



## SOUTH WHIDBEY FIRE/EMS

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

Commissioners:  
Michael Noblet  
Jim Towers  
Savannah Erickson

### PUBLIC NOTICE

#### *Regular Meeting of the Board of Commissioners Thursday, July 10, 2025 at 4:00 PM*

Join Zoom Meeting

<https://us06web.zoom.us/j/2208026387?pwd=WWNSR3JscUhzK3ZHU3JOV05ZOHF1UT09&omn=81578454549>

Meeting ID: 220 802 6387

Passcode: 926342

One tap mobile

+12532158782,,2208026387#,,,,\*926342# US (Tacoma)

+12532050468,,2208026387#,,,,\*926342# US

Call to Order.

Approval of Agenda.

Conclude.

This meeting will be in person at South Whidbey Fire/EMS  
5579 Bayview Rd, Langley, WA 98260, with optional remote viewing via Zoom Meeting.  
A sign-in sheet will be available at the entrance if you attend in person.  
Topic: SWFE Board of Commissioners' Regular Board Meeting  
Date and Time: July 10, 2025 at 4:00 Pacific Time (US and Canada)



# SOUTH WHIDBEY FIRE / EMS

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

## *Regular Meeting of the Board of Commissioners Thursday, June 12, 2025 at 4:00pm*

### Minutes-Draft

Join Zoom Meeting

<https://us06web.zoom.us/j/2208026387?pwd=WWNSR3JscUhZK3ZHU3JOV05ZOHF1UT09&omn=83061311345>

Meeting ID: 220 802 6387

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+12532158782,,2208026387#,,,,\*926342# US (Tacoma)

+12532050468,,2208026387#,,,,\*926342# US

**Attendance:** Commissioner Noblet, Commissioner Erickson, Commissioner Towers, Chief Walsh, Shari Schroeder.

**Audience:** Mary Kaye Johansen, Chief Magallon, Lt. Kalahiki, Kat Crowe, Dillan Arbaugh, Karlee Diffie, Cooper Ullmann, Sean McDougald, Robert Husom.

#### I. Call to Order

Commissioner Noblet called the regular meeting to order at 4:04pm.

#### II. Approval of Agenda

Commissioner Towers motions to approve agenda. Commissioner Erickson seconded.

**Motion carried unanimously.**

#### III. Public Input

No public input.

- #### IV. Consent Agenda
- All matters listed within the Consent Agenda have been distributed to each member of South Whidbey Fire/EMS's Board of Commissioners for reading and study. They are considered routine and will be enacted by one motion of the Commissioners with no separate discussion. If a separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

##### Approval of Minutes

Regular Meeting May 15<sup>th</sup>

BVFF Meeting May 15<sup>th</sup>

##### Finance Reports

Budget Position Report

Check Register

Treasurer's Report

##### Monthly Vouchers

5/1/2025 EFT for Payroll in the amount of \$69,451.75

5/1/2025 #250505001-250505009 for Accounts Payable in the amount of \$9,673.72

5/9/2025 #250506001-25506019 for Accounts Payable in the amount of \$62,626.79

5/15/2025 EFT for Payroll in the amount of \$ 67,084.50

5/20/2025 #250509001-250509018 for Accounts Payable in the amount of \$17,657.07  
5/29/2025 #250513001-250513010 for Accounts Payable in the amount of \$3,869.31  
5/29/2025 EFT for Payroll in the amount of \$65,521.95  
5/30/2025 #250514001-250514002 for Payroll Liabilities in the amount of \$4,410.49  
5/31/2025 #664111 for Payroll in the amount of \$1354.67  
5/1-5/31/2025 EFT for Payroll Liabilities in the amount of \$97,428.31  
Total Warrants Approved \$399,078.56

Commissioner Towers motions to approve consent agenda. Commissioner Erickson seconded.

**Motion carried unanimously.**

**V. Member Update**

N/A

**VI. Old Business**

N/A

**VII. New Business**

**Request for Leave of Absence**

Chief Walsh provided the Commissioners with a Leave of Absence request submitted by career FF Ullmann. Chief explains this will create a small shortage in staffing but will attempt to coordinate his return with future firefighter onboarding. The Commissioners support the opportunity and experience this will give to FF Ullmann while on a Leave.

Commissioner Towers motions to approve. Commissioner Erickson seconded.

**Motion carried unanimously.**

**Battalion Chief Position Description**

Chief Walsh presented the Commissioners with the new job description of Battalion Chief. Chief Walsh requested approval from the Board in order to move forward with recruitment as soon as possible. Commissioner Towers expressed budgetary concerns and requested clarity on verbiage from item VII on the May BOC Agenda minutes. Chief Walsh further explained that the Battalion Chief position will serve the districts' needs and will be replacing the Captain's position previously considered.

Commissioner Towers motions to approve. Commissioner Erickson seconded.

**Motion carried unanimously.**

**National Night Out Proclamation**

FF Crowe addressed the Commissioners and presented a Proclamation for a National Night Out on August 5, 2025. South Whidbey Fire EMS hosted this event last year and will also host this year. Central Whidbey Island Fire and other public agencies will be participating in the event, in association with Town Watch to support National Night Out. The Commissioners favor and support this community event.

Commissioner Erickson motions to approve. Commissioner Towers seconded.

**Motion carried unanimously.**

**2025 Cash Flow June Update**

Chief Walsh gave a brief update on the 2025 June Cash Flow. Finance Officer Mary Kaye provided actual expenditures vs. revenue for the month of June that included capital expenditures for SAFE Boat and Training Center.

**Chiefs Report**

Chief Walsh went over his report for the month. Call volume remains steady, with a rise in May and June. The incident type report needs to be corrected and numbers will be presented at next BOC meeting in July. Fourth and Fifth seat coverage holding steady with an increase in 6<sup>th</sup> seat staffing to 16%. Chief did mention staffing levels will need to be closely monitored to ensure adequate staffing on calls. Station 32 is now staffed during the day. Station 34 remodel is complete! Marine unit has been ordered and Chief will present to the board when a surplus plan has been developed for marine 31.

We have submitted Red Card recertification paperwork for possible deployments. We have had some co-trainings with CWIF which has benefited both agencies in working together.

Several events scheduled this summer:

June: Langley Pride Parade on the 21<sup>st</sup>, Pinning Ceremony & Push Back on the 28<sup>th</sup>, Ice Cream Social on the 28<sup>th</sup> as well.

July: Freeland Freedom Festival and Fireworks on the 3<sup>rd</sup>, Maxwellton Parade on the 4<sup>th</sup>, Island County Fair 24<sup>th</sup>-25<sup>th</sup>.

August: National Night Out on the 5<sup>th</sup>.

**VIII. Announcement**

Chief Walsh announced a Level 1 Burn Ban will take effect on June 20, 2025 at 07:00 with no burn permits being issued until further notice.

**IX. Comments from Commissioners**

Commissioner Noblet would like clarification on South Whidbey Prepares numbers and stats on their brochure. Chief will follow up on his request.

**X. Executive Session**

N/A

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

N/A

**XII. Conclude**

Commissioner Towers motions to adjourn. Commissioner Erickson seconded.

Commissioner Noblet adjourned the regular meeting at 4:58pm.

Shari Schroeder,  
Board Secretary

## 2025 BUDGET POSITION

South Whidbey Fire EMS

Time: 10:37:26 Date: 07/03/2025

Page: 1

001 General Fund 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 41 01 00 Estimated Beginning Balance	0.00	2,449,891.28	(2,449,891.28)	0.0%
<b>308 Beginning Balances</b>	<b>0.00</b>	<b>2,449,891.28</b>	<b>(2,449,891.28)</b>	<b>0.0%</b>
<b>310 Taxes</b>				
311 10 00 00 Property Taxes	9,243,104.15	5,053,963.37	4,189,140.78	45.3%
337 00 00 01 Leasehold Excise Tax	3,000.00	2,109.13	890.87	29.7%
337 00 00 02 Timber Tax	0.00	579.37	(579.37)	0.0%
<b>310 Taxes</b>	<b>9,246,104.15</b>	<b>5,056,651.87</b>	<b>4,189,452.28</b>	<b>45.3%</b>
<b>330 State Generated Revenues</b>				
331 97 03 00 FEMA Public Assistance Grant	0.00	0.00	0.00	100.0%
334 01 30 00 WSP Basic FF Academy Reimbursement Program	0.00	0.00	0.00	100.0%
334 01 80 00 State Direct/Indirect Grant From Military Department	0.00	0.00	0.00	100.0%
334 04 90 00 Dept. Of Health EMS Trauma Grant	0.00	778.00	(778.00)	0.0%
337 07 60 00 In-Lieu Tax - Ferries	3,923.00	3,923.00	0.00	0.0%
337 07 70 00 In-Lieu Tax - School District	1,386.00	0.00	1,386.00	100.0%
337 07 70 02 In-Lieu Tax- South Whidbey Parks	231.67	0.00	231.67	100.0%
<b>330 State Generated Revenues</b>	<b>5,540.67</b>	<b>4,701.00</b>	<b>839.67</b>	<b>15.2%</b>
<b>340 Charges For Services</b>				
341 70 00 00 Sales Of Merchandise	0.00	0.00	0.00	100.0%
342 21 00 00 Hospital Payments For Consumable Supplies	290,203.62	131,851.91	158,351.71	54.6%
<b>340 Charges For Services</b>	<b>290,203.62</b>	<b>131,851.91</b>	<b>158,351.71</b>	<b>54.6%</b>
<b>360 Misc Revenues</b>				
361 11 00 01 Investment Interest	30,000.00	18,426.92	11,573.08	38.6%
362 10 00 00 CPR Public Class Registration	4,000.00	3,900.00	100.00	2.5%
362 50 00 00 Lease & Rental Payments	0.00	0.00	0.00	100.0%
367 11 00 01 Donations and Gifts	0.00	2,261.00	(2,261.00)	0.0%
369 10 00 00 Sale Of Surplus	0.00	0.00	0.00	100.0%
369 40 00 00 Judgements/Settlements	0.00	0.00	0.00	100.0%
369 91 00 00 Other Revenue	0.00	653.38	(653.38)	0.0%
<b>360 Misc Revenues</b>	<b>34,000.00</b>	<b>25,241.30</b>	<b>8,758.70</b>	<b>25.8%</b>
<b>380 Non Revenues</b>				
369 80 00 00 Prior Year(s) Corrections	0.00	0.00	0.00	100.0%
389 90 00 10 Other Custodial Activities	0.00	0.00	0.00	100.0%
<b>380 Non Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>390 Other Revenues</b>				
395 10 00 00 Sale Of Capital Assets	0.00	164,892.24	(164,892.24)	0.0%

