

## August

### Fire Chiefs Update

### Consent Report

#### Fourth Seat Coverage

July 55% of the time we had at station 36 (on duty)

June coverage was 51%

#### Fifth Seat Coverage

July 12% of the time we had at station 36

June coverage was 12%

#### Recruitment Report

1 Ready for approval at July Meeting

1 Applications/Inquiries In process, not ready for approval

#### -Total Volunteers

July- 48 (with 1 approved at June meeting)

June- 48

#### Call Volume Report –see attached

July call volume. calls for service 268

Year to date call volume 1532 calls for service

Calls as of this time last year 1472



# SOUTH WHIDBEY FIRE / EMS

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## BOARD OF FIRE COMMISSIONERS REGULAR MEETING June 20, 2023 – 5:30 pm Minutes – *Draft*

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

**Audience:** Chief Dilley, Rowen Stephens

### **Call to Order.**

Commissioner Towers called the meeting to order at 5:30 pm.

### **Approval of Agenda.**

Addition- Liz Loomis

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

**The motion carried unanimously.**

### **Public input.**

None

### **Consent Agenda.**

Approval of Minutes.

*Regular Meeting on June 8, 2023*

Finance Officer's Reports.

*Budget position Report*

*Treasurer's Report*

Monthly Vouchers.

*Dated 06/05/2023 for Account Payable Voucher 230602001-230602037 in the amount of \$149,198.85*

*Dated 06/15/2023 for Payroll EFT in the amount of \$58,002.13*

*Dated 06/19/2023 for Accounts Payable EFT and Voucher 230603001-230603037 in the amount of \$124,509.41*

*Dated 06/29/2023 for Payroll EFT in the amount of \$56,726.52*

*Dated 07/13/2023 for Payroll EFT in the amount of \$57,264.32*

*Dated 07/14/2023 for Payroll EFT and Voucher 662320-662327 in the amount of \$69,715.75*

*Dated 05/05/2023 for Accounts Payable EFT and Voucher 230701001-230701004 in the amount of \$71,208.75*

***Total Warrants Approved \$516,909.98***

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

**The motion carried unanimously.**

### **Member Update.**

*Rowen Stephens- Volunteer*

Chief Walsh explained that Rowen had been through the vetting process and would be placed at Station 35.

Commissioner Noblet asked what invoked Rowen to become a volunteer.

Rowen stated he had been involved in community service previously and personally knew a member of the Department.

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

**The motion carried unanimously.**

### **Unfinished Business.**

#### *Apparatus Update*

Chief Walsh explained how several vehicles were out of service. The new Engine, Ambulance, and Brush Unit are expected to be complete by the end of August. The first Aid Units should be finished by the end of July, but an issue arose scheduling the remaining units due to excess demand. Camano confirmed they could take the remaining units for final fittings.

Commissioner Towers asked if the three Units would be complete by August.

Chief Walsh said it would likely be September.

#### *Mechanic Posting*

Several applications were submitted for the position. The Department interviewed a great candidate with ample experience and qualifications. The applicant has a California EBT equivalent and must pass testing to obtain the proper qualification.

### **New Business.**

#### *Mid-Year Budget*

Chief Walsh presented the mid-year budget adjustments explaining funds expected to be over and under-budgeted amounts. Due to the vacant Finance Officer position during the budget process, some costs needed to be more accurate. Reducing the Station Replace or Fire Apparatus fund would cover the expense deficiency. The Budget process would be adjusted in the following years.

Commissioner Towers requested to postpone purchasing new Tenders until a replacement schedule is created.

Commissioner Noblet inquired about the previous practice with vehicle purchasing.

Chief Walsh explained that the Department utilizes a custom specification list. Chief Walsh was open to new ideas and practices.

Commissioner Erickson asked what would be the source and amount for the adjustments.

Chief Walsh said he would provide a revised adjustment at the next meeting in August.

Commissioner Noblet questioned the additional funding necessary for a station replacement.

Chief Walsh explained how the Standard of Cover would address individual obligations for capital replacement.

Commissioner Towers expressed his desire to leave funds in station replacement until the Standard of Cover is complete.

Commissioner Noblet offered to purchase land and examine funding options to build a new station.

Commissioner Towers asked if the communication equipment would bring the Department to an adequate level.

Chief Walsh explained how grant denial caused increased funding to purchase portable radios.

#### *Commissioner Appointment for Budget Working Group*

Commissioner Erickson expressed her interest in the appointment.

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

**The motion carried unanimously.**

*Strategic Plan Meeting*

Chief Walsh proposed a meeting on August 19, 2023, at station 36.

*Whidbey Health Contract*

Chief Walsh presented an updated contract with Whidbey Health. The only change from the previous agreement was the contract date.

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

**The motion carried unanimously.**

*Liz Loomis*

Chief Walsh suggested contracting Liz Loomis for Levy consulting services. Due to increasing demand, her availability for new clients is limited.

Commissioner Erickson questioned the scope of work and the dates listed on the contract of September 1, 2023, to August 31, 2024.

Chief Walsh said he would get clarification regarding the dates. He would request the scope of work to be defined in the contract.

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

**The motion carried unanimously.**

**Announcements**

Chief Walsh provided the annual update presenting the call volume, fourth seat coverage, Merc coverage, volunteer recruitment, 2023 fire academy graduation, new work groups, and staffing models.

The Island County Fair will be the weekend of August 4, 2023. The Department would have the smokehouse and an aid booth set up.

The Department pinning ceremony will be on August 5, 2023.

**Commissioner Comments.**

Commissioner Erickson provided an ICOM update addressing the contract finalization with Gilt. There is an anticipated fee increase of 20% for 2024.

**Executive Session.**

RCW 42.30.140(4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Commissioner Towers call the meeting into executive session at 6:54 pm for 20 minutes.

Commissioners Towers called the meeting back to regular session at 7:14 pm.

**Actions Taken as a result of Executive Session**

None

**Adjourn.**

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

**The motion carried unanimously.**

The Regular Meeting of the Board of Commissioners was adjourned at 7:15 pm.

Kathryn Nguyen,  
District Board Secretary

# 2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 08:42:55 Date: 08/03/2023

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

Revenues	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%
<b>308 Beginning Balances</b>	<b>0.00</b>	<b>1,108,242.32</b>	<b>(1,108,242.32)</b>	<b>0.0%</b>

**310 Taxes**

311 10 00 00 Property Taxes	5,805,897.08	3,310,789.17	2,495,107.91	57.0%
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	1,399.73	600.27	70.0%
337 00 00 02 Timber Tax	2,000.00	0.00	2,000.00	0.0%
<b>310 Taxes</b>	<b>6,366,956.85</b>	<b>3,312,188.90</b>	<b>3,054,767.95</b>	<b>52.0%</b>

**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	231.67	(231.67)	0.0%
<b>330 State Generated Revenues</b>	<b>595,554.05</b>	<b>10,191.81</b>	<b>585,362.24</b>	<b>1.7%</b>

**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%
<b>340 Charges For Services</b>	<b>254,644.13</b>	<b>219,663.51</b>	<b>34,980.62</b>	<b>86.3%</b>

**360 Misc Revenues**

361 11 00 01 Investment Interest	6,000.00	12,279.80	(6,279.80)	204.7%
362 10 00 00 CPR Public Class Registration	800.00	3,230.00	(2,430.00)	403.8%
362 50 00 00 Lease & Rental Payments	0.00	0.00	0.00	0.0%
367 11 00 01 Donations and Gifts	0.00	640.00	(640.00)	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	12,577.87	(12,577.87)	0.0%
<b>360 Misc Revenues</b>	<b>6,800.00</b>	<b>28,727.67</b>	<b>(21,927.67)</b>	<b>422.5%</b>

**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

Time: 08:42:55 Date: 08/03/2023

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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	4,679,100.81	2,544,854.22	64.8%
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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	10.78	(10.78)	0.0%
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522 45 20 20 L&I / Unemployment Premiums-FF OT Training	0.00	25.18	(25.18)	0.0%
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522 45 20 30 Healthcare Benefits-FF OT Training	0.00	0.15	(0.15)	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	36.11	(36.11)	0.0%
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010 ADMIN

522 Fire Control

522 10 10 10 Chief's Wages	146,205.00	88,566.46	57,638.54	60.6%
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522 10 10 20 Deputy Chiefs' Wages	256,075.48	147,639.34	108,436.14	57.7%
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522 10 10 30 Division Chief's Wages	120,699.45	68,633.02	52,066.43	56.9%
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522 10 10 40 Administration Wages	232,623.23	138,599.26	94,023.97	59.6%
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522 10 10 60 Commissioner's Stipends	12,288.00	4,096.00	8,192.00	33.3%
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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	150.00	2,350.00	6.0%
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522 10 15 20 Deputy Chief Deferred Comp Match	10,459.60	4,724.13	5,735.47	45.2%
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522 10 15 21 Admin Deferred Compensation Match	4,652.46	1,069.09	3,583.37	23.0%
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522 10 20 10 FICA / Medicare Benefits-Admin	58,743.67	29,886.87	28,856.80	50.9%
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522 10 20 20 L&I / Unemployment Premiums-Admin	22,070.82	11,859.67	10,211.15	53.7%
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522 10 20 30 Admin Healthcare Benefits/ADD	193,713.07	152,599.97	41,113.10	78.8%
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522 10 20 40 Retirement Benefits-ADMIN	57,197.41	21,345.78	35,851.63	37.3%
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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	3,509.57	2,340.43	60.0%
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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	12,659.27	340.73	97.4%
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## 2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 08:42:55 Date: 08/03/2023

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001 General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
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	9,254.49	2,942.91	75.9%
522 10 41 10 Legal Services	12,000.00	18,112.00	(6,112.00)	150.9%
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 IT	3,600.00	3,600.00	0.00	100.0%
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	846.48	10,703.52	7.3%
522 10 42 20 Internet Connections/Whidbey Telecom	11,400.00	7,141.18	4,258.82	62.6%
522 10 42 30 Cell & Digital Telephones	33,540.00	23,282.97	10,257.03	69.4%
522 10 42 40 Wired Telephones & FAX/Whidbey Telecom	9,540.00	5,571.34	3,968.66	58.4%
522 10 42 50 Alarm Monitoring	2,100.00	293.76	1,806.24	14.0%
522 10 43 01 Admin Ferry Fees	270.00	182.84	87.16	67.7%
522 10 43 10 Commissioner Travel	500.00	221.89	278.11	44.4%
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	835.00	665.00	55.7%
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	2,724.65	4,943.35	35.5%
522 10 46 10 Liability/Umbrella-Enduris	149,550.00	93.00	149,457.00	0.1%
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	122,393.75	21,602.87	85.0%
522 10 48 20 Office Equipment Repair & Maintenance	1,290.00	318.24	971.76	24.7%
522 10 49 10 Memberships	8,182.00	4,580.00	3,602.00	56.0%
522 10 49 20 Subscriptions	54,675.08	19,225.87	35,449.21	35.2%
522 10 49 30 Information Services	7,797.50	2,644.00	5,153.50	33.9%
522 10 49 40 Software Recurring Licenses	27,549.04	25,123.15	2,425.89	91.2%
522 10 49 50 Investment/Bank Fees	610.00	58.30	551.70	9.6%
<b>522 Fire Control</b>	<b>1,721,702.16</b>	<b>936,457.62</b>	<b>785,244.54</b>	<b>54.4%</b>
<b>010 ADMIN</b>	<b>1,721,702.16</b>	<b>936,457.62</b>	<b>785,244.54</b>	<b>54.4%</b>

### 020 FIRE SUPPRESSION

#### 522 Fire Control

522 20 15 10 Volunteer Reimbursement	75,000.00	30,659.07	44,340.93	40.9%
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	2,407.87	8,302.13	22.5%
522 20 20 31 Accidental Death & Disability - VFIS	3,250.00	5,322.00	(2,072.00)	163.8%
522 20 20 41 Retirement Premium-Board Of Vol. FF's	4,500.00	30.00	4,470.00	0.7%
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	300.00	9,235.00	3.1%
522 20 23 20 Vaccinations	3,360.00	0.00	3,360.00	0.0%



