2023	Payroll	10	EFT	Karley Diffie	3,077.19	May 12-May26 Payroll
728	06/01/2023	Payroll	10	EFT	Joseph M Dilley	3,558.36	May 12-May26 Payroll
729	06/01/2023	Payroll	10	EFT	Christopher Greaves	1,746.68	May 12-May26 Payroll
730	06/01/2023	Payroll	10	EFT	Nicole Hagen	2,912.08	May 12-May26 Payroll
731	06/01/2023	Payroll	10	EFT	Robert Husom	3,219.96	May 12-May26 Payroll
732	06/01/2023	Payroll	10	EFT	Leah Kalahiki	2,193.51	May 12-May26 Payroll
733	06/01/2023	Payroll	10	EFT	Vicki Lange	2,557.05	May 12-May26 Payroll
734	06/01/2023	Payroll	10	EFT	Peter Lund	1,418.49	May 12-May26 Payroll
735	06/01/2023	Payroll	10	EFT	Sean C McDougald	2,760.04	May 12-May26 Payroll
736	06/01/2023	Payroll	10	EFT	Alexandra McMahan	3,082.26	May 12-May26 Payroll
737	06/01/2023	Payroll	10	EFT	Terrence Ney	3,290.33	May 12-May26 Payroll
738	06/01/2023	Payroll	10	EFT	Kathryn Nguyen	1,842.55	May 12-May26 Payroll
739	06/01/2023	Payroll	10	EFT	Steven S Osborne	2,126.08	May 12-May26 Payroll
740	06/01/2023	Payroll	10	EFT	Lewis J Townsend	1,767.19	May 12-May26 Payroll
741	06/01/2023	Payroll	10	EFT	Christopher Turner	1,991.30	May 12-May26 Payroll
742	06/01/2023	Payroll	10	EFT	Cooper Ullmann	2,838.21	May 12-May26 Payroll
743	06/01/2023	Payroll	10	EFT	Nicholas S Walsh	3,555.92	May 12-May26 Payroll
744	06/01/2023	Payroll	10	EFT	Carlee Wilkie	3,185.22	May 12-May26 Payroll

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 General Fund				278,322.24	
						278,322.24	Claims: 47,777.63 Payroll: 230,544.61

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against South Whidbey Island Fire/EMS and that I am authorized to authenticate and certify to said claim.

Auditing Officer _____ Date: _____

Auditing Officer _____ Date: _____

DISCIPLINARY ACTIONS

Purpose

The purpose of disciplinary actions is to maintain order and accountability within the organization.

Preamble:

At South Whidbey Fire/EMS, our people are our most valuable asset. Guided by our core values of integrity, service, and trust, we are committed to maintaining a positive work environment that fosters growth, accountability, and professionalism.

Disciplinary actions are essential for upholding order and accountability within our organization. However, we firmly believe that these actions must be conducted with fairness, respect, and in alignment with our mission and values. By integrating our core values into our disciplinary policy, we strive to create an atmosphere where every employee feels supported and empowered to deliver the highest level of service to our community.

As we develop and implement disciplinary procedures, it is crucial to remember our overarching mission of service, our unwavering commitment to integrity, and the trust placed in us by our community. The success of our department relies on the dedication and well-being of our employees, and it is through their efforts that we fulfill our duty to protect and serve.

Therefore, we are dedicated to treating every employee with fairness, establishing clear expectations, encouraging open communication, and providing opportunities for growth and improvement. By upholding these principles, we aim to create an environment where our personnel can excel and contribute their utmost to the betterment of our community.

APPLICATION OF THIS POLICY

This policy applies to the District's employees who are not represented by a labor union. For the District's employees who are represented by a labor union, disciplinary actions shall be governed by the terms of the Collective Bargaining Agreement between the District and the Union.

This Policy also does not apply to non-union probationary employees. Probationary employees are employed "at-will". This means the District may terminate the employment of a probationary employee for any reason or for no reason at all (unless otherwise prohibited by applicable law).

SERIOUS INFRACTIONS

The occurrence of any of the following is sufficient justification for immediate suspension (either with or without pay, as determined appropriate by the District in its discretion) and possible termination following investigation. Please note that the list set forth below, is not all inclusive and simply contains illustrative examples:

1. Theft, misappropriation or removal of District property or the property of employees, patients or others
2. Falsification of an application for employment or any report, time sheet or District record.