## 2025 BUDGET POSITION

South Whidbey Fire EMS

Time: 10:37:26 Date: 07/03/2025

Page: 2

001 General Fund 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining	
<b>390 Other Revenues</b>				
390 Other Revenues	0.00	164,892.24	(164,892.24)	0.0%
<b>397 Interfund Transfers</b>				
397 00 01 03    Transfer from Reserve	0.00	0.00	0.00	100.0%
397 00 01 04    Transfer from Contingency	0.00	0.00	0.00	100.0%
397 22 00 02    Transfer From Capital Fund	0.00	0.00	0.00	100.0%
<b>397 Interfund Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>

**Fund Revenues:** **9,575,848.44    7,833,229.60    1,742,618.84    18.2%**

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 45 20 02    Authorized Overtime- Marine Training	0.00	0.00	0.00	100.0%
<b>522 Fire Control</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>

**010 ADMIN**

<b>522 Fire Control</b>				
522 10 10 10    Chief's Wages	196,950.86	97,327.17	99,623.69	50.6%
522 10 10 20    Assistant Chief's Wages	186,990.69	107,038.36	79,952.33	42.8%
522 10 10 30    Division/Battalion Chief's Wages	302,881.38	75,646.68	227,234.70	75.0%
522 10 10 40    Administration Wages	259,373.13	122,590.95	136,782.18	52.7%
522 10 10 60    Commissioner's Stipends	10,000.00	2,415.00	7,585.00	75.9%
522 10 15 20    Chief's Deferred Comp Match	13,736.46	4,960.95	8,775.51	63.9%
522 10 15 21    Admin Deferred Compensation Match	5,187.46	2,451.84	2,735.62	52.7%
522 10 20 10    FICA / Medicare Benefits-Admin	74,565.00	33,748.93	40,816.07	54.7%
522 10 20 20    L&I / Unemployment Premiums-Admin	54,775.02	24,786.85	29,988.17	54.7%
522 10 20 30    Admin Healthcare Benefits/ADD	134,453.67	86,236.41	48,217.26	35.9%
522 10 20 40    Retirement Benefits-ADMIN	60,167.87	11,193.01	48,974.86	81.4%
522 10 20 50    Tuition Reimbursement-Admin	0.00	140.00	(140.00)	0.0%
522 10 31 10    Office Supplies	4,805.00	1,345.35	3,459.65	72.0%
522 10 31 11    Printing - Newsletter	4,400.00	0.00	4,400.00	100.0%
522 10 31 12    Maps & Mapping Supplies	100.00	0.00	100.00	100.0%
522 10 31 20    Photographic Supplies	0.00	0.00	0.00	100.0%
522 10 32 10    Fuel - Administration	10,500.00	3,406.50	7,093.50	67.6%
522 10 35 10    Office Equipment	1,700.00	0.00	1,700.00	100.0%
522 10 35 20    Software	0.00	0.00	0.00	100.0%
522 10 35 30    Computer Hardware	28,000.00	85.36	27,914.64	99.7%
522 10 41 10    Legal Services	20,000.00	7,483.00	12,517.00	62.6%
522 10 41 20    Audit & Review Services	19,000.00	0.00	19,000.00	100.0%
522 10 41 30    Consulting Services	4,800.00	5,248.49	(448.49)	0.0%
522 10 41 33    Website Hosting	4,680.00	4,680.00	0.00	0.0%
522 10 41 40    Professional Services	1,900.00	5,647.01	(3,747.01)	0.0%
522 10 42 10    Postage & Shipping	6,750.00	427.56	6,322.44	93.7%
522 10 42 20    Internet Connections/Whidbey Telecom	11,400.00	4,661.05	6,738.95	59.1%
522 10 42 30    Cell & Digital Telephones	29,844.00	11,676.88	18,167.12	60.9%
522 10 42 40    Wired Telephones & FAX/Whidbey Telecom	9,024.00	4,911.43	4,112.57	45.6%

## 2025 BUDGET POSITION

South Whidbey Fire EMS

Time: 10:37:26 Date: 07/03/2025

Page: 3

001 General Fund

01/01/2025 To: 12/31/2025

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 10 42 50 Alarm Monitoring	1,150.00	961.12	188.88	16.4%
522 10 43 01 Admin Ferry Fees	670.00	180.06	489.94	73.1%
522 10 43 10 Commissioner Travel	500.00	58.77	441.23	88.2%
522 10 43 20 Career Staff Travel	100.00	13.90	86.10	86.1%
522 10 44 10 Administrative Advertising	1,500.00	777.50	722.50	48.2%
522 10 44 30 Volunteer Recruit./Retention Advertising	1,200.00	0.00	1,200.00	100.0%
522 10 45 10 Admin Equipment Leases	4,728.00	2,236.65	2,491.35	52.7%
522 10 46 10 Liability/Umbrella-Enduris	183,850.70	(3,913.00)	187,763.70	102.1%
522 10 47 10 Election Expenses	8,000.00	0.00	8,000.00	100.0%
522 10 47 20 Timber Tax	0.00	0.00	0.00	100.0%
522 10 47 30 Clean Water Uility Taxes	454.20	414.80	39.40	8.7%
522 10 48 10 Computer Repair & Maintenance	157,783.00	56,164.61	101,618.39	64.4%
522 10 48 20 Office Equipment Repair & Maintenance	2,100.00	0.00	2,100.00	100.0%
522 10 49 10 Memberships	8,915.00	8,168.78	746.22	8.4%
522 10 49 20 Subscriptions	63,565.98	834.99	62,730.99	98.7%
522 10 49 30 Information Services	5,288.70	1,332.50	3,956.20	74.8%
522 10 49 40 Software Recurring Licenses	37,524.52	25,767.28	11,757.24	31.3%
522 10 49 50 Investment/Bank Fees	600.00	293.85	306.15	51.0%
<b>522 Fire Control</b>	<b>1,933,914.64</b>	<b>711,400.59</b>	<b>1,222,514.05</b>	<b>63.2%</b>
<b>010 ADMIN</b>	<b>1,933,914.64</b>	<b>711,400.59</b>	<b>1,222,514.05</b>	<b>63.2%</b>

**020 FIRE SUPPRESSION**

522 Fire Control

522 20 15 10 Volunteer Reimbursement	60,000.00	34,695.27	25,304.73	42.2%
522 20 15 20 Volunteer Deferred Compensation Match	5,000.00	1,568.44	3,431.56	68.6%
522 20 15 30 Volunteer Shift Reimbursement	10,000.00	2,945.00	7,055.00	70.6%
522 20 20 10 FICA/Medicare Benefits-Volunteers	7,100.00	3,133.28	3,966.72	55.9%
522 20 20 31 Accidental Death & Disability - VFIS	2,500.00	0.00	2,500.00	100.0%
522 20 20 32 Disability	0.00	0.00	0.00	100.0%
522 20 20 35 Volunteer AD&D Insurance	2,000.00	798.89	1,201.11	60.1%
522 20 20 41 Retirement Premium-Board Of Vol. FF's	3,600.00	4,170.00	(570.00)	0.0%
522 20 20 42 Retirement Premium-LOSAP	33,000.00	40,427.00	(7,427.00)	0.0%
522 20 20 50 Tuition Reimbursement-Part Time FFs & Volunteers	2,500.00	0.00	2,500.00	100.0%
522 20 23 10 Physicals	10,750.00	1,988.00	8,762.00	81.5%
522 20 23 20 Vaccinations	3,500.00	0.00	3,500.00	100.0%
522 20 23 30 Testing	10,000.00	450.00	9,550.00	95.5%
522 20 23 40 Fitness Equipment	4,966.99	0.00	4,966.99	100.0%
522 20 24 40 Trusteed Plans (WFCA)	1,200.00	167.80	1,032.20	86.0%
522 20 28 10 Recognition Awards	4,318.75	615.87	3,702.88	85.7%
522 20 28 20 Special Recognition & Activities	15,145.00	9,809.08	5,335.92	35.2%
522 20 28 30 Incidents, Special Projects & Out Of Area Meals	2,350.00	1,231.36	1,118.64	47.6%
522 20 31 10 Fire Operations Supplies	21,765.00	7,757.77	14,007.23	64.4%
522 20 31 11 Fire Rehab Supplies	2,010.00	0.00	2,010.00	100.0%
522 20 31 12 Fire Safety Supplies	1,198.00	0.00	1,198.00	100.0%
522 20 31 20 Medical Operations Supplies	19,163.00	6,160.49	13,002.51	67.9%
522 20 31 30 Marine Rescue Operations Supplies	1,531.00	0.00	1,531.00	100.0%