## 2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 08:42:55 Date: 08/03/2023

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
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	837.21	362.79 69.8%
522 20 28 10	Recognition Awards	9,820.00	4,773.91	5,046.09 48.6%
522 20 28 20	Special Recognition & Activities	12,745.00	8,525.03	4,219.97 66.9%
522 20 28 30	Incidents, Special Projects & Out Of Area Meals	3,290.00	1,040.59	2,249.41 31.6%
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	4,672.25	3,097.75 60.1%
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	4,991.37	10,541.63 32.1%
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	9,407.70	25,247.30 27.1%
522 20 32 10	Fuel - Fire Apparatus	32,450.00	20,972.66	11,477.34 64.6%
522 20 32 20	Fuel - Medical Apparatus	12,100.00	9,045.90	3,054.10 74.8%
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	8,173.41	13,326.59 38.0%
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	1,833.75	1,886.25 49.3%
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	5,817.21	1,062.79 84.6%
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	27,991.41	138,133.59 16.8%
522 20 41 10	Hose Testing	750.00	200.13	549.87 26.7%
522 20 41 20	Apparatus Testing/Certification	8,650.00	5,091.62	3,558.38 58.9%
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	72.52	191.48 27.5%
522 20 42 10	Dispatch Services	97,270.96	48,635.48	48,635.48 50.0%
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	692,127.88	551,695.61 55.6%
522 22 10 01	Authorized Overtime Full Time Firefighters	75,000.00	56,944.85	18,055.15 75.9%
522 22 15 20	Firefighter Deferred Compensation Match	27,312.95	3,833.75	23,479.20 14.0%
522 22 20 10	FICA Medicare Benefits-FT Firefighters	104,472.03	51,502.79	52,969.24 49.3%
522 22 20 20	L&I/ Unemployment Premiums- FT Firefighters	62,895.84	44,424.48	18,471.36 70.6%
522 22 20 30	Full Time Firefighters Healthcare Benefits/AD&D	407,751.54	226,087.11	181,664.43 55.4%
522 22 20 40	Retirement Benefits Full Time Firefighters	69,921.15	41,829.95	28,091.20 59.8%
<b>522 Fire Control</b>		<b>2,851,508.30</b>	<b>1,371,866.51</b>	<b>1,479,641.79 48.1%</b>
<b>020 FIRE SUPPRESSION</b>		<b>2,851,508.30</b>	<b>1,371,866.51</b>	<b>1,479,641.79 48.1%</b>

## 2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 08:42:55 Date: 08/03/2023

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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	2,814.77	5,745.23	32.9%
522 30 31 61	Public Education Equipment	3,710.00	164.36	3,545.64	4.4%
522 30 32 10	Public Education Fuel	150.00	56.90	93.10	37.9%
522 30 49 00	Special Projects	5,550.00	429.39	5,120.61	7.7%
522 30 49 01	Authorized Overtime-Fire Prevention/Public Education	5,000.00	261.53	4,738.47	5.2%
522 32 10 01	Public Education Overtime	5,000.00	0.00	5,000.00	0.0%
<b>522 Fire Control</b>		<b>31,045.00</b>	<b>3,726.95</b>	<b>27,318.05</b>	<b>12.0%</b>

<b>030 FIRE PREVENTION &amp; INVESTIGATION</b>	<b>31,045.00</b>	<b>3,726.95</b>	<b>27,318.05</b>	<b>12.0%</b>
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### 045 TRAINING EMPLOYEE

#### 522 Fire Control

522 45 10 01	Authorized Overtime-Training	36,824.00	19,950.00	16,874.00	54.2%
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	421.03	(21.03)	105.3%
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	260.13	3,694.87	6.6%
522 45 43 01	Administrative Lodging & Food	20,500.00	8,018.48	12,481.52	39.1%
522 45 43 02	Training Ferry Fees	650.00	470.05	179.95	72.3%
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	9,109.16	2,955.84	75.5%
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	285.21	2,464.79	10.4%
522 45 49 00	Administration Tuition & Registration	11,375.00	3,201.00	8,174.00	28.1%
522 45 49 10	Fire Tuition & Registration	41,057.00	20,028.31	21,028.69	48.8%
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%

## 2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 08:42:55 Date: 08/03/2023

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001 General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 45 49 30 Marine Tuition & Registration	200.00	54.88	145.12	27.4%
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%
<b>522 Fire Control</b>	<b>210,026.58</b>	<b>73,235.08</b>	<b>136,791.50</b>	<b>34.9%</b>
<b>045 TRAINING EMPLOYEE</b>	<b>210,026.58</b>	<b>73,235.08</b>	<b>136,791.50</b>	<b>34.9%</b>

**050 FACILITIES**

<b>522 Fire Control</b>				
522 50 10 00 Maintenance Employees Wages	155,985.71	79,500.33	76,485.38	51.0%
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	551.58	2,648.13	17.2%
522 50 20 10 FICA/Medicare Benefits-Maintenance Employees	12,238.91	5,885.50	6,353.41	48.1%
522 50 20 20 L&I/Unemployment Premiums-Maintenance Employees	7,251.30	2,904.81	4,346.49	40.1%
522 50 20 30 Maintenance Healthcare Benefits/AD&D	65,320.69	42,776.12	22,544.57	65.5%
522 50 20 40 Retirement Benefits-Maintenance Employees	20,526.17	7,639.19	12,886.98	37.2%
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	2,722.55	5,677.45	32.4%
522 50 31 20 Maintenance Parts & Supplies	5,064.00	192.93	4,871.07	3.8%
522 50 32 10 Fuel - Maintenance	4,500.00	4,206.72	293.28	93.5%
522 50 35 10 Small Tools	3,600.00	4,065.55	(465.55)	112.9%
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	11,468.00	19,424.00	37.1%
522 50 41 20 Yard Maintenance	25,000.00	13,076.37	11,923.63	52.3%
522 50 41 30 Building Maintenance Services	38,848.00	12,021.29	26,826.71	30.9%
522 50 45 10 Maintenance Equipment Rental & Leases	6,000.00	530.96	5,469.04	8.8%
522 50 47 10 Electricity Consumed	48,117.80	22,516.48	25,601.32	46.8%
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	3,183.29	2,682.71	54.3%
522 50 47 40 Waste Disposal Used	4,220.00	1,637.21	2,582.79	38.8%
522 50 48 10 Facilities Repair & Maintenance	9,900.00	7,050.70	2,849.30	71.2%
<b>522 Fire Control</b>	<b>467,541.19</b>	<b>229,662.14</b>	<b>237,879.05</b>	<b>49.1%</b>
<b>050 FACILITIES</b>	<b>467,541.19</b>	<b>229,662.14</b>	<b>237,879.05</b>	<b>49.1%</b>

**060 VEHICLE & EQUIP MAINTENANCE**

<b>522 Fire Control</b>				
522 60 43 01 Maintenance Ferry Fees	1,000.00	1,049.30	(49.30)	104.9%

## 2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 08:42:55 Date: 08/03/2023

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 60 48 10	Fire Equipment Repair & Maintenance	31,027.04	9,381.19	21,645.85 30.2%
522 60 48 11	Fire Apparatus Repair & Maintenance	80,020.00	54,278.06	25,741.94 67.8%
522 60 48 12	Administrative Vehicle Repair & Maintenance	8,000.00	488.57	7,511.43 6.1%
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	5,734.68	2,665.32 68.3%
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	13,759.66	6,890.34 66.6%
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	253.81	246.19 50.8%
522 60 48 60	Maintenance Equipment Repair & Maintenance	3,500.00	1,170.69	2,329.31 33.4%
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	1,135.78	4,864.20 18.9%
<b>522 Fire Control</b>		<b>166,782.02</b>	<b>87,251.74</b>	<b>79,530.28 52.3%</b>
<b>060 VEHICLE &amp; EQUIP MAINTENANCE</b>		<b>166,782.02</b>	<b>87,251.74</b>	<b>79,530.28 52.3%</b>

### 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	63,380.00	70,780.00 47.2%
<b>591 Debt Service</b>		<b>319,160.00</b>	<b>63,380.00</b>	<b>255,780.00 19.9%</b>

#### 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	37,499.83	0.17 100.0%
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%

## 2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 08:42:55 Date: 08/03/2023

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001 General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
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594 Capital Expenditures

594 Capital Expenditures	1,434,688.00	71,947.08	1,362,740.92	5.0%
062 CAPITAL FACILITIES	1,753,848.00	135,327.08	1,618,520.92	7.7%

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	59,374.28	66,178.72	47.3%
594 22 64 12	Fire Apparatus	886,160.00	97,350.19	788,809.81	11.0%
594 Capital Expenditures		1,019,913.00	156,724.47	863,188.53	15.4%
064 CAPITAL VEHICLES		1,019,913.00	156,724.47	863,188.53	15.4%

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	(33,698.55)	33,698.55	0.0%
580 Non Expenditures		0.00	(33,698.55)	33,698.55	0.0%

597 Interfund Transfers

597 00 00 02	Transfer To Capital Fund	0.00	1,000,000.00	(1,000,000.00)	0.0%
597 00 00 03	Transfer To Reserve Fund	0.00	53,000.00	(53,000.00)	0.0%
597 00 00 04	Transfer To Contingency Fund	0.00	170,000.00	(170,000.00)	0.0%
597 Interfund Transfers		0.00	1,223,000.00	(1,223,000.00)	0.0%
070 OTHER		0.00	1,189,301.45	(1,189,301.45)	0.0%

Fund Expenditures:	8,222,366.25	4,183,589.15	4,038,777.10	50.9%
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Fund Excess/(Deficit):	(998,411.22)	495,511.66		
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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	46.82	(46.82) 0.0%
360 Misc Revenues	0.00	46.82	(46.82) 0.0%

397 Interfund Transfers

397 00 00 03 Transfer From General Fund	0.00	53,000.00	(53,000.00) 0.0%
397 Interfund Transfers	0.00	53,000.00	(53,000.00) 0.0%

Fund Revenues:	0.00	53,046.82	(53,046.82) 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	53,046.82	
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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	152.15	(152.15)	0.0%
360 Misc Revenues	0.00	152.15	(152.15)	0.0%

397 Interfund Transfers

397 00 00 04 Transfer From General Fund	0.00	170,000.00	(170,000.00)	0.0%
397 Interfund Transfers	0.00	170,000.00	(170,000.00)	0.0%

Fund Revenues:	0.00	170,152.15	(170,152.15)	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	170,152.15		
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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	1,000,000.00	(1,000,000.00)	0.0%
397 Interfund Transfers	0.00	1,000,000.00	(1,000,000.00)	0.0%

Fund Revenues:	0.00	2,208,387.51	(2,208,387.51)	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	2,208,387.51		
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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	4,679,100.81	64.8%	8,222,366.25	4,183,589.15	51%
003 Reserve Fund	0.00	53,046.82	0.0%	0.00	0.00	0%
004 Contingency Fund	0.00	170,152.15	0.0%	0.00	0.00	0%
300 General Investment Fund	0.00	2,208,387.51	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	7,110,773.89	98.4%	8,222,366.25	4,183,675.75	50.9%

# South Whidbey Fire/EMS Investment Report

## General Fund Investment

Island County Treasurer's Investment Pool #638

Date In	# of Dates	Principal Amount	Interest Rate	Interest Earned
1/1/2023	30	\$ 1,208,387.51	1.528%	\$ 1,590.36
2/1/2023	60	\$ 1,208,387.51	1.528%	\$ 839.18
3/1/2023	90	\$ 1,208,387.51	1.670%	\$ 1,737.75
4/1/2023	120	\$ 1,208,387.51	2.057%	\$ 2,071.76
5/1/2023	150	\$ 1,208,387.51	2.217%	\$ 2,301.06
6/1/2023	180	\$ 2,208,387.51	2.026%	\$ 2,984.65
<b>Total</b>				<b>\$ 11,524.76</b>

## Contingency Fund Investment

Island County Treasurer's Investment Pool #726

Date In	# of Dates	Principal Amount	Interest Rate	Interest Earned
6/15/2023	15	\$ 169,000.00	2.026%	\$ 152.15
<b>Total</b>				<b>\$ 152.15</b>

## Reserve Fund Investment

Island County Treasurer's Investment Pool #727

Date In	# of Dates	Principal Amount	Interest Rate	Interest Earned
6/15/2023	15	\$ 52,000.00	2.026%	\$ 46.82
<b>Total</b>				<b>\$ 46.82</b>