3. Soliciting and/or accepting for personal gain, payments, gifts or any item of value for services performed during the regular workday.
4. Willful alteration, destruction or waste of District property, facilities, records or equipment, wherever located, or the destruction of another employee's property.
5. Bringing alcohol, narcotics or other controlled substances on District property or in District vehicles; reporting to work or being under the influence of alcohol, narcotics or other controlled substances while on working time, or while on District property or in District vehicles.
6. Giving or taking a bribe of any nature as inducement for obtaining or retaining a job or position.
7. Serious or repeated disorderly conduct, horseplay or insubordination. Insubordination includes, but is not limited to: neglect of duty, or refusal or failure to obey lawful orders or instruction in the line of duty; public disrespect displayed toward a supervisor in the District while performing work for the District; and abusive language to any supervisor.
8. Threatening, intimidating, coercing or interfering with supervisors or other employees.
9. Deliberate attempts to injure another employee, or fighting on District property or during working hours.
10. Sleeping during working hours, unless authorized.
11. Participating in an unauthorized work stoppage or slowdown.
12. Recklessness resulting in a serious accident while on duty, whether on District property or while driving a District Vehicle.
13. Repeated unwelcome sexual advances, requests for sexual favors, and /or other verbal or physical conduct as defined in State and Federal Laws. Sexual harassment includes but is not limited to demands for sexual favors in exchange for employment, retention of job, promotion or other employment benefits. Any other violation of SWFE policy 1018.
14. Willful or intentional behavior or remarks based on race, creed, color, national origin, age, sex, marital status, sexual orientation, or the presence of a physical, sensory, or mental disability resulting in discrimination against any employee, customer or member of the general public.
15. Willful infraction of any District rule, regulation or policy.
16. Any other conduct which the District determines, in its discretion, is detrimental to the District's operation and mission.

DISCIPLINARY PROCEDURES AND ACTIONS

FORMS OF AND PROCEDURES FOR DISCIPLINARY ACTION:

Introduction:

1. The degree of disciplinary action administered depends on the severity of the infraction, as determined by the District in its discretion and will be carried out in accordance with this policy. It is the responsibility of the supervisor to evaluate the circumstances and facts which may lead to disciplinary action and to promptly report those facts/circumstances to the Fire Chief.
2. Set forth below in this policy section are the descriptions of various types of disciplinary action. The District shall have the discretion to impose the type of discipline it determines is most appropriate, given the facts/circumstances of a particular matter. While the District, in appropriate circumstances, may apply the concept of "progressive discipline"- this does not mean the district is obligated to apply the lowest level of discipline in any given situation. To the

contrary, “progressive discipline” (when applicable) means that the District will apply the lowest level of discipline which is appropriate under the circumstances. In some cases, this could mean termination of employment- even if the District has not previously disciplined the employee.

VERBAL WARNING

Verbal warning: This type of discipline should generally be limited to very minor infractions.

Procedure

1. Verbal warning should be given to the employees in private, if possible.
2. Supervisors should inform the employee that he or she is administering a verbal warning, that the employee is being given an opportunity to correct the condition, and that if the condition is not corrected, the employee may be subject to more severe disciplinary measures. The supervisor shall then reduce the verbal warning to writing to document its occurrence (and place that documentation in the employee’s personnel file and provide the employee a copy).

WRITTEN REPRIMAND

Written Reprimand: A written reprimand may be issued by the supervisor or District Chief in the event the employee disregards a previous verbal warning, or if the District determines, in its discretion, that the severity of the infraction is such it warrants a written reprimand. A written reprimand **REQUIRES** the approval of the District Chief.

Procedure

1. The supervisor or District Chief will put in writing the nature of the infraction in detail and sign the notice.
2. The District Chief will discuss the reprimand with the employee and the immediate supervisor (if applicable) to explain the reason(s) for the reprimand.
3. A copy of the written reprimand will be given to the employee when it is issued. The original copy will be placed in the employee’s personnel file.
4. A written reprimand becomes a permanent record of the employee’s file.

DISCIPLINARY PROBATION

Disciplinary Probation: An employee may be placed on disciplinary probation. This can occur in the District’s discretion, in conjunction with other forms of discipline issued under this policy. The length of disciplinary probation shall also be determined by the District in its discretion. At the end of probation, the employee may be returned to regular status, demoted or terminated. Only the District Chief may place and employee on probation for disciplinary reasons.

Procedure

1. The District Chief will put in writing the reason(s) for the employee’s disciplinary probation.
2. The District Chief will discuss the reason for the disciplinary probation with the employee and the immediate supervisor (if applicable) to explain the reason(s) for the action.
3. A copy of the foregoing document will be given to the employee at the time of the discussion.
4. The original copy will be placed in the employee’s personnel file.

5. At the end of the probation, the District Chief shall put in writing the result of the probation: return to regular status, continuation of probation, demotion or termination. A copy of the document ending or extending the probation shall be placed in the employee's personnel file.
6. In the case of demotion or termination the District Chief shall follow the processes set forth below for those actions.
7. Written records of disciplinary probation become a permanent record of the employee's file and may not be removed.

DEMOTION

Demotion: Demotion may be used where an employee is unable, as determined by the District in its discretion, to satisfactorily perform the responsibilities of their position but is capable of performing in a position of less responsibility and otherwise exhibits the qualities of a good public employee.