## 2025 BUDGET POSITION

South Whidbey Fire EMS

Time: 10:37:26 Date: 07/03/2025

Page: 4

001 General Fund

01/01/2025 To: 12/31/2025

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 20 31 60	Uniforms & Badges	65,375.00	29,874.07	35,500.93 54.3%
522 20 32 10	Fuel - Fire Apparatus	23,000.00	9,070.23	13,929.77 60.6%
522 20 32 20	Fuel - Medical Apparatus	16,000.00	6,914.24	9,085.76 56.8%
522 20 32 30	Fuel - Marine Apparatus	2,000.00	0.00	2,000.00 100.0%
522 20 32 40	Fuel - Technical Rescue Apparatus	200.00	0.00	200.00 100.0%
522 20 34 01	Wildland Food	0.00	0.00	0.00 100.0%
522 20 34 02	Wildland Communication Equipment	3,149.34	0.00	3,149.34 100.0%
522 20 34 03	Wildland Personal Safety Equipment	5,776.41	0.00	5,776.41 100.0%
522 20 34 04	Wildland Equipment and Supplies	1,227.68	0.00	1,227.68 100.0%
522 20 35 10	Fire Equipment	56,644.54	18,415.74	38,228.80 67.5%
522 20 35 11	Rehab Equipment	236.00	0.00	236.00 100.0%
522 20 35 12	Fire Safety Equipment	2,560.00	0.00	2,560.00 100.0%
522 20 35 20	Medical Equipment	5,520.00	952.00	4,568.00 82.8%
522 20 35 30	Marine Rescue Equipment	9,731.90	430.55	9,301.35 95.6%
522 20 35 40	Technical Rescue Equipment	7,450.00	0.00	7,450.00 100.0%
522 20 35 50	Communications Equipment	11,450.00	1,002.80	10,447.20 91.2%
522 20 35 60	Personal Safety Equipment	113,045.00	77,531.57	35,513.43 31.4%
522 20 41 10	Hose Testing	16,107.84	0.00	16,107.84 100.0%
522 20 41 20	Apparatus Testing/Certification	8,140.00	0.00	8,140.00 100.0%
522 20 41 30	SCBA Flow Testing/Certification	7,596.00	4,875.00	2,721.00 35.8%
522 20 41 40	Biohazard Waste Disposal	144.00	0.00	144.00 100.0%
522 20 42 10	Dispatch Services	145,393.96	60,196.96	85,197.00 58.6%
522 20 45 10	Operations Equipment Leases	2,500.00	0.00	2,500.00 100.0%
522 20 45 20	Operations Rents And Fees	18,837.51	19,003.28	(165.77) 0.0%
522 22 10 00	Full Time Firefighter Wages	2,060,750.41	844,546.68	1,216,203.73 59.0%
522 22 10 01	Authorized Overtime Full Time Firefighters	125,078.35	52,405.07	72,673.28 58.1%
522 22 10 02	Authorized Overtime-Marine	13,889.41	2,568.21	11,321.20 81.5%
522 22 15 20	Firefighter Deferred Compensation Match	42,483.81	10,660.07	31,823.74 74.9%
522 22 20 00	Fire Suppression And Emergency Medical Services - Personnel Benefits	0.00	0.00	0.00 100.0%
522 22 20 10	FICA Medicare Benefits-FT Firefighters	172,964.28	71,018.88	101,945.40 58.9%
522 22 20 15	FICA Medicare Benefits-Marine	1,062.54	0.00	1,062.54 100.0%
522 22 20 20	L&I/ Unemployment Premiums- FT Firefighters	171,469.59	97,758.39	73,711.20 43.0%
522 22 20 22	L&I/Unemployment Premiums-Marine	1,443.04	0.00	1,443.04 100.0%
522 22 20 30	Full Time Firefighters Healthcare Benefits/AD&D	336,512.61	213,033.24	123,479.37 36.7%
522 22 20 40	Retirement Benefits Full Time Firefighters	118,762.43	63,173.32	55,589.11 46.8%
<b>522 Fire Control</b>		<b>3,790,099.39</b>	<b>1,699,348.55</b>	<b>2,090,750.84 55.2%</b>
<b>020 FIRE SUPPRESSION</b>		<b>3,790,099.39</b>	<b>1,699,348.55</b>	<b>2,090,750.84 55.2%</b>

### 030 FIRE PREVENTION & INVESTIGATION

#### 522 Fire Control

522 30 31 51	Fire Prevention Supplies	3,480.00	97.27	3,382.73 97.2%
522 30 31 60	Public Education Operating Supplies	7,900.00	4,512.83	3,387.17 42.9%
522 30 31 61	Public Education Equipment	2,000.00	0.00	2,000.00 100.0%
522 30 32 10	Public Education Fuel	0.00	0.00	0.00 100.0%
522 30 49 00	Special Projects	4,250.00	2,345.58	1,904.42 44.8%

## 2025 BUDGET POSITION

South Whidbey Fire EMS

Time: 10:37:26 Date: 07/03/2025

Page: 5

001 General Fund 01/01/2025 To: 12/31/2025

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 30 49 01    Authorized Overtime-Fire Prevention/Public Education	8,000.00	1,594.41	6,405.59	80.1%
<b>522 Fire Control</b>	<b>25,630.00</b>	<b>8,550.09</b>	<b>17,079.91</b>	<b>66.6%</b>
<b>030 FIRE PREVENTION &amp; INVESTIGATION</b>	<b>25,630.00</b>	<b>8,550.09</b>	<b>17,079.91</b>	<b>66.6%</b>

**045 TRAINING EMPLOYEE**

<b>522 Fire Control</b>				
522 45 10 01    Authorized Overtime-Training	24,658.39	8,732.85	15,925.54	64.6%
522 45 20 10    FICA/Medicare Benefits - Training	1,972.67	668.10	1,304.57	66.1%
522 45 20 20    L&I/ Unemployment Premiums - Training	1,726.09	1,346.11	379.98	22.0%
522 45 31 00    Administration Training Supplies	154.00	0.00	154.00	100.0%
522 45 31 10    Fire Training Supplies	2,630.46	1,766.41	864.05	32.8%
522 45 31 20    Medical Training Supplies	3,820.00	(2,790.39)	6,610.39	173.0%
522 45 31 21    Medical Training Supplies - WEMSC Grant	554.00	0.00	554.00	100.0%
522 45 31 30    Marine Training Supplies	500.00	0.00	500.00	100.0%
522 45 31 40    Technical Rescue Training Supplies	250.00	0.00	250.00	100.0%
522 45 32 10    Fuel - Training	525.00	170.70	354.30	67.5%
522 45 35 10    Fire Training Equipment	0.00	0.00	0.00	100.0%
522 45 35 20    Medical Training Equipment	900.00	0.00	900.00	100.0%
522 45 35 30    Marine Training Equipment	250.00	0.00	250.00	100.0%
522 45 41 10    Training Professional Services	21,525.00	7,220.00	14,305.00	66.5%
522 45 43 00    Administrative Training Travel	3,852.00	1,301.87	2,550.13	66.2%
522 45 43 01    Administrative Lodging & Food	10,000.00	2,900.05	7,099.95	71.0%
522 45 43 02    Training Ferry Fees	700.00	280.55	419.45	59.9%
522 45 43 10    Fire Training Travel	8,490.00	1,104.14	7,385.86	87.0%
522 45 43 11    Fire Lodging & Food	20,056.00	9,344.98	10,711.02	53.4%
522 45 43 20    Medical Training Travel	1,200.00	0.00	1,200.00	100.0%
522 45 43 21    Medical Lodging & Food	3,600.00	1,384.14	2,215.86	61.6%
522 45 43 40    Technical Rescue Training Travel	400.00	0.00	400.00	100.0%
522 45 43 41    Technical Rescue Training Lodging & Food	525.00	0.00	525.00	100.0%
522 45 43 50    Maintenance Training Travel	1,250.00	606.30	643.70	51.5%
522 45 43 51    Maintenance Lodging & Food	1,150.00	498.92	651.08	56.6%
522 45 49 00    Administration Tuition & Registration	5,296.50	719.00	4,577.50	86.4%
522 45 49 10    Fire Tuition & Registration	42,075.00	15,320.12	26,754.88	63.6%
522 45 49 11    Fire Training Projects & Workshops	10,993.50	305.00	10,688.50	97.2%
522 45 49 20    Medical Tuition & Registration	8,860.00	2,265.00	6,595.00	74.4%
522 45 49 21    Medical Training Projects	624.00	832.00	(208.00)	0.0%
522 45 49 30    Marine Tuition & Registration	274.40	0.00	274.40	100.0%
522 45 49 31    Marine Rescue Training Projects	4,000.00	0.00	4,000.00	100.0%
522 45 49 40    Technical Rescue Tuition & Registration	2,025.00	0.00	2,025.00	100.0%
522 45 49 50    Maintenance Tuition & Registration	1,005.00	87.00	918.00	91.3%
522 45 49 60    Health & Wellness Training - Registration	1,200.00	0.00	1,200.00	100.0%
<b>522 Fire Control</b>	<b>187,042.01</b>	<b>54,062.85</b>	<b>132,979.16</b>	<b>71.1%</b>
<b>045 TRAINING EMPLOYEE</b>	<b>187,042.01</b>	<b>54,062.85</b>	<b>132,979.16</b>	<b>71.1%</b>