# 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: August 10, 2023  
Fund: 638

Warrants Approved from July 15, 2023 – August 3, 2023

Date	Check	Vendor	Amount
07/20/2023	EFT, 230702001-230702058	Accounts Payable/Payroll Liabilities	\$207,362.95
07/21/2023	23070301001-23070301004	Payroll Liabilities	\$4,716.76
08/03/2023	EFT, 230801001-230801029	Accounts Payable/Payroll Liabilities	\$61,324.00
07/27/2023	EFT	Payroll	\$57,076.36
<b>Total Warrants Approved</b>			<b>\$330,480.07</b>

*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

Time: 17:20:35 Date: 08/02/2023

07/15/2023 To: 08/04/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
946	07/20/2023	Payroll	1	EFT	Internal Revenue Service	740.51	941 Deposit for Pay Cycle(s) 07/13/2023 - 07/13/2023
		APs/Invoices	Amount	PO	For		
		18706	740.51		941 Deposit for Pay Cycle(s)		07/13/2023 - 07/13/2023
947	07/20/2023	Payroll	1	EFT	WA D/Retirement Systems	30,743.72	Pay Cycle(s) 06/01/2023 To 06/30/2023 - LEOFF 2
		APs/Invoices	Amount	PO	For		
		18642	30,743.72		Pay Cycle(s) 06/01/2023 To 06/30/2023 - LEOFF 2		
948	07/20/2023	Payroll	1	EFT	WA D/Retirement Systems	143.28	Pay Cycle(s) 06/29/2023 To 06/29/2023 - DEFERRED COMP- Maint
		APs/Invoices	Amount	PO	For		
		18703	143.28		Pay Cycle(s) 06/29/2023 To 06/29/2023 - DEFERRED COMP- Maint		
949	07/20/2023	Payroll	1	EFT	WA D/Retirement Systems	2,315.42	Pay Cycle(s) 06/29/2023 To 06/29/2023 - DEFERRED COMP
		APs/Invoices	Amount	PO	For		
		18702	2,315.42		Pay Cycle(s) 06/29/2023 To 06/29/2023 - DEFERRED COMP		
950	07/20/2023	Payroll	1	EFT	WA D/Retirement Systems	4,655.19	Pay Cycle(s) 06/01/2023 To 06/15/2023 - DEFERRED COMP
		APs/Invoices	Amount	PO	For		
		18617	4,655.19		Pay Cycle(s) 06/01/2023 To 06/15/2023 - DEFERRED COMP		
951	07/20/2023	Payroll	1	EFT	WA D/Retirement Systems	121.91	Pay Cycle(s) 06/01/2023 To 06/15/2023 - DEFERRED COMP- Maint
		APs/Invoices	Amount	PO	For		
		18618	121.91		Pay Cycle(s) 06/01/2023 To 06/15/2023 - DEFERRED COMP- Maint		
1043	08/03/2023	Claims	1	EFT	WA D/Revenue	27.83	Written From Use Tax Report
		APs/Invoices	Amount	PO	For		
		18713	27.83		Written From Use Tax Report		
952	07/20/2023	Claims	1	662499	1SmartLife LLC	3,983.35	INV# 230616
		APs/Invoices	Amount	PO	For		
		18630	3,983.35		INV# 230616		
		230616	3,983.35		Fire Leader Academy		
953	07/20/2023	Claims	1	662500	ARG Industrial	544.64	INV# 054860
		APs/Invoices	Amount	PO	For		
		18624	544.64		INV# 054860		
		054860	544.64		Jet Repair Parts		
954	07/20/2023	Claims	1	662501	Robert Coleman Absolute Pest Control	596.20	Inv.#12628
		APs/Invoices	Amount	PO	For		
		18673	596.20		Inv.#12628		
		INV.#12628	596.20				

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955	07/20/2023	Claims	1	662502	All Whidbey Topsoil & Construction Inc.	2,137.81	Inv.#193466, 194812, 193796, 192562
		APs/Invoices	Amount	PO	For		
		18682	2,137.81		Inv.#193466, 194812, 193796, 192562		
		193466	1,739.59				
		194812	132.74				
		193796	132.74				
		192562	132.74				
956	07/20/2023	Claims	1	662503	Amazon Capital Services	309.10	Inv.#1GYC-T4KR-RY74; Inv.# 1XWN-3CNR-KPC4, 17WK-MH3K-3C6R, 1QWT-MWVJ-JKNR, 1VVV-KNDY-1X77
		APs/Invoices	Amount	PO	For		
		18681	34.70		Inv.#1GYC-T4KR-RY74		
		INV.#1GYC-T4KR-	34.70				
		18686	274.40		Inv.# 1XWN-3CNR-KPC4, 17WK-MH3K-3C6R, 1QWT-MWVJ-JKNR, 1VVV-KNDY-1X77		
		1XWN-3CNR-KPC	119.48				
		17WK-MH3K-3C6i	49.40				
		1QWT-MWVJ-JKN	83.92				
		1VVV-KNDY-1X77	21.60				
957	07/20/2023	Claims	1	662504	Board of Volunteer Firefighters	30.00	South Whidbey Fire/EMS
		APs/Invoices	Amount	PO	For		
		18658	30.00		South Whidbey Fire/EMS		
		06282023	30.00		Disability Fee		
958	07/20/2023	Claims	1	662505	Bound Tree Medical, LLC.	1,309.90	Inv.#85004123, 84996602, 84996601; Inv.#84986954
		APs/Invoices	Amount	PO	For		
		18684	1,207.77		Inv.#85004123, 84996602, 84996601		
		85004123	105.54		214140		
		84996602	131.23		214140		
		84996601	971.00		214140		
		18687	102.13		Inv.#84986954		
		84986954	102.13		214140		
959	07/20/2023	Claims	1	662506	C.W. Nielsen Manufacturing INC	397.64	INV# 48377
		APs/Invoices	Amount	PO	For		
		18655	397.64		INV# 48377		
		48377	397.64		Class B Plates, Badges		
960	07/20/2023	Claims	1	662507	CDW Government, Inc.	647.76	Inv.#KM28561; Inv.# KM02004
		APs/Invoices	Amount	PO	For		
		18676	199.44		Inv.#KM28561		
		INV.#KM28561	199.44		7648524		
		18689	448.32		Inv.# KM02004		

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		APs/Invoices	Amount	PO	For		
		INV.# KM02004	448.32		7648524		
961	07/20/2023	Claims	1	662508	Canon Financial Services, Inc.	263.16	INV# 30663958
		APs/Invoices	Amount	PO	For		
		18633	263.16		INV# 30663958		
		30663958	263.16		June Contract services		
962	07/20/2023	Claims	1	662509	Cascade Fire & Safety	10,196.06	INV# 16544
		APs/Invoices	Amount	PO	For		
		18619	10,196.06		INV# 16544		
		16544	10,196.06		2204 Midification		
963	07/20/2023	Claims	1	662510	Clinton Water District	94.63	ACCT# 0068, 0134
		APs/Invoices	Amount	PO	For		
		18666	94.63		ACCT# 0068, 0134		
		073120230134	47.00		Humphrey Water Usage		
		073120230068	47.63		ST 32 Water Usage		
964	07/20/2023	Claims	1	662511	Corey Oil & Propane, LLC	258.43	INV# 100090
		APs/Invoices	Amount	PO	For		
		18656	258.43		INV# 100090		
		100090	258.43		Fuel Usage		
965	07/20/2023	Claims	1	662512	Daily Dispatch	405.00	INV# 003829
		APs/Invoices	Amount	PO	For		
		18632	405.00		INV# 003829		
		003829	405.00		Mechanic Ad		
966	07/20/2023	Claims	1	662513	Everett Yacht Service	8,828.45	Inv. #3100
		APs/Invoices	Amount	PO	For		
		18683	8,828.45		Inv. #3100		
		INV. #3100	8,828.45				
967	07/20/2023	Claims	1	662514	Fed Ex	51.63	INV# 817176421, 76420; INV# 817922797
		APs/Invoices	Amount	PO	For		
		18626	33.58		INV# 817176421, 76420		
		817176421	24.87		Northcraft shipping		
		817176420	8.71		Awards forever shipping		
		18651	18.05		INV# 817922797		
		817922797	18.05		Employee Docs Shipment		
968	07/20/2023	Claims	1	662515	FirstNet - AT&T MOBILITY	2,035.45	INV# 287296038392X062723
		APs/Invoices	Amount	PO	For		
		18661	2,035.45		INV# 287296038392X062723		

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		APs/Invoices	Amount	PO	For		
		287296038392X0€	2,035.45		870413320		
969	07/20/2023	Claims	1	662516	G12 Communications LLC	424.64	Inv.#113466
		APs/Invoices	Amount	PO	For		
		18679	424.64		Inv.#113466		
		INV.#113466	424.64				
970	07/20/2023	Claims	1	662517	Health & Safety Institute HSI	43.21	Inv. #1834113
		APs/Invoices	Amount	PO	For		
		18669	43.21		Inv. #1834113		
		INV. #1834113	43.21				
971	07/20/2023	Claims	1	662518	Hamilton Jet	522.26	Inv.# 200124000961
		APs/Invoices	Amount	PO	For		
		18693	522.26		Inv.# 200124000961		
		200124000961	522.26				
972	07/20/2023	Claims	1	662519	Harbor Marine Maintenance & Supply, INC.	93.57	ACCT# 19322
		APs/Invoices	Amount	PO	For		
		18622	93.57		ACCT# 19322		
		464781	6.84		Hose supplies		
		465509	52.68		M3 supplies		
		465054	27.21		M3 Supplies		
		464783	6.84		M3 Supplies		
973	07/20/2023	Claims	1	662520	IC Solid Waste	23.50	ACCT# 2421
		APs/Invoices	Amount	PO	For		
		18623	23.50		ACCT# 2421		
		1839590	23.50		Waste Disposal		
974	07/20/2023	Claims	1	662521	ISOOutsource	14,223.32	Inv.#CW282977, CW282603, CW282976, CW282203, CW282341, CW282387; INV# CW282313
		APs/Invoices	Amount	PO	For		
		18692	9,291.48		Inv.#CW282977, CW282603, CW282976, CW282203, CW282341, CW282387		
		CW282977	344.80				
		CW282603	1,760.80				
		CW282976	2,546.00				
		CW282203	935.68				
		CW282341	2,538.60				
		CW282387	1,165.60				
		18701	4,931.84		INV# CW282313		
		CW282313	4,931.84		IT Service		
975	07/20/2023	Claims	1	662522	Island Auto Supply	26.10	INV# 687282



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		APs/Invoices	Amount	PO	For		
		18662	26.10		INV# 687282		
		687282	26.10		Socket for M3		
976	07/20/2023	Claims	1	662523	Island County ER&R Fund	127.25	Inv. #23-116
		APs/Invoices	Amount	PO	For		
		18674	127.25		Inv. #23-116		
		INV. #23-116	127.25				
977	07/20/2023	Claims	1	662524	Island Disposal, Inc.	618.29	INV. #7662191S144, 7662132S144
		APs/Invoices	Amount	PO	For		
		18670	618.29		INV. #7662191S144, 7662132S144		
		7662191S144	362.44		2144-138276		
		7662132S144	255.85		2144-138276		
978	07/20/2023	Claims	1	662525	Knox Company	447.17	Inv.# KA-194088, KA-193232
		APs/Invoices	Amount	PO	For		
		18691	447.17		Inv.# KA-194088, KA-193232		
		KA-194088	273.09				
		KA-193232	174.08				
979	07/20/2023	Claims	1	662526	LabCorp Occupational Testing Service	100.50	Inv. #76882609
		APs/Invoices	Amount	PO	For		
		18671	100.50		Inv. #76882609		
		76882609	100.50				
980	07/20/2023	Claims	1	662527	McGavick Graves, P.S.	576.00	INV# 36280
		APs/Invoices	Amount	PO	For		
		18652	576.00		INV# 36280		
		36280	576.00		CBA negotiation		
981	07/20/2023	Claims	1	662528	Alexandra McMahon	125.20	Reimbursement - Parade Candy
		APs/Invoices	Amount	PO	For		
		18680	125.20		Reimbursement - Parade Candy		
		07062023	125.20				
982	07/20/2023	Claims	1	662529	Mukilteo Coffee Co.	31.20	INV# 671434, 671595
		APs/Invoices	Amount	PO	For		
		18620	31.20		INV# 671434, 671595		
		671434	15.60		Coffee		
		671595	15.60		Coffee		
983	07/20/2023	Claims	1	662530	Naomi's Self Serve	149.74	ACCT# 820; Acct #820; ACCT# 820
		APs/Invoices	Amount	PO	For		
		18634	11.99		ACCT# 820		