Procedure

1. A pre-disciplinary hearing is required prior to a demotion for disciplinary reasons. The District shall provide the employee with the basis for the proposed demotion prior to the pre-disciplinary hearing.
In cases that demand immediate action, the District Chief may make an immediate temporary demotion pending the outcome of the pre-disciplinary hearing. The employee shall continue to be compensated at a higher rate until a final determination is made.
2. The District Chief shall conduct the pre-disciplinary hearing. After the hearing, the District Chief shall determine whether demotion (or some other disciplinary sanction is appropriate). If the District Chief determines demotion is appropriate, he/she shall document the basis for his/her decision in writing and provide the employee with a copy of the document (which shall then be placed in the employee's personnel file as a permanent record not subject to removal).

SUSPENSION

Suspension: This form of discipline is used for severe infraction of rules or standards (as determined by the District in its discretion), or for continued violation(s) after the employee has received one or more written warnings for misconduct.

1. The District shall put in writing the basis for the proposed suspension, and the duration recommended. This document shall be provided to the employee prior to the pre-disciplinary hearing.
2. A pre-disciplinary hearing will be held with the employee to make certain that the employee is fully aware of the reasons for the proposed suspension and has an opportunity to respond and supply additional information. After the hearing, the District Chief shall determine whether suspension (or some other disciplinary sanction is appropriate). If the District Chief determines suspension is appropriate, he/she shall document the basis for his/her decision in writing and provide the employee with a copy of the document (which shall be placed in the employee's personnel file as a permanent record not subject to removal).
3. Exempt personnel are not subject to unpaid disciplinary suspensions except in increments of a full work week(s) unless the infraction leading to the suspension is for a violation of a safety rule of major significance.

TERMINATION

Termination: All District employees serve at the pleasure of the District Chief. Subject to any applicable state or federal laws, or specific provisions in employment contracts, the District Chief may discharge any employee at any time with or without cause. Removal from employment should normally follow verbal and /or written warnings previously given and made a part of the employee's personnel file.

1. A pre-disciplinary hearing will be held with the employee to make certain that the employee is fully aware of the reasons for the proposed termination and has an opportunity to respond and supply additional information. The District shall provide the employee with the basis for the proposed termination prior to the pre-disciplinary hearing.
2. After the pre-disciplinary hearing, the District Chief shall determine whether termination (or some other disciplinary sanction is appropriate). If the District Chief determines termination is appropriate, he/she shall document the basis for his/her decision in writing and provide the employee with a copy of the document (which shall then be placed in the employee's personnel file as a permanent recorded not subject to removal).

PREDISCIPLINARY HEARING

Pre-disciplinary Hearing: The District Chief will provide for and arrange a pre-disciplinary hearing prior to demotion, suspension or termination of a regular (i.e. non-probationary) employee.

1. The pre-disciplinary hearing shall be attended by the District Chief and another officer as witness (along with anyone else the District determines, in its discretion, is appropriate).
2. Prior to the pre-disciplinary hearing, the employee shall remain available for contact and shall be notified of the time, date, and place of the pre-disciplinary hearing no less than 48 hours in advance.
3. If the employee in question is not available for contact or chooses not to attend the pre-disciplinary hearing, then the District Chief shall make his/her final decision based upon the information available.
4. The employee in question will be provided, in writing, with a notice of infraction and an explanation of the reasons for the disciplinary action no less than 48 hours prior to the pre-disciplinary hearing. The employee will be given an opportunity to respond verbally or in writing, as to why the proposed disciplinary action should not be taken or should otherwise be modified.
5. The District's explanation of the reasons for the proposed disciplinary action will be sufficient to apprise the employee of the basis for the proposed action. Provided, however, this shall not limit the District at subsequent hearings (of any type) from presenting a more detailed and complete case including presentation of additional witnesses, documents, etc.
6. The employee may have legal counsel or other representation present at a pre-disciplinary hearing.
7. Should it be determined that the disciplinary action is necessary following the pre-disciplinary hearing, written notice of discipline will be given to the employee. Such notices are to include the alleged infraction and a general statement of the reasons for the action, and become a part of the employee's personnel file.

**SOUTH WHIDBEY FIRE/EMS
5579 BAYVIEW ROAD
LANGLEY, WA 98260**

RESOLUTION NO. 2023-06

A RESOLUTION TO CANCEL THE FOLLOWING WARRANTS:

Check Date	Check #	Vendor	Amount	Memo
8/10/2022	661605	Champion Bold	\$45.80	Lost Check
8/11/2022	661596	Lianne Kniest	\$36.01	Lost Check
8/24/2022	661663	Cooper Ullman	\$20.00	Lost Check
1/19/2023	662117	Nicole Hagen	\$300.00	Lost Check
		Total Warrants:	\$401.81	

WHEREAS, the above checks were issued, and a stop payment is needed due to the District not having the warrants in hand.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of South Whidbey Fire/EMS that the above warrants be canceled, and the funds returned to the Expense Fund of the District.

ADOPTED at a regular meeting of the Board of Commissioners of South Whidbey Fire/EMS on June 8, 2023, the following Commissioners being present:

Jim Towers, Chairman

Michael W. Noblet, Commissioner

Savannah Erickson, Commissioner

ATTEST:

Kathryn Nguyen