**050 FACILITIES**

## 2025 BUDGET POSITION

South Whidbey Fire EMS

Time: 10:37:26 Date: 07/03/2025

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**001 General Fund**

01/01/2025 To: 12/31/2025

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 50 10 00	Maintenance Employees Wages	181,071.28	65,336.97	115,734.31 63.9%
522 50 10 01	Maintenance Employees Authorized Overtime	4,000.00	712.72	3,287.28 82.2%
522 50 15 20	Maintenance Deferred Compensation Match	3,701.43	250.17	3,451.26 93.2%
522 50 20 00	Fire Suppression And Emergency Medical Services - Personnel Benefits	0.00	0.00	0.00 100.0%
522 50 20 10	FICA/Medicare Benefits-Maintenance Employees	14,441.11	5,222.98	9,218.13 63.8%
522 50 20 20	L&I/Unemployment Premiums-Maintenance Employees	12,339.49	4,394.63	7,944.86 64.4%
522 50 20 30	Maintenance Healthcare Benefits/AD&D	77,552.15	16,941.36	60,610.79 78.2%
522 50 20 40	Retirement Benefits-Maintenance Employees	17,637.29	6,196.91	11,440.38 64.9%
522 50 20 50	Tuition Reimbursement - Maintenance Employees	2,500.00	0.00	2,500.00 100.0%
522 50 31 10	Janitorial Supplies	11,450.00	2,237.52	9,212.48 80.5%
522 50 31 20	Maintenance Parts & Supplies	7,247.00	517.81	6,729.19 92.9%
522 50 32 10	Fuel - Maintenance	2,000.00	549.72	1,450.28 72.5%
522 50 35 10	Small Tools	2,500.00	342.42	2,157.58 86.3%
522 50 35 20	Furnishings	4,800.00	0.00	4,800.00 100.0%
522 50 35 30	Appliances	2,000.00	1,184.49	815.51 40.8%
522 50 41 10	Janitorial Services	500.00	0.00	500.00 100.0%
522 50 41 20	Yard Maintenance	27,137.16	11,747.58	15,389.58 56.7%
522 50 41 30	Building Maintenance Services	31,800.16	24,208.19	7,591.97 23.9%
522 50 45 10	Maintenance Equipment Rental & Leases	6,000.00	0.00	6,000.00 100.0%
522 50 47 10	Electricity Consumed	43,685.00	21,646.50	22,038.50 50.4%
522 50 47 20	LPG Gas Consumed	8,091.56	6,684.95	1,406.61 17.4%
522 50 47 30	Water Consumed	5,986.00	2,445.05	3,540.95 59.2%
522 50 47 40	Waste Disposal Used	5,637.92	2,235.28	3,402.64 60.4%
522 50 48 10	Facilities Repair & Maintenance	10,100.00	103.35	9,996.65 99.0%
<b>522 Fire Control</b>		<b>482,177.55</b>	<b>172,958.60</b>	<b>309,218.95 64.1%</b>
<b>050 FACILITIES</b>		<b>482,177.55</b>	<b>172,958.60</b>	<b>309,218.95 64.1%</b>

**060 VEHICLE & EQUIP MAINTENANCE**

**522 Fire Control**

522 60 43 01	Maintenance Ferry Fees	1,000.00	0.00	1,000.00 100.0%
522 60 48 10	Fire Equipment Repair & Maintenance	42,142.04	3,917.72	38,224.32 90.7%
522 60 48 11	Fire Apparatus Repair & Maintenance	96,300.00	(1,435.04)	97,735.04 101.5%
522 60 48 12	Administrative Vehicle Repair & Maintenance	5,175.00	1,150.93	4,024.07 77.8%
522 60 48 20	Medical Equipment Repair & Maintenance	2,785.00	0.00	2,785.00 100.0%
522 60 48 21	Medical Vehicle Repair & Maintenance	7,275.00	2,654.73	4,620.27 63.5%
522 60 48 30	Marine Equipment Repair & Maintenance	750.00	223.89	526.11 70.1%
522 60 48 31	Marine Vehicle Repair & Maintenance	9,300.00	21.96	9,278.04 99.8%
522 60 48 40	Technical Rescue Equipment Repair & Maintenance	500.00	0.00	500.00 100.0%

## 2025 BUDGET POSITION

South Whidbey Fire EMS

Time: 10:37:26 Date: 07/03/2025

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001 General Fund

01/01/2025 To: 12/31/2025

Expenditures	Amt Budgeted	Expenditures	Remaining		
<b>522 Fire Control</b>					
522 60 48 41	Technical Rescue Vehicle Repair & Maintenance	2,499.31	907.76	1,591.55	63.7%
522 60 48 50	Training Equipment Repair & Maintenance	500.00	0.00	500.00	100.0%
522 60 48 60	Maintenance Equipment Repair & Maintenance	3,750.00	0.00	3,750.00	100.0%
522 60 48 61	Maintenance Vehicle Repair & Maintenance	1,450.00	90.67	1,359.33	93.7%
522 60 49 70	Collision/Accident	5,999.98	2,000.00	3,999.98	66.7%
<b>522 Fire Control</b>		<b>179,426.33</b>	<b>9,532.62</b>	<b>169,893.71</b>	<b>94.7%</b>
<b>060 VEHICLE &amp; EQUIP MAINTENANCE</b>		<b>179,426.33</b>	<b>9,532.62</b>	<b>169,893.71</b>	<b>94.7%</b>

**062 CAPITAL FACILITIES**

591 Debt Service

591 22 71 01	Principle Payments	205,000.00	0.00	205,000.00	100.0%
592 22 83 01	Interest Payments	116,510.00	58,255.00	58,255.00	50.0%
<b>591 Debt Service</b>		<b>321,510.00</b>	<b>58,255.00</b>	<b>263,255.00</b>	<b>81.9%</b>

594 Capital Expenditures

522 22 63 35	Station 35 - 3982 Saratoga Road	0.00	0.00	0.00	100.0%
594 22 30 00	Communications Equipment	93,000.00	593.74	92,406.26	99.4%
594 22 35 00	Fire Training Equipment- Capital	0.00	0.00	0.00	100.0%
594 22 35 10	Fire Equipment- Capital	0.00	0.00	0.00	100.0%
594 22 35 12	Fire Safety Equipment - Capital	0.00	0.00	0.00	100.0%
594 22 35 60	Personal Safety Equipment - Capital	40,000.00	0.00	40,000.00	100.0%
594 22 42 10	Dispatch Services - Capital	0.00	0.00	0.00	100.0%
594 22 62 11	Station 32-33 Replacement	0.00	0.00	0.00	100.0%
594 22 62 38	Station 32- Upgrade Transfer Switch & 30 KW Generator	0.00	0.00	0.00	100.0%
594 22 63 30	Cultus Bay Radio Tower Site	0.00	0.00	0.00	100.0%
594 22 63 31	Station 31 - 5535 Cameron Road	0.00	0.00	0.00	100.0%
594 22 63 32	Station 32 - 6435 Central Avenue	425,000.00	0.00	425,000.00	100.0%
594 22 63 33	Station 33 - 3405 French Road	0.00	0.00	0.00	100.0%
594 22 63 34	Station 34 - 820 Camano Avenue	150,000.00	117,177.60	32,822.40	21.9%
594 22 63 35	Station 35 - 3982 Saratoga Road	45,000.00	0.00	45,000.00	100.0%
594 22 63 36	Station 36 - 5579 Bayview Road	744,500.00	166,045.12	578,454.88	77.7%
594 22 63 37	Maintenance Facility - 2874 Verlane Street	0.00	0.00	0.00	100.0%
594 22 64 03	Medical Equipment- Capital	0.00	0.00	0.00	100.0%
594 22 64 32	Computers / IT Capital	0.00	0.00	0.00	100.0%
<b>594 Capital Expenditures</b>		<b>1,497,500.00</b>	<b>283,816.46</b>	<b>1,213,683.54</b>	<b>81.0%</b>
<b>062 CAPITAL FACILITIES</b>		<b>1,819,010.00</b>	<b>342,071.46</b>	<b>1,476,938.54</b>	<b>81.2%</b>

**064 CAPITAL VEHICLES**

594 Capital Expenditures

594 22 48 35	Marine Vehicle Repair- Capital	0.00	0.00	0.00	100.0%
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## 2025 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund 01/01/2025 To: 12/31/2025