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		APs/Invoices	Amount	PO	For		
	062023820		11.99		EQ Fuel		
	18672		11.99		Acct #820		
	820		11.99				
	18700		125.76		ACCT# 820		
	07032023820		125.76		Fuel		
984	07/20/2023	Claims	1	662531	Northwest Safety Clean	110.56	Inv.# 23-35612
		APs/Invoices	Amount	PO	For		
	18690		110.56		Inv.# 23-35612		
	INV.# 23-35612		110.56				
985	07/20/2023	Claims	1	662532	Orca Information INC	280.00	INV# 34919
		APs/Invoices	Amount	PO	For		
	18653		280.00		INV# 34919		
	34919		280.00		Background Checks		
986	07/20/2023	Claims	1	662533	Frontier Ford Penninsula Auto World, INC	3,738.71	ACCT# 2093450
		APs/Invoices	Amount	PO	For		
	18621		3,738.71		ACCT# 2093450		
	180528		3,218.79		Ford Services		
	181321C		78.42		2103 LOF Service		
	180869		74.76		Lube Oil Filter		
	181463		366.74				
987	07/20/2023	Claims	1	662534	Petek & Associates	770.00	INV# 1836
		APs/Invoices	Amount	PO	For		
	18627		770.00		INV# 1836		
	1836		770.00		Psychological Evaluation		
988	07/20/2023	Claims	1	662535	Marina Payments Port of Everett	1,190.00	Acct.# 23487
		APs/Invoices	Amount	PO	For		
	18688		1,190.00		Acct.# 23487		
	ACCT.# 23487		1,190.00				
989	07/20/2023	Claims	1	662536	Puget Sound Energy	1,561.88	South Whidbey Fire/EMS
		APs/Invoices	Amount	PO	For		
	18660		1,561.88		South Whidbey Fire/EMS		
	071320238238		290.55		ST 34 electricity		
	071320238691		426.24		ST 31 Electricity		
	071420239761		409.66		Maintenance Electricity		
	071720235409		141.48		ST 32 Electricity		
	071020230312		293.95		ST 35 Electricity		
990	07/20/2023	Claims	1	662537	Quality Cleaning Etc. Inc.	1,504.00	Inv.#07012023

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		APs/Invoices	Amount	PO	For		
	18675		1,504.00		Inv.#07012023		
	INV.#07012023		1,504.00				
991	07/20/2023	Claims	1	662538	Saratoga Water District	80.00	ACCT# 2032
		APs/Invoices	Amount	PO	For		
	18665		80.00		ACCT# 2032		
	073120230320		80.00		ST 35 Water Usage		
992	07/20/2023	Claims	1	662539	Snure Law Office, PSC	495.00	South Whidbey Fire/EMS
		APs/Invoices	Amount	PO	For		
	18667		495.00		South Whidbey Fire/EMS		
	07012023		495.00		Public Records		
993	07/20/2023	Claims	1	662540	South Whidbey School District #206	3,399.16	May Statement
		APs/Invoices	Amount	PO	For		
	18663		3,399.16		May Statement		
	05312023		3,399.16		May Statement		
994	07/20/2023	Claims	1	662541	Stericycle, INC.	10.36	Inv. #3006535405
		APs/Invoices	Amount	PO	For		
	18678		10.36		Inv. #3006535405		
	3006535405		10.36		6145539		
995	07/20/2023	Claims	1	662542	Streamline	2,400.00	INV# D3AC1CAB0008
		APs/Invoices	Amount	PO	For		
	18629		2,400.00		INV# D3AC1CAB0008		
	D3AC1CAB0008		2,400.00		May-Dec Service		
996	07/20/2023	Claims	1	662543	T-Mobile	329.79	ACCT# 972274840
		APs/Invoices	Amount	PO	For		
	18657		329.79		ACCT# 972274840		
	071320234840		329.79		June Statement		
997	07/20/2023	Claims	1	662544	Tele-Lite, Inc	2,961.00	INV# 10928
		APs/Invoices	Amount	PO	For		
	18659		2,961.00		INV# 10928		
	0928		2,961.00	105915	LED Light Kit, generator		
998	07/20/2023	Claims	1	662545	US Bank Visa	1,711.98	ACCT# 4246044555692148
		APs/Invoices	Amount	PO	For		
	18664		1,711.98		ACCT# 4246044555692148		
	062620232148		1,711.98		June Statement		
999	07/20/2023	Claims	1	662546	Vistaire Water System	248.18	ACCT# R32908-023-0420

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		APs/Invoices	Amount	PO	For		
		18654	248.18		ACCT# R32908-023-0420		
		072920230420	151.60		ST 36 Water usage		
		072920231000	96.58		Maintenance Water usage		
1000	07/20/2023	Claims	1	662547	Teresa Welch	100.00	iNV# 2306
		APs/Invoices	Amount	PO	For		
		18628	100.00		iNV# 2306		
		2306	100.00		CPR Instructor Fee		
1001	07/20/2023	Claims	1	662548	Western Facilities Supply, Inc.	1,243.58	Inv. #047054, 047177
		APs/Invoices	Amount	PO	For		
		18677	1,243.58		Inv. #047054, 047177		
		047054	879.13				
		047177	364.45				
1002	07/20/2023	Claims	1	662549	Whidbey Telecom	1,251.52	ACCT# 119643
		APs/Invoices	Amount	PO	For		
		18668	1,251.52		ACCT# 119643		
		072520239643	1,251.52		June Statement		
1003	07/20/2023	Payroll	1	662550	IAFF Local Union 5212	115.80	Pay Cycle(s) 07/13/2023 To 07/13/2023 - FF Union Dues
		APs/Invoices	Amount	PO	For		
		18707	115.80		Pay Cycle(s) 07/13/2023 To 07/13/2023 - FF Union Dues		
1004	07/20/2023	Payroll	1	662551	South Whidbey Firefighters Union	714.90	Pay Cycle(s) 07/13/2023 To 07/13/2023 - FF Association Dues
		APs/Invoices	Amount	PO	For		
		18708	714.90		Pay Cycle(s) 07/13/2023 To 07/13/2023 - FF Association Dues		
1005	07/20/2023	Payroll	1	662552	Trusteed Plans Service Corp.	53,938.43	Pay Cycle(s) 06/01/2023 To 06/30/2023 - Medical/Dental; Pay Cycle(s) 06/01/2023 To 06/30/2023 - Life Insurance
		APs/Invoices	Amount	PO	For		
		18698	53,576.70		Pay Cycle(s) 06/01/2023 To 06/30/2023 - Medical/Dental		
		18699	361.73		Pay Cycle(s) 06/01/2023 To 06/30/2023 - Life Insurance		
1006	07/20/2023	Payroll	1	662553	Vimly Benefits Solutions	519.30	Pay Cycle(s) 07/13/2023 To 07/13/2023 - IAFF MERP Dues
		APs/Invoices	Amount	PO	For		
		18709	519.30		Pay Cycle(s) 07/13/2023 To 07/13/2023 - IAFF MERP Dues		
1007	07/20/2023	Payroll	1	662554	WA D/Employment Security PFML	3,261.23	Pay Cycle(s) 04/01/2023 To 06/30/2023 - PMFL
		APs/Invoices	Amount	PO	For		
		18705	3,261.23		Pay Cycle(s) 04/01/2023 To 06/30/2023 - PMFL		
1008	07/20/2023	Payroll	1	662555	WA D/Employment Security	3,184.42	2nd Quarter Unemployment: 04/01/2023 - 06/30/2023

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		APs/Invoices	Amount	PO	For		
		18649	3,184.42		2nd Quarter Unemployment: 04/01/2023 - 06/30/2023		
1009	07/20/2023	Payroll	1	662556	WA D/L&I Employer Services	33,901.96	2ND Quarter L&I: 04/01/2023 - 06/30/2023
		APs/Invoices	Amount	PO	For		
		18648	33,901.96		2ND Quarter L&I: 04/01/2023 - 06/30/2023		
939	07/21/2023	Payroll	1	662557	Aflac	2,016.76	Pay Cycle(s) 06/15/2023 To 06/30/2023 - AFLAC (Post-Tax)
		APs/Invoices	Amount	PO	For		
		18635	2,016.76		Pay Cycle(s) 06/15/2023 To 06/30/2023 - AFLAC (Post-Tax)		
940	07/21/2023	Payroll	1	662558	IAFF Local Union 5212	231.60	Pay Cycle(s) 06/29/2023 To 06/29/2023 - FF Union Dues; Pay Cycle(s) 07/13/2023 To 07/13/2023 - FF Union Dues
		APs/Invoices	Amount	PO	For		
		18639	115.80		Pay Cycle(s) 06/29/2023 To 06/29/2023 - FF Union Dues		
		18695	115.80		Pay Cycle(s) 07/13/2023 To 07/13/2023 - FF Union Dues		
941	07/21/2023	Payroll	1	662559	South Whidbey Firefighters Union	1,429.80	Pay Cycle(s) 06/29/2023 To 06/29/2023 - FF Association Dues; Pay Cycle(s) 07/13/2023 To 07/13/2023 - FF Association Dues
		APs/Invoices	Amount	PO	For		
		18640	714.90		Pay Cycle(s) 06/29/2023 To 06/29/2023 - FF Association Dues		
		18696	714.90		Pay Cycle(s) 07/13/2023 To 07/13/2023 - FF Association Dues		
942	07/21/2023	Payroll	1	662560	Vimly Benefits Solutions	1,038.60	Pay Cycle(s) 06/29/2023 To 06/29/2023 - IAFF MERP Dues; Pay Cycle(s) 07/13/2023 To 07/13/2023 - IAFF MERP Dues
		APs/Invoices	Amount	PO	For		
		18641	519.30		Pay Cycle(s) 06/29/2023 To 06/29/2023 - IAFF MERP Dues		
		18697	519.30		Pay Cycle(s) 07/13/2023 To 07/13/2023 - IAFF MERP Dues		
1044	08/03/2023	Claims	1	662561	1SmartLife LLC	1,705.15	INV# 230725A
		APs/Invoices	Amount	PO	For		
		18755	1,705.15		INV# 230725A		
		230725A	1,705.15		Fire Academy		
1045	08/03/2023	Claims	1	662562	Robert Coleman Absolute Pest Control	596.20	INV# 12923
		APs/Invoices	Amount	PO	For		
		18741	596.20		INV# 12923		
		12923	596.20		July Pest Service		
1046	08/03/2023	Claims	1	662563	All Battery Sales & Service	3,441.07	ACCT# 266052
		APs/Invoices	Amount	PO	For		
		18732	3,441.07		ACCT# 266052		

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		APs/Invoices	Amount	PO	For		
	50012770		2,965.29		Replace HC 110		
	1905701070233		318.24		SLA 1075		
	50012518		157.54		12V GRP		
1047	08/03/2023	Claims	1	662564	Amazon Capital Services	2,952.32	ACCT# A1YVR6PPUE4D
		APs/Invoices	Amount	PO	For		
	18737		2,952.32		ACCT# A1YVR6PPUE4D		
	1QXDGG9X3X71		410.62		E-Spot Litebox Lantern		
	1QHRF6HGY7FX		914.82	105924	Fair Supplies		
	1HYN96MQPJ6J		599.02		AXE, Fire Extinguisher		
	1F76QRPRYDR4		535.68		PoE Injector and wall mount		
	1HFQ7KKFYKR1		458.36		Timer Switch, DIN rail		
	1Y91NGXXFG9Q		33.82	105919	Binders, sheet protecto,		
1048	08/03/2023	Claims	1	662565	ArchiveSocial, Inc.	7,820.54	INV# 29931
		APs/Invoices	Amount	PO	For		
	18742		7,820.54		INV# 29931		
	29931		7,820.54		Archiving Subscription		
1049	08/03/2023	Claims	1	662566	CDW Government, Inc.	7,424.95	INV# KS12926
		APs/Invoices	Amount	PO	For		
	18738		7,424.95		INV# KS12926		
	KS12926		7,424.95		Barracuda Subscription License		
1050	08/03/2023	Claims	1	662567	Canon Financial Services, Inc.	263.16	INV# 30901438
		APs/Invoices	Amount	PO	For		
	18735		263.16		INV# 30901438		
	30901438		263.16		Copieir Lease		
1051	08/03/2023	Claims	1	662568	Dick's Towing INC.	1,262.74	INV# 18256664
		APs/Invoices	Amount	PO	For		
	18748		1,262.74		INV# 18256664		
	18256664		1,262.74		0201 Towing		
1052	08/03/2023	Claims	1	662569	Electronic Business Machines	229.93	INV# AR254922
		APs/Invoices	Amount	PO	For		
	18757		229.93		INV# AR254922		
	AR254922		229.93		Copier contract printing		
1053	08/03/2023	Claims	1	662570	Fire Fleet Maintenance LLC	204.57	INV# 5179
		APs/Invoices	Amount	PO	For		
	18756		204.57		INV# 5179		
	5179		204.57		OPA Repairs		
1054	08/03/2023	Claims	1	662571	Fire Service Repair	5,091.62	INV# 6299

