



# SOUTH WHIDBEY FIRE / EMS

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

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

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

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

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

### Call to Order.

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

### Approval of Agenda.

Addition- Hospital interlocal Agreement.

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

**The motion carried unanimously.**

### Public input.

None

### Consent Agenda.

Approval of Minutes.

*Regular Meeting on April 12, 2023*

Finance Officer's Reports.

*Budget position Report*

*Treasurer's Report*

Monthly Vouchers.

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

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

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

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

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

*Total Warrants Approved \$366,697.21*

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

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

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

**The motion carried unanimously.**

### Member Update.

Nicole Hagen- Admin Assistant

Lewis Townsend- Fulltime Firefighter

Steven Osborne- Fulltime Firefighter

Page | 1

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

### **Unfinished Business.**

#### *Policy 1023 (Awards and Recognition)- Second Reading*

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

**The motion carried unanimously.**

### **New Business.**

#### *Policy 1018 Disciplinary Actions*

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

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

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

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

Commissioner Noblet explained that the Fire Chief is responsible for administrative duties. Noblet suggested the Chief report the results to the Board but not be involved.

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

#### *Washington State Ferries Agreement*

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

Commissioner Erickson inquired about the content of the previous agreement.

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

#### *Hospital Interlocal Agreement*

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

### **Chiefs Update**

#### *Levy Planning with Liz Loomis*

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

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

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

### **Announcements**

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

### **Commissioner Comments.**

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

### **Executive Session.**

None

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

**Adjourn.**

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

**The motion carried unanimously.**

The Regular Meeting of the Board was adjourned at 6:15 pm.

Kathryn Nguyen,  
District Board Secretary