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>594 Capital Expenditures</b>				
594 22 64 10 Vehicles	0.00	(1,487.56)	1,487.56	100.0%
594 22 64 12 Fire Apparatus	1,400,849.00	1,296,007.11	104,841.89	7.5%
594 Capital Expenditures	<b>1,400,849.00</b>	<b>1,294,519.55</b>	<b>106,329.45</b>	<b>7.6%</b>
<b>064 CAPITAL VEHICLES</b>	<b>1,400,849.00</b>	<b>1,294,519.55</b>	<b>106,329.45</b>	<b>7.6%</b>
<b>070 OTHER</b>				
<b>580 Non Expenditures</b>				
588 10 00 00 Prior Period Adjustment	0.00	0.00	0.00	100.0%
589 00 00 10 Non Expenditure - Suspense	0.00	0.00	0.00	100.0%
589 90 00 00 Payroll Deduction Clearing	0.00	20,686.78	(20,686.78)	0.0%
580 Non Expenditures	<b>0.00</b>	<b>20,686.78</b>	<b>(20,686.78)</b>	<b>0.0%</b>
<b>597 Interfund Transfers</b>				
597 00 00 02 Transfer To Capital Fund	0.00	0.00	0.00	100.0%
597 00 00 03 Transfer To Reserve Fund	116,929.09	0.00	116,929.09	100.0%
597 00 00 04 Transfer To Contingency Fund	289,443.15	0.00	289,443.15	100.0%
597 Interfund Transfers	<b>406,372.24</b>	<b>0.00</b>	<b>406,372.24</b>	<b>100.0%</b>
<b>070 OTHER</b>	<b>406,372.24</b>	<b>20,686.78</b>	<b>385,685.46</b>	<b>94.9%</b>
<b>Fund Expenditures:</b>	<b>10,224,521.16</b>	<b>4,313,131.09</b>	<b>5,911,390.07</b>	<b>57.8%</b>
<b>Fund Excess/(Deficit):</b>	<b>(648,672.72)</b>	<b>3,520,098.51</b>		

## 2025 BUDGET POSITION

South Whidbey Fire EMS

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003 Reserve Fund 01/01/2025 To: 12/31/2025

	Amt Budgeted	Revenues	Remaining	
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**308 Beginning Balances**

308 91 10 00 Estimated Beginning Balance	344,742.22	109,973.46	234,768.76	68.1%
308 Beginning Balances	344,742.22	109,973.46	234,768.76	68.1%

**360 Misc Revenues**

361 11 00 02 Investment Interest	500.00	504.55	(4.55)	0.0%
360 Misc Revenues	500.00	504.55	(4.55)	0.0%

**397 Interfund Transfers**

397 00 00 03 Transfer From General Fund	116,929.09	0.00	116,929.09	100.0%
397 Interfund Transfers	116,929.09	0.00	116,929.09	100.0%

**Fund Revenues:**

	<b>462,171.31</b>	<b>110,478.01</b>	<b>351,693.30</b>	<b>76.1%</b>
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**Expenditures**

	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	100.0%
597 Interfund Transfers	0.00	0.00	0.00	100.0%

**Fund Expenditures:**

	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>
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**Fund Excess/(Deficit):**

	<b>462,171.31</b>	<b>110,478.01</b>		
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## 2025 BUDGET POSITION

South Whidbey Fire EMS

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**004 Contingency Fund**

01/01/2025 To: 12/31/2025

	Amt Budgeted	Revenues	Remaining	
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**308 Beginning Balances**

308 91 11 00 Estimated Beginning Balance	172,228.16	352,755.22	(180,527.06)	0.0%
<b>308 Beginning Balances</b>	<b>172,228.16</b>	<b>352,755.22</b>	<b>(180,527.06)</b>	<b>0.0%</b>

**360 Misc Revenues**

361 11 00 03 Investment Interest	1,500.00	1,618.40	(118.40)	0.0%
<b>360 Misc Revenues</b>	<b>1,500.00</b>	<b>1,618.40</b>	<b>(118.40)</b>	<b>0.0%</b>

**397 Interfund Transfers**

397 00 00 04 Transfer From General Fund	289,443.15	0.00	289,443.15	100.0%
<b>397 Interfund Transfers</b>	<b>289,443.15</b>	<b>0.00</b>	<b>289,443.15</b>	<b>100.0%</b>

**Fund Revenues:**

	<b>463,171.31</b>	<b>354,373.62</b>	<b>108,797.69</b>	<b>23.5%</b>
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**Expenditures**

	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	100.0%
<b>597 Interfund Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>

**Fund Expenditures:**

	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>
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**Fund Excess/(Deficit):**

	<b>463,171.31</b>	<b>354,373.62</b>		
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## 2025 BUDGET POSITION

South Whidbey Fire EMS

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**300 General Investment Fund**

01/01/2025 To: 12/31/2025

	Amt Budgeted	Revenues	Remaining	
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**308 Beginning Balances**

308 41 00 00 Estimated Beginning Balance	1,355,242.02	4,416,775.02	(3,061,533.00)	0.0%
<b>308 Beginning Balances</b>	<b>1,355,242.02</b>	<b>4,416,775.02</b>	<b>(3,061,533.00)</b>	<b>0.0%</b>

**397 Interfund Transfers**

397 00 00 02 Transfer From General Fund	0.00	0.00	0.00	100.0%
<b>397 Interfund Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>

**Fund Revenues:**

	<b>1,355,242.02</b>	<b>4,416,775.02</b>	<b>(3,061,533.00)</b>	<b>0.0%</b>
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**Expenditures**

	Amt Budgeted	Expenditures	Remaining	
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**999 Ending Balance**

508 41 00 00 Ending Balance	0.00	0.00	0.00	100.0%
<b>999 Ending Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>

**070 OTHER**

**597 Interfund Transfers**

597 22 00 02 Transfer To General Fund	0.00	0.00	0.00	100.0%
<b>597 Interfund Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>

**070 OTHER**

	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>
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**Fund Expenditures:**

	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>
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**Fund Excess/(Deficit):**

	<b>1,355,242.02</b>	<b>4,416,775.02</b>		
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## 2025 BUDGET POSITION TOTALS

South Whidbey Fire EMS

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	9,575,848.44	7,833,229.60	18.2%	10,224,521.16	4,313,131.09	58%
003 Reserve Fund	462,171.31	110,478.01	76.1%	0.00	0.00	100%
004 Contingency Fund	463,171.31	354,373.62	23.5%	0.00	0.00	100%
300 General Investment Fund	1,355,242.02	4,416,775.02	0.0%	0.00	0.00	100%
	<u>11,856,433.08</u>	<u>12,714,856.25</u>	<u>0.0%</u>	<u>10,224,521.16</u>	<u>4,313,131.09</u>	<u>57.8%</u>

# CHECK REGISTER

South Whidbey Fire EMS

Time: 11:14:08 Date: 07/03/2025

06/01/2025 To: 06/30/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
745	06/02/2025	Claims	1	EFT	IC Treasurer Office	58,255.00	Jun2025 G.O. Bond Interest Payment
841	06/02/2025	Payroll	1	EFT	Internal Revenue Service	258.86	941 Deposit for Pay Cycle(s) 05/31/2025 - 05/31/2025
842	06/02/2025	Payroll	1	EFT	WA D/Retirement Systems	44,349.40	Pay Cycle(s) 05/01/2025 To 05/31/2025 - PERS 2; Pay Cycle(s) 05/01/2025 To 05/31/2025 - PERS 2- Maint; Pay Cycle(s) 05/01/2025 To 05/31/2025 - PERS 3- Maint; Pay Cycle(s) 05/01/2025 To 05/31/2025 - LE
914	06/13/2025	Payroll	1	EFT	Internal Revenue Service	29,930.96	941 Deposit for Pay Cycle(s) 06/12/2025 - 06/12/2025
915	06/13/2025	Payroll	1	EFT	WA D/Retirement Systems	4,663.57	Pay Cycle(s) 06/12/2025 To 06/12/2025 - DEFERRED COMP; Pay Cycle(s) 06/12/2025 To 06/12/2025 - DCP Roth
977	06/26/2025	Payroll	1	EFT	Internal Revenue Service	29,282.29	941 Deposit for Pay Cycle(s) 06/26/2025 - 06/26/2025
978	06/26/2025	Payroll	1	EFT	WA D/Retirement Systems	4,531.69	Pay Cycle(s) 06/26/2025 To 06/26/2025 - DEFERRED COMP; Pay Cycle(s) 06/26/2025 To 06/26/2025 - DCP Roth
864	06/05/2025	Claims	1	664124	Amazon Capital Services	1,039.10	Wall Clock, Privacy Screen; Monitor screen refund; Flags; Marine 3; Monitor screen; Office Supplies; Cell phone case; Dishwashing soap
865	06/05/2025	Claims	1	664125	Corey Oil & Propane, LLC	619.25	Fuel
866	06/05/2025	Claims	1	664126	FirstNet - AT&T MOBILITY	1,668.53	Cell Phones
867	06/05/2025	Claims	1	664127	ISOsource	7,596.41	IT Services; IT Services; IT Services
868	06/05/2025	Claims	1	664128	L.N. Curtis & Sons	65,859.09	Turnouts; Wrench Holders
869	06/05/2025	Claims	1	664129	Mason Strevel Construction LLC	117,177.60	Station 34 Remodel
870	06/05/2025	Claims	1	664130	McGavick Graves, P.S.	562.50	Legal Services
871	06/05/2025	Claims	1	664131	Puget Sound Energy	1,110.01	Station 34; Station 31; Station 32; Station 33
872	06/05/2025	Claims	1	664132	Sebo's Do-it Center	20.94	May2025 Statement
873	06/05/2025	Claims	1	664133	Snure Law Office, PSC	144.00	Legal Services
874	06/05/2025	Claims	1	664134	T-Mobile	281.82	Mobile Internet
875	06/05/2025	Claims	1	664135	Three Men and a Mower	2,039.97	Landscape Services
917	06/13/2025	Claims	1	664136	Robert Coleman Absolute Pest Control	770.28	Pest Control
918	06/13/2025	Claims	1	664137	Board of Volunteer Firefighters	4,060.00	Pension
919	06/13/2025	Claims	1	664138	I-COM	30,098.48	3rd Qtr 2025 User Fees
920	06/13/2025	Claims	1	664139	Island Disposal, Inc.	385.75	Station 31; Station 36; Maintenance
921	06/13/2025	Claims	1	664140	Mukilteo Coffee Co.	52.80	Coffee; Coffee; Coffee
922	06/13/2025	Claims	1	664141	NRS Rescue	430.55	Gloves; Pilot Knife
923	06/13/2025	Claims	1	664142	Naomi's Self Serve	94.10	Ethanol Free Fuel
924	06/13/2025	Claims	1	664143	Orca Information INC	70.00	J. Taylor
925	06/13/2025	Claims	1	664144	Puget Sound Energy	1,519.23	Station 36
926	06/13/2025	Claims	1	664145	SAFE Boats International	212,203.52	Deposit
927	06/13/2025	Claims	1	664146	WA State Patrol	20,062.00	Arbaugh/Everson Academy
928	06/13/2025	Claims	1	664147	Whidbey Telecom	1,260.14	Wired Telephones & FAX/Whidbey Telecom
931	06/18/2025	Claims	1	664148	C.W. Nielsen Manufacturing INC	273.31	AC Badge
932	06/18/2025	Claims	1	664149	HSI Emergency Care Solutions	84.28	CPR DeBuigne; CPR Herzog, Rohan, Moss; CPR Spencer
933	06/18/2025	Claims	1	664150	L.N. Curtis & Sons	2,630.48	Tender Fittings
934	06/18/2025	Claims	1	664151	Momentum Telecom Inc	503.21	SIP Trunking