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		APs/Invoices	Amount	PO	For		
	18730		5,091.62		INV# 6299		
	6299		5,091.62		Pump/Foam Test		
1055	08/03/2023	Claims	1	662572	Fisheries Supply	485.77	INV# 6560728
		APs/Invoices	Amount	PO	For		
	18750		485.77		INV# 6560728		
	6560728		485.77		Monel Basket		
1056	08/03/2023	Claims	1	662573	Freeland Water District	96.50	ACCT# 77466
		APs/Invoices	Amount	PO	For		
	18729		96.50		ACCT# 77466		
	082020237466		96.50		St 33 water usage		
1057	08/03/2023	Claims	1	662574	Gardner Electronics	2,715.00	INV# 897
		APs/Invoices	Amount	PO	For		
	18752		2,715.00		INV# 897		
	897		2,715.00		Lights, sirens, radios installation		
1058	08/03/2023	Claims	1	662575	Grainger	72.98	INV# 9738978569
		APs/Invoices	Amount	PO	For		
	18747		72.98		INV# 9738978569		
	9738978569		72.98		Hose Testing Supplies		
1059	08/03/2023	Claims	1	662576	Health & Safety Institute HSI	216.08	INV# 1846968; INV# 1843069
		APs/Invoices	Amount	PO	For		
	18734		144.06		INV# 1846968		
	1846968		144.06		CPR Class		
	18758		72.02		INV# 1843069		
	1843069		72.02		CPR Cards		
1060	08/03/2023	Claims	1	662577	ISOOutsource	7,843.08	South Whidbey
		APs/Invoices	Amount	PO	For		
	18743		7,843.08		South Whidbey		
	CW283460		954.18		IT Services		
	CW283543		4,976.70		IT Services		
	CW283642		573.00		IT Services		
	CW283650		1,339.20		IT Services		
1061	08/03/2023	Claims	1	662578	Island Auto Supply	21.63	INV# 690298
		APs/Invoices	Amount	PO	For		
	18754		21.63		INV# 690298		
	690298		21.63		Hose Test Supplies		
1062	08/03/2023	Claims	1	662579	Kent D. Bruce Co. LLC	2,315.60	INV# 13863

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		APs/Invoices	Amount	PO	For		
	18746		2,315.60		INV# 13863		
	13863		2,315.60		LED Flash, Chrome Flang		
1063	08/03/2023	Claims	1	662580	Kroesen's Uniform Company	224.68	INV# 74859
		APs/Invoices	Amount	PO	For		
	18744		224.68		INV# 74859		
	74859		224.68		Boyd pant, gloves, hat		
1064	08/03/2023	Claims	1	662581	L.N. Curtis & Sons	397.37	INV#729583
		APs/Invoices	Amount	PO	For		
	18751		397.37		INV#729583		
	729583		397.37		Charger Cradle		
1065	08/03/2023	Claims	1	662582	Langley, City of	344.63	ACCT# 1171.1
		APs/Invoices	Amount	PO	For		
	18733		344.63		ACCT# 1171.1		
	081020231171		344.63		Water usage		
1066	08/03/2023	Claims	1	662583	Motor Trucks International	3,876.07	INV# 11W5188
		APs/Invoices	Amount	PO	For		
	18749		3,876.07		INV# 11W5188		
	11W5188		3,876.07		0201 Services		
1067	08/03/2023	Claims	1	662584	Mukilteo Coffee Co.	39.00	INV# 671897, 671739
		APs/Invoices	Amount	PO	For		
	18740		39.00		INV# 671897, 671739		
	671897		23.40		Coffee		
	671739		15.60		Coffee		
1068	08/03/2023	Claims	1	662585	Puget Sound Energy	101.75	ACCT# 200013858705
		APs/Invoices	Amount	PO	For		
	18731		101.75		ACCT# 200013858705		
	062820238705		101.75		Electricity used		
1069	08/03/2023	Claims	1	662586	SeaWestern Fire Apparatus & Equip.	2,898.50	INV# 24925
		APs/Invoices	Amount	PO	For		
	18745		2,898.50		INV# 24925		
	24925		2,898.50		Turnout Pants Lund		
1070	08/03/2023	Claims	1	662587	South Whidbey School District #206	2,844.13	South Whidbey Fire/EMS
		APs/Invoices	Amount	PO	For		
	18736		2,844.13		South Whidbey Fire/EMS		
	06302023		2,844.13		June Fuel Usage		



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		APs/Invoices	Amount	PO	For		
1071	08/03/2023	Claims	1	662588	VFIS c/o M&T Bank	5,322.00	ACCT# C11383
		APs/Invoices	Amount	PO	For		
	18739		5,322.00		ACCT# C11383		
	198615128		4,388.00		Accident and Sickness Policy		
	198105128		934.00		Accident and Sickness Policy		
1072	08/03/2023	Claims	1	662589	WA State Ferries	489.15	ACCT# F111148
		APs/Invoices	Amount	PO	For		
	18753		489.15		ACCT# F111148		
	063020231148		489.15		June Statement		
1016	07/27/2023	Payroll	10	EFT	Jonathan J. Beck	2,566.27	July 7-July 21 Payroll
1017	07/27/2023	Payroll	10	EFT	Blake Benenati	1,653.11	July 7-July 21 Payroll
1018	07/27/2023	Payroll	10	EFT	Brian Boyd	2,101.12	July 7-July 21 Payroll
1019	07/27/2023	Payroll	10	EFT	Katheryne Crowe	1,902.13	July 7-July 21 Payroll
1020	07/27/2023	Payroll	10	EFT	Karley Diffie	1,925.50	July 7-July 21 Payroll
1021	07/27/2023	Payroll	10	EFT	Joseph M Dilley	3,593.06	July 7-July 21 Payroll
1022	07/27/2023	Payroll	10	EFT	Savannah Erickson	236.22	July 7-July 21 Payroll
1023	07/27/2023	Payroll	10	EFT	Christopher Greaves	5,291.69	July 7-July 21 Payroll
1024	07/27/2023	Payroll	10	EFT	Jake D Greve	1,134.75	July 7-July 21 Payroll
1025	07/27/2023	Payroll	10	EFT	Nicole Hagen	1,122.97	July 7-July 21 Payroll
1026	07/27/2023	Payroll	10	EFT	Robert Husom	2,419.04	July 7-July 21 Payroll
1027	07/27/2023	Payroll	10	EFT	Leah Kalahiki	2,289.64	July 7-July 21 Payroll
1028	07/27/2023	Payroll	10	EFT	Vicki Lange	2,535.68	July 7-July 21 Payroll
1029	07/27/2023	Payroll	10	EFT	Peter Lund	2,535.75	July 7-July 21 Payroll
1030	07/27/2023	Payroll	10	EFT	Sean C McDougald	2,302.79	July 7-July 21 Payroll
1031	07/27/2023	Payroll	10	EFT	Alexandra McMahan	2,950.84	July 7-July 21 Payroll
1032	07/27/2023	Payroll	10	EFT	Terrence Ney	3,254.97	July 7-July 21 Payroll
1033	07/27/2023	Payroll	10	EFT	Kathryn Nguyen	2,382.03	July 7-July 21 Payroll
1034	07/27/2023	Payroll	10	EFT	Michael W Noblet	118.10	July 7-July 21 Payroll
1035	07/27/2023	Payroll	10	EFT	Steven S Osborne	2,629.80	July 7-July 21 Payroll
1036	07/27/2023	Payroll	10	EFT	James A. Towers	117.36	July 7-July 21 Payroll
1037	07/27/2023	Payroll	10	EFT	Lewis J Townsend	1,737.03	July 7-July 21 Payroll
1038	07/27/2023	Payroll	10	EFT	Christopher Turner	2,285.27	July 7-July 21 Payroll
1039	07/27/2023	Payroll	10	EFT	Cooper Ullmann	2,632.82	July 7-July 21 Payroll
1040	07/27/2023	Payroll	10	EFT	Nicholas S Walsh	3,520.99	July 7-July 21 Payroll
1041	07/27/2023	Payroll	10	EFT	Carlee Wilkie	1,837.43	July 7-July 21 Payroll
001 General Fund						330,480.07	
						330,480.07	Claims: 134,330.88
							Payroll: 196,149.19

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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: \_\_\_\_\_

## Mid-Year Adjustments-Over/Under Budget Breakdown

Accounts Under Budgeted	Budget Amount	Required Amount	Difference	Accounts Over Budgeted	Budget Amount	Required Amount	Difference
<b>Revenue</b>				<b>REVENUE ACCOUNTS</b>			
Hospital Payments	\$ 254,644.13	\$ 338,263.29	\$ 83,619.16	Regular Property Tax	\$ 493,909.39	\$ -	\$ (493,909.39)
Investment Interest	\$ 6,000.00	\$ 21,279.80	\$ 15,279.80	New Construction Tax	\$ 62,760.39	\$ -	\$ (62,760.39)
<b>Total</b>	<b>\$ 260,644.13</b>	<b>\$ 359,543.09</b>	<b>\$ 98,898.96</b>	<b>Total</b>	<b>\$ 556,669.78</b>	<b>\$ -</b>	<b>\$ (556,669.78)</b>
<b>Expenses</b>							
Chief's Wages	\$ 146,205.00	\$ 154,000.00		Administration Wages	\$ 232,623.23	\$ 226,000.00	
Deputy Chiefs Wages	\$ 256,075.48	\$ 256,400.00		Maintenance Wages	\$ 155,985.71	\$ 146,000.00	
Admin Healthcare Benefits/ADD	\$ 193,713.07	\$ 250,000.00		Deputy Chief Deferred Comp Match	\$ 10,459.60	\$ 8,425.10	
Fuel- Admin	\$ 13,000.00	\$ 17,000.00		Admin Deferred Compensation Match	\$ 4,652.46	\$ 2,000.00	
Legal Services	\$ 12,000.00	\$ 42,000.00		Retirement Benefits-ADMIN	\$ 57,197.41	\$ 55,000.00	
Professional Services	\$ 880.00	\$ 2,100.00		Photographic Supplies	\$ 950.00	\$ -	
Photography	\$ 500.00	\$ 637.65		Software	\$ 6,780.00	\$ -	
Cell & Digital Telephones	\$ 33,540.00	\$ 36,100.00		Postage & Shipping	\$ 11,400.00	\$ 2,500.00	
Liability/Umbrella- Enduris	\$ 149,550.00	\$ 155,000.00		Memberships	\$ 8,182.00	\$ 5,932.00	
Subscriptions	\$ 54,675.08	\$ 63,000.00		FICA/Medicare Benefits-Volunteers	\$ 10,710.00	\$ 8,000.00	
Software Recurring Licenses	\$ 27,549.04	\$ 31,000.00		Retirement Premium-LOSAP	\$ 35,000.00	\$ 32,790.00	
Accidental Death & Disability- VFIS	\$ 3,250.00	\$ 5,322.00		Physicals	\$ 9,535.00	\$ 2,000.00	
Fuel- Fire Apparatus	\$ 32,450.00	\$ 41,000.00		BVFF- Liability Insurance	\$ 2,500.00	\$ -	
Communication Equipment	\$ 192,300.00	\$ 230,305.04		Fuel-Marine Apparatus	\$ 6,700.00	\$ 4,700.00	
Operations Rents and Fees	\$ 17,751.84	\$ 18,288.78		Personal Safety Equipment	\$ 166,125.00	\$ 67,991.41	
Fuel- Training	\$ 400.00	\$ 800.00		Firefighter Deferrerc Comp Match	\$ 27,312.95	\$ 17,312.95	
Technical Rescue Tuition & Registraion	\$ 6,400.00	\$ 12,400.00		Training Professional Service	\$ 11,300.00	\$ 5,300.00	
Training Ferry Fees	\$ 650.00	\$ 800.00		Maintenance Employee Wages	\$ 155,985.71	\$ 147,000.00	
Fuel- Maintenance	\$ 4,500.00	\$ 8,000.00		Maintenance Deferred Compensation Match	\$ 3,199.71	\$ 1,200.00	
Small Tools	\$ 3,600.00	\$ 3,700.00		Maintenance Equipment Rental & Leases	\$ 6,000.00	\$ 2,000.00	
Maintenance Ferry Fees	\$ 1,000.00	\$ 1,500.00		Marine Vehicle Repair-Capital	\$ 8,200.00	\$ -	
Fire Apparatus Repair & Maintenance	\$ 80,020.00	\$ 85,000.00		Cultus Bay Radio Tower Site	\$ 15,600.00	\$ 12,100.00	
Medical Vehicle Repair & Maintenance	\$ 8,400.00	\$ 20,000.00		Station 31- Cameron Road	\$ 41,640.00	\$ 29,476.99	
Station 34- Camano Ave	\$ 100.00	\$ 9,100.00		Station 32- Central Avenue	\$ 4,500.00	\$ -	
Principle Payments	\$ 185,000.00	\$ 195,000.00		Station 35- Saratoga Road	\$ 20,043.00	\$ 13,000.00	
Retirement Benefits Firefighters	\$ 69,921.15	\$ 78,000.00		Maintenance Facility	\$ 41,555.00	\$ 15,000.00	
<b>Total</b>	<b>\$ 1,493,430.66</b>	<b>\$ 1,716,453.47</b>	<b>\$ 223,022.81</b>	Vehicles	\$ 125,553.00	\$ 92,000.00	
				Computer/IT Capital	\$ 61,750.00	\$ 46,265.00	
				Fire Apparatus	\$ 886,160.00	\$ 512,212.70	
				Interest Payments	\$ 134,160.00	\$ 126,760.00	
				<b>Total</b>	<b>\$ 2,261,759.78</b>	<b>\$ 1,580,966.15</b>	<b>\$ (680,793.63)</b>