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South Whidbey Fire EMS

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
935	06/18/2025	Claims	1	664152	SeaWestern Fire Apparatus & Equip.	517.82	Tender Upfit
936	06/18/2025	Claims	1	664153	Skagit Farmers Supply	239.09	Def Fluid; Def Fluid Drum Deposit
937	06/18/2025	Claims	1	664154	US Bank Visa	1,905.27	May2025 Statement
938	06/18/2025	Payroll	1	664155	Trusteed Plans Service Corp.	39,934.81	Pay Cycle(s) 05/01/2025 To 05/31/2025 - Medical/Dental
971	06/27/2025	Claims	1	664156	Amazon Capital Services	941.72	Dish soap; Station 32 Supplies; Station 32; Toilet paper; Toilet Paper not delivered; Cleaning/Paper Products, Trashbags; Products not delivered
972	06/27/2025	Claims	1	664157	Canon Financial Services, Inc.	263.16	Jun2025 Copier Rental
973	06/27/2025	Claims	1	664158	Daily Dispatch	575.00	BC Ad
974	06/27/2025	Claims	1	664159	Les Schwab Tire	1,426.93	Aid 36
975	06/27/2025	Claims	1	664160	South Whidbey School District #206	2,669.89	May 2025 Fuel
976	06/27/2025	Claims	1	664161	Whidbey Telecom	639.96	Station 31 Fire Alarm Inspection
876	06/12/2025	Payroll	10	EFT	Dillan R Arbaugh	2,237.65	May24-Jun6 2025 Payroll
877	06/12/2025	Payroll	10	EFT	Brian Boyd	4,443.57	May24-Jun6 2025 Payroll
878	06/12/2025	Payroll	10	EFT	Chavo Camargo	2,348.56	May24-Jun6 2025 Payroll
879	06/12/2025	Payroll	10	EFT	Josiah Cantrell J	2,031.17	May24-Jun6 2025 Payroll
880	06/12/2025	Payroll	10	EFT	Ian G Carter	3,008.34	May24-Jun6 2025 Payroll
881	06/12/2025	Payroll	10	EFT	Katheryne Crowe	2,887.19	May24-Jun6 2025 Payroll
882	06/12/2025	Payroll	10	EFT	Karley Diffie	3,741.92	May24-Jun6 2025 Payroll
883	06/12/2025	Payroll	10	EFT	Joseph M Dilley	4,462.14	May24-Jun6 2025 Payroll
884	06/12/2025	Payroll	10	EFT	Erik A Evenson	2,119.23	May24-Jun6 2025 Payroll
885	06/12/2025	Payroll	10	EFT	Jake D Greve	1,164.42	May24-Jun6 2025 Payroll
886	06/12/2025	Payroll	10	EFT	Robert Husom	3,290.40	May24-Jun6 2025 Payroll
887	06/12/2025	Payroll	10	EFT	Mary Kaye Johansen	1,886.18	May24-Jun6 2025 Payroll
888	06/12/2025	Payroll	10	EFT	Leah Kalahiki	3,028.29	May24-Jun6 2025 Payroll
889	06/12/2025	Payroll	10	EFT	Vicki Lange	2,956.82	May24-Jun6 2025 Payroll
890	06/12/2025	Payroll	10	EFT	Peter Lund	3,156.38	May24-Jun6 2025 Payroll
891	06/12/2025	Payroll	10	EFT	Alexander M Magallon	3,466.85	May24-Jun6 2025 Payroll
892	06/12/2025	Payroll	10	EFT	Sean C McDougald	4,052.62	May24-Jun6 2025 Payroll
893	06/12/2025	Payroll	10	EFT	Alexandra McMahan	2,951.98	May24-Jun6 2025 Payroll
894	06/12/2025	Payroll	10	EFT	Shari L Schroeder	1,291.84	May24-Jun6 2025 Payroll
895	06/12/2025	Payroll	10	EFT	Lewis J Townsend	2,383.92	May24-Jun6 2025 Payroll
896	06/12/2025	Payroll	10	EFT	Christopher Turner	1,086.32	May24-Jun6 2025 Payroll
897	06/12/2025	Payroll	10	EFT	Cooper Ullmann	2,438.10	May24-Jun6 2025 Payroll
898	06/12/2025	Payroll	10	EFT	Nicholas S Walsh	4,541.79	May24-Jun6 2025 Payroll
899	06/12/2025	Payroll	10	EFT	Carlee Wilkie	3,052.35	May24-Jun6 2025 Payroll
939	06/26/2025	Payroll	10	EFT	Dillan R Arbaugh	2,109.93	Jun6-Jun20 2025 Payroll
940	06/26/2025	Payroll	10	EFT	Brian Boyd	3,638.50	Jun6-Jun20 2025 Payroll
941	06/26/2025	Payroll	10	EFT	Chavo Camargo	2,312.30	Jun6-Jun20 2025 Payroll
942	06/26/2025	Payroll	10	EFT	Josiah Cantrell J	1,898.92	Jun6-Jun20 2025 Payroll
943	06/26/2025	Payroll	10	EFT	Ian G Carter	3,011.10	Jun6-Jun20 2025 Payroll
944	06/26/2025	Payroll	10	EFT	Katheryne Crowe	2,730.07	Jun6-Jun20 2025 Payroll
945	06/26/2025	Payroll	10	EFT	Karley Diffie	2,907.42	Jun6-Jun20 2025 Payroll
946	06/26/2025	Payroll	10	EFT	Joseph M Dilley	4,516.08	Jun6-Jun20 2025 Payroll
947	06/26/2025	Payroll	10	EFT	Savannah Erickson	148.59	Jun6-Jun20 2025 Payroll
948	06/26/2025	Payroll	10	EFT	Erik A Evenson	2,221.26	Jun6-Jun20 2025 Payroll
949	06/26/2025	Payroll	10	EFT	Jake D Greve	1,162.67	Jun6-Jun20 2025 Payroll
950	06/26/2025	Payroll	10	EFT	Robert Husom	2,962.50	Jun6-Jun20 2025 Payroll
951	06/26/2025	Payroll	10	EFT	Mary Kaye Johansen	1,886.61	Jun6-Jun20 2025 Payroll
952	06/26/2025	Payroll	10	EFT	Leah Kalahiki	3,206.11	Jun6-Jun20 2025 Payroll
953	06/26/2025	Payroll	10	EFT	Vicki Lange	2,952.03	Jun6-Jun20 2025 Payroll
954	06/26/2025	Payroll	10	EFT	Peter Lund	3,486.63	Jun6-Jun20 2025 Payroll

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South Whidbey Fire EMS

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
955	06/26/2025	Payroll	10	EFT	Alexander M Magallon	3,466.27	Jun6-Jun20 2025 Payroll
956	06/26/2025	Payroll	10	EFT	Sean C McDougald	2,834.29	Jun6-Jun20 2025 Payroll
957	06/26/2025	Payroll	10	EFT	Alexandra McMahan	3,743.17	Jun6-Jun20 2025 Payroll
958	06/26/2025	Payroll	10	EFT	Michael W Noblet	148.59	Jun6-Jun20 2025 Payroll
959	06/26/2025	Payroll	10	EFT	Shari L Schroeder	1,287.27	Jun6-Jun20 2025 Payroll
960	06/26/2025	Payroll	10	EFT	James A. Towers	148.59	Jun6-Jun20 2025 Payroll
961	06/26/2025	Payroll	10	EFT	Lewis J Townsend	2,432.26	Jun6-Jun20 2025 Payroll
962	06/26/2025	Payroll	10	EFT	Christopher Turner	1,714.67	Jun6-Jun20 2025 Payroll
963	06/26/2025	Payroll	10	EFT	Cooper Ullmann	2,400.72	Jun6-Jun20 2025 Payroll
964	06/26/2025	Payroll	10	EFT	Nicholas S Walsh	4,543.73	Jun6-Jun20 2025 Payroll
965	06/26/2025	Payroll	10	EFT	Carlee Wilkie	3,249.91	Jun6-Jun20 2025 Payroll

001 General Fund

828,150.99

<hr style="width: 100%;"/>	Claims:	540,051.19
828,150.99	Payroll:	288,099.80

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: \_\_\_\_\_

**TREASURER'S REPORT**  
**Fund Totals**

South Whidbey Fire EMS

05/01/2025 To: 05/31/2025

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	2,947,996.48	647,944.61	394,671.88	3,201,269.21	3,866.79	70,931.74	0.00	3,276,067.74
003 Reserve Fund	55,352.17	139.11		55,491.28	0.00	0.00	0.00	55,491.28
004 Contingency Fund	178,083.34	446.21		178,529.55	0.00	0.00	0.00	178,529.55
300 General Investment Fund	2,208,387.51	0.00		2,208,387.51	0.00	0.00	0.00	2,208,387.51
	<b>5,389,819.50</b>	<b>648,529.93</b>	<b>394,671.88</b>	<b>5,643,677.55</b>	<b>3,866.79</b>	<b>70,931.74</b>	<b>0.00</b>	<b>5,718,476.08</b>

**TREASURER'S REPORT**

**Account Totals**

South Whidbey Fire EMS

05/01/2025 To: 05/31/2025

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 General Fund-Island County Mai	3,678,616.71	656,821.24	334,096.76	4,001,341.19	0.00	74,558.42	4,075,899.61
5 Capital Reserve Investment	1,408,387.51	0.00	0.00	1,408,387.51	0.00	0.00	1,408,387.51
7 Keybank (Direct Deposit)	95.53	0.00	0.00	95.53	0.00	0.00	95.53
10 Heritage (Direct Deposit)	69,284.24	132,606.45	202,058.20	-167.51	0.00	240.11	72.60
11 Reserve Fund	55,478.97	139.11	0.00	55,618.08	0.00	0.00	55,618.08
12 Contingency Fund	177,956.54	446.21	0.00	178,402.75	0.00	0.00	178,402.75
<b>Total Cash:</b>	<b>5,389,819.50</b>	<b>790,013.01</b>	<b>536,154.96</b>	<b>5,643,677.55</b>	<b>0.00</b>	<b>74,798.53</b>	<b>5,718,476.08</b>
	<b>5,389,819.50</b>	<b>790,013.01</b>	<b>536,154.96</b>	<b>5,643,677.55</b>	<b>0.00</b>	<b>74,798.53</b>	<b>5,718,476.08</b>

## TREASURER'S REPORT

### Outstanding Vouchers

South Whidbey Fire EMS

05/01/2025 To: 05/31/2025

As Of: 05/31/2025 Date: 07/03/2025

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	700	03/18/2024	Payroll	1	EFT	WA D/Retirement Systems	18,176.43	Pay Cycle(s) 01/01/2024 To 01/31/2024 - LEOFF 2
2024	203	02/07/2024	Payroll	1	EFT	WA D/Retirement Systems	11,934.97	Pay Cycle(s) 11/16/2023 To 11/16/2023 - DEFERRED COMP; Pay Cycle(s) 11/30/2023 To 11/30/2023 - DEFERRED COMP; Pay Cycle(s) 12/14/2023 To 12/14/2023 - DEFERRED COMP; Pay Cycle(s) 12/28/2023 To 12/28/20
2024	1370	09/03/2024	Payroll	1	EFT	WA D/Retirement Systems	3,687.88	Pay Cycle(s) 07/25/2024 To 07/25/2024 - DEFERRED COMP; Pay Cycle(s) 07/25/2024 To 07/25/2024 - DCP Roth
2024	241	02/14/2024	Payroll	1	EFT	WA D/Retirement Systems	28,152.89	Pay Cycle(s) 05/01/2023 To 05/31/2023 - PERS 2; Pay Cycle(s) 06/01/2023 To 06/30/2023 - LEOFF 2; Pay Cycle(s) 06/01/2023 To 06/30/2023 - PERS 2; Pay Cycle(s) 07/01/2023 To 07/31/2023 - LEOFF 2; Pay Cy
2023	550	05/04/2023	Payroll	1	662325	Kirsti Ranta	73.88	April 18- April 28 Payroll
2023	566	05/04/2023	Payroll	1	662327	Carson Wrightson	12.00	April 18- April 28 Payroll
2023	970	07/20/2023	Claims	1	662517	HSI Emergency Care Solutions	43.21	Inv. #1834113
2023	1164	08/23/2023	Claims	1	662626	Neil A Rixe	32.00	Fair Reimbursement
2024	674	05/02/2024	Claims	1	663211	Anne M Collins	250.03	Replace 8.10.2023 ck #662591 never issued
2024	676	05/02/2024	Claims	1	663213	Robert Hinkelman	48.03	Replace 8.10.2023 ck #662593 never issued
2024	1168	08/02/2024	Claims	1	663428	Neil A Rixe	109.87	Duty Boot Reimbursement
2024	1615	10/18/2024	Payroll	1	663581	Robert Hinkelman	12.00	Q3 2024 Volunteer
2025	692	05/01/2025	Payroll	1	664071	Vimly Benefits Solutions	601.91	May30 2024, Lost Earnings
2025	702	05/09/2025	Claims	1	664078	McMahon, Pat	120.00	CPR Jan2025
2025	708	05/09/2025	Claims	1	664084	TRI Air Testing	394.00	Air analysis
2025	782	05/20/2025	Claims	1	664092	Robert Coleman Absolute Pest Control	770.28	April pest control
2025	784	05/20/2025	Claims	1	664094	Freeland Water District	61.52	Station 34
2025	786	05/20/2025	Claims	1	664096	Ashton M Helseth	167.96	FDIC Food
2025	793	05/20/2025	Claims	1	664103	Sound Business Center	275.09	Stickers for Preparedness Conference
2025	834	05/31/2025	Payroll	1	664111	Blake Benenati	1,354.67	Benenati Holiday Pay
2025	843	05/29/2025	Claims	1	664112	All Battery Sales & Service	177.13	Battery Replacement - MERV
2025	844	05/29/2025	Claims	1	664113	Christian Ayson V	169.22	Boot Reimbursement
2025	845	05/29/2025	Claims	1	664114	Bound Tree Medical, LLC.	177.23	Med supplies
2025	846	05/29/2025	Claims	1	664115	Canon Financial Services, Inc.	263.16	
2025	847	05/29/2025	Claims	1	664116	Porter T Coleman	200.00	Boot Reimbursement

**TREASURER'S REPORT**

**Outstanding Vouchers**

South Whidbey Fire EMS

05/01/2025 To: 05/31/2025

As Of: 05/31/2025 Date: 07/03/2025

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	848	05/29/2025	Claims	1	664117	HSI Emergency Care Solutions	101.12	Public CPR Shirley, Boyce, Rubini, Rochon; CPR Long, Riggs
2025	849	05/29/2025	Claims	1	664118	Langley, City of	374.14	Station 34
2025	850	05/29/2025	Claims	1	664119	Mukilteo Coffee Co.	52.80	Coffee; Coffee; Coffee
2025	851	05/29/2025	Claims	1	664120	Saratoga Water District	80.00	Station 35
2025	852	05/29/2025	Payroll	1	664121	Aflac	2,274.51	Pay Cycle(s) 05/01/2025 To 05/31/2025 - AFLAC (Post-Tax)
2025	853	05/30/2025	Payroll	1	664122	South Whidbey Firefighters Union	2,714.11	Pay Cycle(s) 05/01/2025 To 05/31/2025 - FF Union Dues
2025	854	05/30/2025	Payroll	1	664123	Vimly Benefits Solutions	1,696.38	Pay Cycle(s) 05/01/2025 To 05/31/2025 - IAFF MERP Dues
							<u>74,558.42</u>	
2024	176	02/09/2024	Payroll	10	EFT	Nina Holmstrom	12.00	
2024	177	02/09/2024	Payroll	10	EFT	Cory S Jennings	204.10	
2023	1096	08/10/2023	Payroll	10	EFT	Cory S Jennings	24.01	July 21- Aug 4 Payroll
							<u>240.11</u>	
							<u>74,798.53</u>	

Fund	Claims	Payroll	Total
001 General Fund	<u>3,866.79</u>	<u>70,931.74</u>	<u>74,798.53</u>
	3,866.79	70,931.74	74,798.53

**TREASURER'S REPORT**  
**Signature Page**

South Whidbey Fire EMS

05/01/2025 To: 05/31/2025

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

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Chief / Date Finance Officer / Date

Signed: \_\_\_\_\_  
Board Chair / Date



# 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: July 10, 2025

Warrants Approved from June 1 – June 30, 2025

Date	Check/Voucher	Description	Amount
6/2/2025	EFT	G.O. Bond Interest	\$ 58,255.00
6/5/2025	250602001-250602012	Accounts Payable	\$ 198,119.22
6/10/2025	EFT	Payroll	\$ 68,541.13
6/13/2025	250604001-250604012	Accounts Payable	\$ 271,006.85
6/18/2025	250605001-250605008	Accounts Payable	\$ 46,088.27
6/24/2025	EFT	Payroll	\$ 67,120.19
6/27/2025	250606001-250606006	Accounts Payable	\$ 6,516.66
6/1-6/30/2025	EFT	Payroll Liabilities	\$ 113,016.77
		<b>Total Warrants Approved</b>	<b>\$ 828,664.09</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.*

\_\_\_\_\_  
Mary Kaye Johansen, Finance Officer

\_\_\_\_\_  
Nick Walsh, Fire Chief

\_\_\_\_\_  
Michael W. Noblet, Chairman

\_\_\_\_\_  
Savanah Erickson, Commissioner

\_\_\_\_\_  
Jim Towers, Commissioner

Serving the communities of Bayview - Clinton - Freeland - Langley - Maxwelton – Saratoga

*Our mission: "To protect and prepare the South Whidbey community through service and education."*

July 2025



## Marine Vessel Interim Lease Analysis

Chief Walsh and Firefighter McDougald

### Introduction:

Currently SWFE owns and maintains 2 distinct marine vessels. The vessels are called Marine 3 and Marine 31. We are in the process of replacing both vessels with one new vessel called a SAFE boat 25 the timeline for completion of this process is July/August 2026.