## Overall Budget Impact

Revenue Budgeted	\$ 7,223,955.03
Actual Revenue	\$ 6,766,184.21
Difference	\$ (457,770.82)
2022 Carry Over	\$ 3,160,407.24
Total Revenue	<u>\$ 9,468,820.63</u>

Expenses Budgeted	\$ 8,222,336.25
Actual Expenses	\$ 7,764,565.43
Difference	<u>\$ 457,770.82</u>

Estimated 2023 Carryover	\$ 1,704,255.20
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Mid-Year Adjustments							
Account	Description	Current Budget	Requested Budget	Difference	Purpose		
<b>Revenue</b>							
100003	Regular Property Tax	\$ 493,909.39	\$ -	\$ 493,909.39	Miscalculation		
100003	New Construction Tax	\$ 62,760.39	\$ -	\$ 62,760.39	Miscalculation		
210000	Hospital Payments	\$ 254,644.13	\$ 338,263.29	\$ (83,619.16)	2022 payment received in 2023		
110001	Investment Interest	\$ 6,000.00	\$ 21,279.80	\$ (15,279.80)	Increased funds invested		
		<b>\$ 817,313.91</b>	<b>\$ 359,543.09</b>	<b>\$ 457,770.82</b>			
<b>Expenses</b>							
101010	Chief's Wages	\$ 146,205.00	\$ 154,000.00	\$ 7,795.00	5% increase with performance review		
101020	Deputy Chiefs Wages	\$ 256,075.48	\$ 256,400.00	\$ 324.52	Step increase		
101040	Administration Wages	\$ 232,623.23	\$ 226,000.00	\$ (6,623.23)	Admin Assistant part time wages		
501000	Maintenance Wages	\$ 155,985.71	\$ 146,000.00	\$ (9,985.71)	Decrease due to PFMLA leave		
101520	Deputy Chief Deferred Comp Match	\$ 10,459.60	\$ 8,425.10	\$ (2,034.50)	Less member participation		
101521	Admin Deferred Compensation Match	\$ 4,652.46	\$ 2,000.00	\$ (2,652.46)	Decrease due to PFMLA leave		
102030	Admin Healthcare Benefits/ADD	\$ 193,713.07	\$ 250,000.00	\$ 56,286.93	Severance package/Premium increases		
102040	Retirement Benefits-ADMIN	\$ 57,197.41	\$ 55,000.00	\$ (2,197.41)	Admin Assistant part-time, 1% reduction in employer contribution		
103120	Photographic Supplies	\$ 950.00	\$ -	\$ (950.00)	In house		
103210	Fuel- Admin	\$ 13,000.00	\$ 17,000.00	\$ 4,000.00	2022 invoices/increase in unit cost		
103520	Software	\$ 6,780.00	\$ -	\$ (6,780.00)	decreasing software subscriptions		
104110	Legal Services	\$ 12,000.00	\$ 42,000.00	\$ 30,000.00	Investigation		
104140	Professional Services	\$ 880.00	\$ 2,100.00	\$ 1,220.00	Sarah P. 2022 training hours, assessment center		
104170	Photography	\$ 500.00	\$ 637.65	\$ 137.65	Increased photography cost		
104210	Postage & Shipping	\$ 11,400.00	\$ 2,500.00	\$ (8,900.00)	reduce bulk mailing cost		
104230	Cell & Digital Telephones	\$ 33,540.00	\$ 36,100.00	\$ 2,560.00	Discount not applied		
104610	Liability/Umbrella- Enduris	\$ 149,550.00	\$ 155,000.00	\$ 5,450.00	Policy increases \$ 153,421.40 not including damage		
104910	Memberships	\$ 8,182.00	\$ 5,932.00	\$ (2,250.00)	Remove WA State Assoc Fire Chiefs		
104920	Subscriptions	\$ 54,675.08	\$ 63,000.00	\$ 8,324.92	Increase with Lexipol, Springbrook, and Vector		
104940	Software Recurring Licenses	\$ 27,549.04	\$ 31,000.00	\$ 3,450.96	Licenses cost increase		
202010	FICA/Medicare Benefits-Volunteers	\$ 10,710.00	\$ 8,000.00	\$ (2,710.00)	2023 Actuals		
202031	Accidental Death & Disability- VFIS	\$ 3,250.00	\$ 5,322.00	\$ 2,072.00	Increased Policy Fees		
202042	Retirement Premium-LOSAP	\$ 35,000.00	\$ 32,790.00	\$ (2,210.00)	Actual cost less than expected		
202310	Physicals	\$ 9,535.00	\$ 2,000.00	\$ (7,535.00)	No physical payments		
202420	BVFF- Liability Insurance	\$ 2,500.00	\$ -	\$ (2,500.00)	Included in 20.20.31		

203210	Fuel- Fire Apparatus	\$ 32,450.00	\$ 41,000.00	\$ 8,550.00	2022 invoices/increase in unit cost		
203230	Fuel-Marine Apparatus	\$ 6,700.00	\$ 4,700.00	\$ (2,000.00)	Actual spending less than expected		
203550	Communication Equipment	\$ 192,300.00	\$ 230,305.04	\$ 38,005.04	Did not get grant. Purchasing radios		
203560	Personal Safety Equipment	\$ 166,125.00	\$ 67,991.41	\$ (98,133.59)	2022 carryover		
204520	Operations Rents and Fees	\$ 17,751.84	\$ 18,288.78	\$ 536.94	Actual cost higher than expected		
221520	Firefighter Defferrec Comp Match	\$ 27,312.95	\$ 17,312.95	\$ (10,000.00)	Actual cost. Move to OT		
222040	Retirement Benefits FT Firefighter	\$ 69,921.15	\$ 78,000.00	\$ 8,078.85	Employer contribution increase, Step increase		
453210	Fuel- Training	\$ 400.00	\$ 800.00	\$ 400.00	2022 costs charged in 2023		
454110	Training Professional Service	\$ 11,300.00	\$ 5,300.00	\$ (6,000.00)	move to 45.49.40 for rope class		
454940	Technical Rescue Tuition & Registraion	\$ 6,400.00	\$ 12,400.00	\$ 6,000.00	moved from 45.41.10		
454302	Training Ferry Fees	\$ 650.00	\$ 800.00	\$ 150.00	Increased Training		
501000	Maintenance Employee Wages	\$ 155,985.71	\$ 147,000.00	\$ (8,985.71)	PFMLA leave		
501520	Maintenance Deferred Compensation Match	\$ 3,199.71	\$ 1,200.00	\$ (1,999.71)	Less member participation		
503210	Fuel- Maintenance	\$ 4,500.00	\$ 8,000.00	\$ 3,500.00	2022 costs charged in 2023		
503510	Small Tools	\$ 3,600.00	\$ 3,700.00	\$ 100.00	2022 costs charged in 2023		
504510	Maintenance Equipment Rental & Leases	\$ 6,000.00	\$ 2,000.00	\$ (4,000.00)	Lawn contract includes equipment		
604301	Maintenance Ferry Fees	\$ 1,000.00	\$ 1,500.00	\$ 500.00	increased maintenance		
604811	Fire Apparatus Repair & Maintenance	\$ 80,020.00	\$ 85,000.00	\$ 4,980.00	Unanticipated Apparatus Repairs		
604821	Medical Vehicle Repair & Maintenance	\$ 8,400.00	\$ 20,000.00	\$ 11,600.00	Unit 1701 Unanticipated Repairs		
604931	Marine Vehicle Repair-Capital	\$ 8,200.00	\$ -	\$ (8,200.00)	Paid in 2022		
226412	Fire Apparatus	\$ 886,160.00	\$ 512,212.70	\$ (373,947.30)			
226330	Cultus Bay Radio Tower Site	\$ 15,600.00	\$ 12,100.00	\$ (3,500.00)	Paid in 2022		
226331	Station 31- Cameron Road	\$ 41,640.00	\$ 29,476.99	\$ (12,163.01)	Paid in 2022		
226332	Station 32- Central Avenue	\$ 4,500.00	\$ -				
226334	Station 34- Camano Ave	\$ 100.00	\$ 9,100.00	\$ 9,000.00	Fire alarm purchase		
226335	Station 35- Saratoga Road	\$ 20,043.00	\$ 13,000.00	\$ (7,043.00)	Paid in 2022		
226337	Maintenance Facility	\$ 41,555.00	\$ 15,000.00	\$ (26,555.00)	Paid in 2022		
226410	Vehicles	\$ 125,553.00	\$ 92,000.00	\$ (33,553.00)	Will not replace Chassis in 2023		
226432	Computer/IT Capital	\$ 61,750.00	\$ 46,265.00	\$ (15,485.00)	Reduce mounting system/NAS		
227101	Principle Payments	\$ 185,000.00	\$ 195,000.00	\$ 10,000.00	Principle Increase		
228301	Interest Payments	\$ 134,160.00	\$ 126,760.00	\$ (7,400.00)	Reduced Interest rate		
		\$ 3,755,190.44	\$ 3,297,419.62	\$ (457,770.82)			

## **105.1 PURPOSE AND SCOPE**

### **Best Practice**

The Policy Manual of South Whidbey Fire/EMS is hereby established and shall be referred to as the "Policy Manual." The Policy Manual is a statement of the current policies, rules and guidelines of this District. All District members are expected to conform to the provisions of this Policy Manual. All prior and existing policies, manuals, orders and regulations which are in conflict with this Policy Manual are revoked, except to the extent that portions of the existing policies, manuals, orders and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of this Policy Manual.

## **105.2 POLICY**

### **Best Practice**

Except where otherwise expressly stated, the provisions of this Policy Manual shall be considered as guidelines. It is recognized that fire and rescue work is not always predictable and circumstances may arise that warrant departure from these guidelines.