Marine 3, is a 32-foot aluminum catamaran (LOA 34') with firefighting capabilities purchased in 2014. This vessel is currently moored at Langley Marina, where it has been moored for 10 years.

Marine 31 is a 15-foot rigid inflatable boat purchased in 1998. It is kept at station 36, inside the apparatus bay. This vessel has rescue capabilities only.

SWFE has placed the order for a 25-foot SAFE boat, with an estimated delivery in July/August 2026. This SAFE boat will replace both our current vessels. The SAFE boat will have basic firefighting capabilities with a portable pump and be primarily a rescue vessel.

The performance and handling characteristics of the SAFE boat are significantly different from either Marine 3 or Marine 31. Due to these differences, our current marine team will need extensive training on the vessel prior to service. This creates a potential logistical challenge, as we will be paying moorage and maintenance on the existing vessels until the in-service training is complete.

To address the logistical challenge of training staff on the new vessel, while maintaining our existing fleet, staff have come up with a plan to provide our staff with training on the handling of the new vessel prior to delivery.

### Proposed Plan:

Lease a boat from SAFE Boat International (SBI) beginning summer 2025 at a discounted rate. This could expedite our current plan for training on the new SAFE Boat 25. A similar plan was recently executed by San Juan Island Fire & Rescue, who said they had leased a SAFE boat while theirs was in production.

The suggested lease boat is very similar to the boat we are purchasing. It is the same hull design and dimensions, with only %10 less horsepower. Driving this boat and trailering it will be near identical to the boat we just placed the order for. Some of the specific features are not on the lease boat- most notably the drop bow, fire pump, and davit. I am recommending an early purchase of the fire pump- the idea being that we could deploy that on the lease boat, then keep the pump on acceptance of the new boat.

Leasing this boat would allow the team to begin training on a near-identical platform. There will be a significant learning curve transitioning back from twin jets to outboards, as well as fire pump tactics and even launching from the trailer. This training will have to occur whenever we get this style of boat. Depending on time of year and availability of team members, my estimate is 6-10 weeks from taking possession of such a boat to when we are response ready in service. This time would be almost exclusively training.

Putting our plan for a trailered rescue boat into motion soon allows us to stop use of our North Cross Aluminum M3 (1302). Once the lease boat went into service, we would have some savings from maintenance and the option to auction Marine 3.

**Risks:**

Additional cost of leasing the vessel.

It may take an extended period to sell Marine 3, meaning we will have to either continue to moor it in the Langley Marina, or store it on land.

The leased vessel may perform differently from the newly delivered vessel making the training not entirely transferrable from the leased boat to our new custom SAFE boat.

**Benefits:**

Early training to allow for the SAFE boat to go in service quickly once delivered.

Better reliability than Marine 3 and better capability than Marine 31.

We will have a period with Marine 31 as a back up unit while we train on the SAFE boat.

**Cost:**

BARS	Description	Budget	Request	Adjustment
522.20.45.10	Ops Equipment Leases	\$ 2,500.00	\$ 18,000.00	\$ 15,500.00
522.60.48.31	Marine Vehicle Repair and Maint.	\$ 9,300.00	\$ 5,000.00	\$ (4,300.00)
522.20.31.30	Marine Rescue Operations Supplies	\$ 1,531.00	\$ -	\$ (1,531.00)
522.20.32.30	Fuel- Marine Apparatus	\$ 2,000.00	\$ 7,000.00	\$ 5,000.00
522.45.49.30	Marine Tuition & Registration	\$ 274.00	\$ -	\$ (274.00)
522.45.49.31	Marine Rescue Training Projects	\$ 4,000.00	\$ -	\$ (4,000.00)
522.20.35.30	Marine Rescue Equipment	\$ 9,731.90	\$ 8,300.00	\$ (1,431.90)
522.22.10.02	Authorized Overtime-Marine	\$ 13,889.41	\$ 30,000.00	\$ 16,110.59
			Total increase	\$ 25,073.69
	Fire Pump (already budgeted)			\$ 17,000.00

**Recommendation:**

Our recommendation to the board is to move forward with the lease. This will allow for a more seamless roll out of the new vessel and improve our response during the interim.

## **Personal Appearance Standards**

### **1030.1 PURPOSE AND SCOPE**

In order to project uniformity and neutrality, members shall maintain their personal hygiene and appearance to ensure a professional image appropriate for this district and for their assignment.

The procedures contained herein are intended to promote uniformity of the members of the District by addressing specific grooming items. However, nothing herein shall limit the district's ability to address any other grooming or personal appearance deemed improper for members of the District.

### **1030.2 GROOMING STANDARDS**

The following appearance standards shall apply to all members except those whose current assignment would deem them not appropriate or where the Fire Chief or the authorized designee has granted an exception.

#### **1030.2.1 PERSONAL HYGIENE**

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor, and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) which affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to a supervisor or the Office of the Fire Chief.

#### **1030.2.2 HAIR**

The hairstyle of all members shall be neat in appearance. Hair that extends below the top edge of the uniform collar should be secured in a tightly wrapped braid or ponytail. No hair of any style or length will be allowed that hinders the use of any personal protective equipment, interferes with the face seal of a required respirator, personal safety and/or performance of firefighting or other emergency operations. Hair shall be kept a natural color, but may be dyed, or tinted with a color if that color naturally occurs in human hair. The hair style must be able to be worn and/or secured in such a way that it will not interfere with the fitting of the helmet, SCBA mask, or other protective clothing that may be required. Any use of pins, clips, combs or other

type of fasteners securing hair should be subdued in appearance and not contrast with hair color.

#### 1030.2.3 MUSTACHES

Facial hair is not allowed where it comes between the sealing periphery of the facemask and the face itself or where it interferes with the valve function of the mask. Mustaches should be neat, trimmed, and professional in appearance as determined by the fire chief, at their discretion.

#### 1030.2.4 SIDEBURNS

Sideburns shall not extend below the bottom of the ear and shall be trimmed and neat.

#### 1030.2.5 BEARDS AND GOATEES

Beards and goatees shall not be worn, unless authorized the chief or designee.

#### 1030.2.6 FACIAL HAIR

Facial hair other than sideburns, mustaches, and eyebrows shall not be worn, unless authorized the chief or designee.

#### 1030.2.7 COSMETICS

Members are permitted to wear cosmetics of conservative color and amount.

#### 1030.2.8 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to members working in the field. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

#### 1030.2.9 JEWELRY AND ACCESSORIES

Three earrings per ear and one small nose piercing allowed, no other jewelry or personal ornaments shall be worn by members on-duty, to be visible on their body, or any part of the uniform or equipment, except those authorized within this manual. Members should be mindful of wearing jewelry that can become snagged or caught during performance of fire suppression duties. Ear lobe hoops shall be no larger than 1cm, other hoops and studs shall be low profile. Septum piercings are not permitted.

Necklaces or jewelry, worn around the neck, shall not be visible above the shirt collar.

It is recommended that members refrain from wearing rings while assigned to suppression.

The District advises against wearing jewelry. The District is not liable for any injuries caused by jewelry while on duty.

### 1030.3 TATTOOS

Tattoos on the neck, hands, arms below the elbow shall be approved by the Fire Chief in order to be visible while on-duty. Any tattoo, brand or mutilation on the head, scalp, face, must be covered by way of a uniform, business attire or neutral-colored skin patch while on-duty. Tattoos, brands or mutilations that are inappropriate, as determined at the sole discretion of the Fire Chief, must also be covered.

Inappropriate marks may include, but are not limited to, marks that exhibit or advocate discrimination; marks that promote or expresses gang, supremacist or extremist group affiliation; and marks that depict or promote drug use, sexually explicit acts or other obscene material.

### 1030.4 BODY PIERCING OR ALTERATION

Except for facial piercings described above, no other body piercings shall be visible while any member is on-duty or representing the District in any official capacity.

Gauges shall be approved in advance by the Fire Chief.

Alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes but is not limited to:

- a. Tongue splitting.
- b. The complete or trans-dermal implantation of any material other than hair replacement.
- c. Abnormal shaping of the ears, eyes, nose or teeth.
- d. Branding or scarification.

### 1030.5 RELIGIOUS ACCOMMODATION

The religious beliefs and needs of district members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the

least restrictive means available to ensure security or safety. The Fire Chief should be advised any time a request for religious accommodation is denied. Those who request to wear headscarves, simple head coverings, certain hairstyles, or facial hair for religious reasons should generally be accommodated absent unusual circumstances.