It is intended that the provisions of this manual be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this District under the circumstances reasonably available at the time of any incident.

### **105.2.1 DISCLAIMER**

#### **Best Practice**

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of South Whidbey Fire/EMS and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the District, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for District administrative action, training or discipline. The District reserves the right to revise any policy content, in whole or in part.

### **105.2.2 SEVERABILITY**

#### **Best Practice**

In the event that any term or provision of this Policy Manual is declared illegal, invalid or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state or federal law, District policy or collective bargaining agreement, such law, District policy or collective bargaining agreement shall take precedence over that provision of the Policy Manual.

In the event that any of the terms or provisions of the Policy Manual are determined to conflict with any portion of a collective bargaining agreement, the District will seek to resolve the conflict.

## **105.3 RESPONSIBILITIES**

## Best Practice

The responsibility for the contents of this Policy Manual rests with the Fire Chief. Since it is not practical for the Fire Chief to prepare and maintain the Policy Manual, the following delegations have been made:

### 105.3.1 FIRE CHIEF

#### Discretionary

The Fire Chief shall be considered the ultimate authority for the provisions of this manual and shall continue to issue, as needed, directives which shall modify those provisions of the manual to which they pertain. Any directive so issued shall remain in effect until such time as it is permanently incorporated into the manual.

### 105.3.2 EXECUTIVE STAFF

#### Discretionary

Executive staff shall consist of the following:

- Fire Chief
- Deputy Fire Chiefs

Executive staff shall review all recommendations regarding proposed changes to the manual and make recommendations to the Fire Chief on final manual changes.

### 105.3.3 OTHER PERSONNEL

#### Discretionary

Any member suggesting revision of the contents of the Policy Manual shall forward the suggestion through the chain of command, in writing, to his/her immediate supervisor.

## **105.4 POLICY COMMITTEE**

#### Discretionary

A Policy Committee (PC) may be assigned to provide an intermediary review. The PC may provide suggestions to clarify the goals or objectives desired by the organization. Final drafts from the PC shall be forwarded to the executive staff for final disposition.

The PC will review the District Policy Manual periodically to ensure policies are relevant and appropriate to current practices.



## **105.5 DISTRIBUTION OF THE POLICY MANUAL**

Best Practice

~~Copies of t~~The Policy Manual shall be distributed to the following:

Board of Fire Commissioners

Fire Chief

Executive Staff

Administrative Staff

~~Divisions~~

~~Each fire station~~

Each member (electronically)

An electronic version of the Policy Manual will be made available on the South Whidbey Fire/EMS network for access by all employees. The electronic version will be limited to viewing and printing specific chapters or sections. No changes shall be made to the electronic version without authorization from the Fire Chief or the authorized designee.

## **105.6 POLICY MANUAL ACCEPTANCE**

Best Practice

As a condition of employment or volunteering, all members are required to read and obtain necessary clarification of this Policy Manual. All are required to sign a statement of receipt acknowledging that they have received a copy or have been provided access to the Policy Manual and understand that they are responsible to read and become familiar with its content.

## **105.7 REVISIONS TO POLICIES**

Best Practice

All members are responsible for keeping abreast of all Policy Manual revisions. All changes to the Policy Manual will be posted ~~on the district intranet~~ to Lexipol.

The Training Officer will forward notice of revisions to the Policy Manual as needed to all personnel via electronic mail. Each member shall acknowledge receipt ~~by return email (or applicable method)~~ through the read and acknowledge feature on Lexipol, review the revisions and seek clarification as needed.

Each supervisor/manager will ensure that members under his/her command are aware of any Policy Manual revisions and have accomplished appropriate tasks as described in this policy.

## **105.8 BOARD POLICIES**

Agency Content

**Adoption and Amendment of Board Policies:** Policies of the Board constitute the binding principles of the organization and must be clearly articulated and reviewed. In order to ensure an open and transparent process by which to adopt policies, the policy approval process shall be as follows:

1. Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion.
2. ~~Unless it is deemed by the board that immediate action would be in the best interests of the fire district,~~ the final vote for adoption of a policy shall take place not earlier than the next succeeding regular or special board meeting, with the following exceptions which may be approved through the consent agenda with all written policies submitted for approval having been provided to the Board no later than the Friday prior to the board meeting.
  - a. Policy updates recommended by Lexipol due to changes in state or federal law or best practices.
  - b. All operational policies in Chapter 3 (General Operations) and Chapter 5 (Emergency Medical Services).
  - c. it is deemed by the board that immediate action would be in the best interests of the fire district.
3. Any written statement by any person relative to a proposed policy or amendment should be directed to the chair prior to the second reading.
  - a. The board may invite oral statements from citizens or staff as an order of business.
4. In the event that immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the fire district.
  - a. No further action is required.
5. All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.
6. Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the fire district's policy manual.
7. Policies of the fire district shall be reviewed ~~annually~~ regularly by the board of commissioners.
8. A policy of the board shall be subject to suspension by a majority vote of the ~~commissioners~~ commissioner's present, provided:
  - a. An emergency or unique situation exists; and
  - b. Failure to suspend the policy could; result in the loss of emergency services, cause unacceptable costs to the District, create a liability exposure for the ~~D~~istrict, or violate law, and
  - c. All commissioners had received notice of the meeting, and
  - d. Provided the notice included a proposal to suspend a policy and an explanation of the purpose.

e. If such proposal is not made in writing in advance of the meeting, a policy may be suspended only by a unanimous vote of all board members present.

## 105.9 DEFINITIONS

Best Practice

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

**Adult** - Any person 18 years of age or older.

**District** - The District of South Whidbey Fire/EMS.

**Civilian** - Employees and volunteers who are not engaged in fire suppression activities as part of their primary duties.

**District/SWFE** - ~~The~~ South Whidbey Fire EMS.

**Employee** - Any person employed by the District.

**Fire Code** - The Washington State Fire Code as adopted and modified by WAC 51-54A-003 et seq.

**Firefighter** - Those members, regardless of rank, who perform fire suppression activities as part of their primary duties as members of ~~the~~ South Whidbey Fire EMS.

**Lexipol** – The web-based policy management software used by the district to manage, distribute, and update our policy manual. The use of this web-based program helps to ensure members have access to the latest policies, provides legal updates, and best practice recommendations.

**Manual** - The South Whidbey Fire EMS Policy Manual.

**May** - Indicates a permissive, discretionary, or conditional action.

**Member** - Any person employed or appointed by the South Whidbey Fire EMS, including:

- Full- and part-time employees
- Sworn, appointed, or elected firefighters
- Reserve firefighters
- Civilian employees
- Volunteers

**On-duty** - Member status during the period when he/she is actually engaged in the performance of his/her assigned duties.

**Order** - A written or verbal instruction issued by a superior.

**Rank** - The job classification title held by a firefighter.

**Shall or will** - Indicates a mandatory action.

**Should** - Indicates a generally required or expected action, absent a rational basis for failing to conform.

**Supervisor** - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other district members, directing the work of other members, or having the authority to adjust grievances.

The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

A supervisor may also include any person (e.g., firefighter-in-charge, lead, or senior worker) given responsibility for directing the work of others without regard to formal job title, rank, or compensation.

**CLINTON FERRY TERMINAL  
FIRE PROTECTION AGREEMENT NO. GCA 5145**

**SUPPLEMENT NO. 2**

This Supplemental Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, between the **WASHINGTON STATE DEPARTMENT OF TRANSPORTATION FERRIES DIVISION**, operating as Washington State Ferries ("WSF") and **SOUTH WHIDBEY FIRE / EMS**, formerly Island County Fire Protection District No. 3 ("**DISTRICT**").

**WHEREAS**, the **DISTRICT** is organized and equipped to provide fire protection services within and in the vicinity of its boundaries, and **WSF** desires that the **DISTRICT** provide such services to its property located within those boundaries; and

**WHEREAS**, the parties previously entered into the Clinton Ferry Terminal Fire Protection Agreement No. GCA 5145, dated June 12, 2012; and

**WHEREAS**, the parties previously entered into Agreement Amendment No. 1, dated July 20, 2016, extending the Term of the Agreement for an additional five (5) years; and

**WHEREAS**, the parties wish to further extend the Term per the authorization in the Agreement;

**NOW THEREFORE**, in consideration of the terms, conditions, covenants and performance contained herein, the parties agree as follows:

1. **Term.** Pursuant to the authorization in Section 4 of the original Agreement, the Term of the Agreement shall be extended for an additional term of five (5) years. The Agreement extension shall be retroactively effective January 1, 2021 and expire on December 31, 2026.
2. **Fire Protection Service Fee.** In consideration for receiving fire protection services, during the extension Term specified in Paragraph 1 above, **WSF** shall pay to the **DISTRICT** an annual fire protection service fee equal to the amount provided in the original Agreement, as itemized on Exhibit A attached hereto. The attached Exhibit A has been updated solely to reflect the extension Term.
3. **Other Provisions.** Except as expressly modified herein, all other terms and conditions of the initial Agreement, shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto, by their duly authorized representatives, have executed this Supplemental Agreement as of the day and year first written above.

**WASHINGTON STATE  
DEPARTMENT OF TRANSPORTATION  
FERRIES DIVISION**

By:

\_\_\_\_\_  
Patty K. Rubstello  
WSDOT Assistant Secretary  
Washington State Ferries

**SOUTH WHIDBEY FIRE / EMS**

By:

\_\_\_\_\_  
James Towers, Chair  
Board of Fire Commissioners

State-wide Vendor No.: SWV0114164

Approved For WSDOT Ferries Division:

By:

\_\_\_\_\_  
Timothy P. McGuigan  
Contracts & Legal Services Manager

Date:

\_\_\_\_\_

**EXHIBIT A**

**CLINTON FERRY TERMINAL  
FIRE PROTECTION AGREEMENT NO. GCA 5145**

**FIRE PROTECTION SERVICE FEE**

( Effective January 1, 2021 through December 31, 2026 )

	<b><u>Square Footage</u></b>	<b><u>2021 - 2026 Cost *</u></b>
Building:	2,803 sq.ft.	\$ 280.30
Trestle & Transfer Span:	50,000 sq.ft.	\$ 3,000.00
Upland:	<u>4,760</u> sq.ft.	<u>\$ 142.80</u>
Subtotal:	57,563 sq.ft.	\$ 3,423.10
Modifier for concrete structures:		<u>\$ 500.00</u>
<b>TOTAL PER YEAR:</b>		<b><u>\$ 3,923.10</u></b>
<b>TOTAL FOR ALL FIVE YEARS:</b>		<b><u>\$ 19,615.50</u></b>

\* **2021 - 2026 Table of Costs:**

**High Matrix**

Buildings:	\$ 0.100 / sq.ft.
Trestle & Transfer Span:	\$ 0.060 / sq.ft.
Upland:	\$ 0.030 / sq.ft.

**Modifier**

(select one, based on primary composition of Terminal)

Concrete:	\$ 500 total
Wood:	\$1,000 total

**NOTE:** The Parties may periodically update this Exhibit to reflect changes to the Terminal. Each updated Exhibit shall be attached to the Agreement and shall replace / supersede the prior Exhibit, without a formal Agreement supplement.



**Island County  
Master Mutual Aid Agreement**

**This Agreement** is entered into and between all parties who have executed this Agreement as signatory parties thereto (individually “Party” or collectively “Parties”), including:

- Island County
  - City of Oak Harbor
  - Town of Coupeville
  - City of Langley
  - North Whidbey Fire and Rescue
  - Central Whidbey Island Fire & Rescue
  - South Whidbey Fire/EMS
  - Camano Island Fire Department
  - Whidbey Island Public Hospital District
- Island County Public Transportation Benefit Area, dba Island Transit. This Island County Mutual Aid Agreement (hereinafter “Agreement”) is entered into under the authority of Chapter 39.34 RCW, the Interlocal Cooperation Act.

**I. Recitals**

**WHEREAS**, Island County and each of the political subdivisions within the county maintain resources for response to emergencies and disasters;

**WHEREAS**, in the event of a major emergency or other disaster, each of the Parties may need the assistance of the other Parties to provide equipment and personnel; and

**WHEREAS**, it is in the interest of the people of Island County, and the political subdivisions within the County, that public agencies work together to mitigate the impact of emergencies and disasters; and

**WHEREAS**, the Parties hereto executed a Mutual Aid Agreement Between Public Agencies on July 22, 1996; and

**WHEREAS**, subject to section 2 of the 1996 Mutual Aid Agreement, the Parties hereto mutually agree to terminate the 1996 Mutual Aid Agreement upon execution of the Island County Master Mutual Aid Agreement.

**NOW THEREFORE**, the Parties agree as follows.

## II. Definitions

- 1.0 **Incident Commander:** The individual designated by the Requesting Agency who is charged with overall management and command of an emergency incident pursuant to the National Incident Management System.
- 2.0 **Mutual Aid:** Provision of apparatus, personnel, and equipment as reasonably necessary and available to assist a requesting agency in matters relating to the services needed by a requesting agency.
- 3.0 **Requesting Agency:** A Party to this Agreement who has made a request for mutual aid from another Party pursuant to the terms of this Agreement.
- 4.0 **Responding Agency:** A Party to this Agreement who has agreed to provide mutual aid to another Party pursuant to the terms and conditions of this Agreement.

## III. Agreement

- 1.0 **Request for Assistance.** The incident commander of a Requesting Agency is authorized to request assistance from any other Party to this Agreement if confronted with an emergency situation requiring the need for resources beyond those available to the Requesting Agency.
- 2.0 **Response to Request.** Upon receipt of such a request, the Party receiving the request shall immediately take the following action:
  - 2.1 Determine if the Responding Agency has equipment and personnel available to respond to the Requesting Agency and determine the nature of the equipment and number of personnel available.
  - 2.2 Determine what available equipment and what available personnel could be dispatched in accordance with the operating plans and procedures established by the Parties.
  - 2.3 In the event the needed equipment and personnel are available, dispatch such equipment and personnel to the scene of the emergency with proper operating instructions.
  - 2.4 In the event the needed equipment and personnel are not available, immediately advise the Requesting Agency of such fact.
- 3.0 **No Requirement to Render Aid.** All personnel, resources, and services provided under the terms of this Agreement are furnished and/or supplied voluntarily and at the discretion of the Responding Agency. The Responding Agency shall have the primary interest of protecting its own constituency. Nothing herein shall limit the legislative discretion of the governing bodies of the Parties to determine their budget needs and determine appropriate levels of service, and nothing in this Agreement shall imply a duty to levy taxes, appropriate funds or enter into specific

## Island County Master Mutual Aid Agreement

terms of a Collective Bargaining Agreement (CBA) in order to effectuate the terms of the Agreement.

- 4.0. **Command Responsibility at Emergency Scene.** Each Party to this Agreement retains authority and responsibility for command within their own jurisdiction. Incident Commander of the Requesting Party shall be in command of the operations under which the equipment and personnel sent by the Responding Agency shall serve. However, Requesting Party does not have the authority to command operations in such a manner as to violate the policies and procedures in place by the Responding Agency, existing CBA, or standard safety codes for the incident at hand.
- 4.1 **Proper Refusal of Risk.** If, based on incident specific information relayed by on-scene personnel of the responding agency to the supervisor of the responding agency's resources it is determined that the risk associated with a specific task is unreasonable or contradict those guidelines established by responding agency's based on 1) assessment of hazards, 2) the capability of the resources, or 3) ability to mitigate the hazards, such determination shall be immediately relayed to the requesting agency. Possible alternative suggestions may be discussed; however, the responding agency reserves the right to terminate the assignment (if deployed) or may refuse the assignment prior to dispatching personnel. An assignment may be determined unsafe based on the situation at hand as solely determined by the responding agency. Situations deemed unsafe may include but are not limited to: 1) There is a violation of safe work practices, 2) environmental conditions make the work unsafe, 3) personnel lack the necessary qualifications or experience, or 4) the required equipment to safely perform the work is not available, or 5) the response activities violate the policies and procedures of the responding agency. If an assignment is refused or terminated, it shall be reported through the chain of command to the incident commander of the requesting agency. Nothing in this section 4.1 shall limit a responding agency's discretion in responding to a mutual aid request as set forth in Section 3.0.
- 5.0. **Termination of Service.** The equipment and personnel of the Responding Agency shall be released from service and returned to the responding district by the Incident Commander: 1) as soon as conditions may warrant, or 2) If incident specifics change and equipment is required within the Responding Agency's Jurisdiction.
- 6.0. **Liability.**
- 6.1. **No Liability for Responding Agency.** Except as expressly provided herein, no Party shall be liable for (i) failure to comply with any provision of this Agreement, or (ii) liability arising from providing or refusing to provide Mutual Aid under this Agreement.
- 6.2. Each Agency promises to indemnify, defend and hold harmless all the other Agencies from any loss, claim or liability arising from or out of the negligent or otherwise tortious actions or omissions of its employees, officers and officials. Such liability shall be apportioned among the at-fault Agencies or other at fault persons or entities in accordance with the laws

## Island County Master Mutual Aid Agreement

of the State of Washington. Each agency shall be solely responsible for its own attorney fees and any litigation related costs.

### 6.3 Nothing herein shall be interpreted to:

- (a) Waive any defense arising out of RCW Title 51, provided; however, each Agency agrees that its obligations under this provision extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees or agents. The foregoing indemnity is specifically and expressly intended to constitute a waiver of each Agency's immunity under Washington's Industrial Insurance Act, RCW Title 51, with respect to the other Agencies only, and only to the extent necessary to provide each Agency with a full and complete indemnity of claims made by the other Agency's employees. The Agencies acknowledge that these provisions were specifically negotiated and agreed upon by them.
- (b) Limit the ability of a participant to exercise any right, defense, or remedy which an Agency may have with respect to third party Agencies or the officer(s) whose action or omission give rise to loss, claim or liability, including but not limited to an assertion that the employee was acting beyond the scope of his or her employment.
- (c) Cover or require indemnification or payment of any judgment against any individual or Agency for intentionally wrongful conduct outside the scope of employment of any individual or for any judgment for punitive damages against any individual or Agency. Payment of punitive damage awards, fines or sanctions shall be the sole responsibility of the individual against whom said judgment, fine or sanction is rendered and/or his or her employer, should that employer elect to make said payment voluntarily. This agreement does not require indemnification of any punitive damage awards or for any order imposing fines or sanctions.

6.7 **Survival.** The provisions of this Section shall survive the expiration or termination of this Agreement.

### 7.0 **Insurance.**

7.1 The Agencies shall each provide and maintain-suitable commercial general liability and auto liability insurance policies to protect it from casualty losses by reason of the activities contemplated by this Agreement. The limits of liability for each coverage shall be at least \$2,000,000 for each occurrence.

7.2 To the extent permitted by the applicable insurance policies, each Party hereby waives any right of subrogation against the other Parties. In this regard, each Party utilizing a self-insurance retention program waives subrogation for any payment thereunder.

8.0. **Compensation.** Each Party agrees that it will not seek compensation for services rendered

## Island County Master Mutual Aid Agreement

under this Agreement from the other Party requesting assistance unless it becomes a declared and reimbursable event or if insurance compensates for expenses. This provision shall not limit two or more Parties from entering into a separate agreement in other areas or on different conditions for compensation.

- 9.0 **Pre-Emergency Planning.** The Parties to this Agreement shall, from time to time, mutually establish pre-emergency plans which shall indicate the types and locations of potential problem areas where emergency assistance may be needed, the type of equipment that should be dispatched under various possible circumstances, and the number of personnel that should be dispatched under such circumstances. Such plans shall take into consideration and ensure the proper protection by the Responding Agency of its own geographical area.
- 10.0 **Non-Exclusive Agreement.** The Parties to this Agreement shall not be precluded from entering into similar Agreements or first response Agreements with others.
- 11.0 **Withdrawal.** Any Party shall have the right to withdraw from this Agreement at any time by providing written notice to every other Party as follows:
- 11.1 Written notice shall be served by any Party hereto upon the other Party or Parties of its intention to withdraw from the Agreement. Such notice shall be served not less than thirty (30) days prior to the withdrawal date set forth therein and a copy shall be forwarded to each Party signatory hereto. Said notice shall automatically terminate the Agreement as to the withdrawing Party on the date set out unless rescinded prior thereto in writing.
- 11.2 Such withdrawal shall not affect the continuation of the Agreement as to any Party not indicating an intention to withdraw as provided herein.
- 11.3 Withdrawal shall not preclude future agreements for mutual aid between the Parties.
- 12.0 **Equipment.** The Parties to this Agreement do not anticipate the joint purchase of any personal property. Nothing in this Agreement transfers title or ownership of any equipment or personal property used pursuant to this Agreement.
- 13.0 **Administration of this Agreement.** Unless the Parties otherwise agree, there shall be no lead agency responsible for the administration of this Agreement. This Agreement shall be administered jointly by the Fire Chiefs, Police Chiefs, Sheriff, and Department Directors of the respective Parties.
- 14.0 **Status of Personnel.** No employee of any Party to this Agreement shall be deemed to have become an employee of another Party or be covered by any insurance or pension plans of another Party by the employee's participation in the performance of this Agreement.
- 15.0 **Duration and Effective Date.** This Agreement shall take effect and be in full force and effect upon execution by all parties and recording with the Island County Auditor. The duration of this Agreement shall be for one (1) year commencing from the date of signing, provided that this

## Island County Master Mutual Aid Agreement

Agreement shall be automatically continued from year to year unless terminated as provided above.

- 16.0 **Notice.** Any notices given under this Agreement shall be deemed to be sufficient if in writing and delivered personally or sent via certified mail to the Party affected at the address set forth on the signature page.
- 17.0 **No Benefit to Third Parties.** Agreement shall not be construed to provide any benefits to any third parties, including but not limited to the employees or volunteers of any Party. Without limiting the foregoing, this Agreement shall not create or be construed as creating an exception to the Public Duty Doctrine.
- 18.0 **Separate Property.** It is not contemplated that any property, real or personal, will be acquired by any Party separately or jointly as a result of this Agreement. No separate fund shall be established with regard to this Agreement. Any acquisition of joint property shall be subject to a separate Interlocal Agreement executed prior to or at the time of such joint acquisition. All equipment and property owned or acquired solely by a Party hereto shall remain the equipment and property of that Party.
- 19.0 **Drafting.** Each Party has fully participated in the drafting of this Agreement. Therefore, this Agreement shall be construed according to its fair meaning without regard to which Party drafted a particular provision.
- 20.0 **Severability.** Any invalidity, in whole or in part, of any provision of this Agreement, shall not affect the validity of any other of its provisions.
- 21.0 **Waiver.** No term or provision herein shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the Party claimed to have waived or consented.
- 22.0 **Amendment.** No modification, termination or amendment of this Agreement may be made except by written Agreement signed by all Parties.
- 23.0 **Entire Agreement.** This Agreement constitutes the entire Agreement between the Parties concerning the matters addressed herein. This Agreement supersedes and nullifies any previous Agreements or understandings, whether written and oral, between those Parties to this Agreement.
- 24.0 **Counterparts.** This Agreement may be executed in any number of counterparts, and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one Agreement.

Island County Master Mutual Aid Agreement

**Island County**

**Central Whidbey Island Fire & Rescue**

By: \_\_\_\_\_

By \_\_\_\_\_

Its: \_\_\_\_\_

Its \_\_\_\_\_

Date: \_\_\_\_\_

Date \_\_\_\_\_

**City of Oak Harbor**

**South Whidbey Fire/EMS**

By: \_\_\_\_\_

By \_\_\_\_\_

Its: \_\_\_\_\_

Its \_\_\_\_\_

Date: \_\_\_\_\_

Date \_\_\_\_\_

**Town of Coupeville**

**Camano Island Fire Department**

By: \_\_\_\_\_

By \_\_\_\_\_

Its: \_\_\_\_\_

Its \_\_\_\_\_

Date: \_\_\_\_\_

Date \_\_\_\_\_

**City of Langley**

**Whidbey Island Hospital District**

By: \_\_\_\_\_

By \_\_\_\_\_

Its: \_\_\_\_\_

Its \_\_\_\_\_

Date: \_\_\_\_\_

Date \_\_\_\_\_

**North Whidbey Fire and Rescue**

**Island County Public Transportation  
Benefit Area dba Island Transit**

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_