

## 2023 BUDGET POSITION

South Whidbey Fire EMS

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

	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 41 00 00 Estimated Beginning Balance-General	0.00	1,952,013.58	(1,952,013.58)	0.0%
308 Beginning Balances	0.00	1,952,013.58	(1,952,013.58)	0.0%

### 310 Taxes

311 10 00 00 Property Taxes 75%	4,354,422.81	0.00	4,354,422.81	0.0%
311 10 00 01 Property Taxes 25%	1,451,474.27	0.00	1,451,474.27	0.0%
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	0.00	2,000.00	0.0%
337 00 00 02 Timber Tax	2,000.00	0.00	2,000.00	0.0%
310 Taxes	6,366,956.85	0.00	6,366,956.85	0.0%

### 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	0.00	1,220.00	0.0%
337 07 60 00 In-Lieu Tax - Ferries	3,923.10	0.00	3,923.10	0.0%
337 07 70 00 In-Lieu Tax - School District	1,620.00	0.00	1,620.00	0.0%
337 07 70 01 In-Lieu Tax- Port Of South Whidbey	0.00	0.00	0.00	0.0%
337 07 70 02 In-Lieu Tax- South Whidbey Parks	0.00	0.00	0.00	0.0%
330 State Generated Revenues	595,554.05	0.00	595,554.05	0.0%

### 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	98,791.51	155,852.62	38.8%
340 Charges For Services	254,644.13	98,791.51	155,852.62	38.8%

### 360 Misc Revenues

361 11 00 01 Investment Interest	6,000.00	0.00	6,000.00	0.0%
362 10 00 00 CPR Public Class Registration	800.00	385.00	415.00	48.1%
362 50 00 00 Lease & Rental Payments	0.00	0.00	0.00	0.0%
367 11 00 00 Donations & Gifts	0.00	0.00	0.00	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	11,593.64	(11,593.64)	0.0%
360 Misc Revenues	6,800.00	11,978.64	(5,178.64)	176.2%

### 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%

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	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%
390 Other Revenues	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 22 00 02 Transfer From Capital Fund	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

<b>Fund Revenues:</b>	<b>7,223,955.03</b>	<b>2,062,783.73</b>	<b>5,161,171.30</b>	<b>28.6%</b>
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	Amt Budgeted	Expenditures	Remaining	
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522 Fire Control

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

**010 ADMIN**

522 Fire Control

522 10 10 10 Chief's Wages	146,205.00	23,617.73	122,587.27	16.2%
522 10 10 20 Deputy Chiefs' Wages	256,075.48	39,299.68	216,775.80	15.3%
522 10 10 30 Division Chief's Wages	120,699.45	18,205.04	102,494.41	15.1%
522 10 10 40 Administration Wages	232,623.23	38,979.89	193,643.34	16.8%
522 10 10 60 Commissioner's Stipends	12,288.00	384.00	11,904.00	3.1%
522 10 10 85 Public Education Officer Wages	0.00	0.00	0.00	0.0%
522 10 10 90 Disability	2,500.00	0.00	2,500.00	0.0%
522 10 15 20 Deputy Chief Deferred Comp Match	10,459.60	1,258.36	9,201.24	12.0%
522 10 15 21 Admin Deferred Compensation Match	4,652.46	278.96	4,373.50	6.0%
522 10 20 10 FICA / Medicare Benefits-Admin	58,743.67	7,190.04	51,553.63	12.2%
522 10 20 20 L&I / Unemployment Premiums-Admin	22,070.82	0.00	22,070.82	0.0%
522 10 20 30 Admin Healthcare Benefits/ADD	193,713.07	35,722.86	157,990.21	18.4%
522 10 20 40 Retirement Benefits-ADMIN	57,197.41	0.00	57,197.41	0.0%
522 10 20 50 Tuition Reimbursement-Admin	2,500.00	1,175.00	1,325.00	47.0%
522 10 31 10 Office Supplies	5,850.00	589.24	5,260.76	10.1%
522 10 31 11 Printing - Newsletter	8,000.00	0.00	8,000.00	0.0%
522 10 31 12 Maps & Mapping Supplies	100.00	0.00	100.00	0.0%
522 10 31 20 Photographic Supplies	950.00	0.00	950.00	0.0%
522 10 32 10 Fuel - Administration	13,000.00	5,866.07	7,133.93	45.1%
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	1,471.59	10,725.81	12.1%

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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 41 10	Legal Services	12,000.00	11,796.75	203.25 98.3%
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	300.00	22,200.00 1.3%
522 10 41 33	Consulting Marketing Retention	0.00	0.00	0.00 0.0%
522 10 41 34	Consulting Website	3,600.00	0.00	3,600.00 0.0%
522 10 41 40	Professional Services	880.00	0.00	880.00 0.0%
522 10 41 70	Photography	500.00	0.00	500.00 0.0%
522 10 42 10	Postage & Shipping	11,550.00	129.46	11,420.54 1.1%
522 10 42 20	Internet Connections/Whidbey Telecom	11,400.00	928.76	10,471.24 8.1%
522 10 42 30	Cell & Digital Telephones	33,540.00	10,815.21	22,724.79 32.2%
522 10 42 40	Wired Telephones & FAX/Whidbey Telecom	9,540.00	754.12	8,785.88 7.9%
522 10 42 50	Alarm Monitoring	2,100.00	0.00	2,100.00 0.0%
522 10 43 01	Admin Ferry Fees	270.00	16.15	253.85 6.0%
522 10 43 10	Commissioner Travel	500.00	0.00	500.00 0.0%
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	0.00	1,500.00 0.0%
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	571.56	7,096.44 7.5%
522 10 46 10	Liability/Umbrella-Enduris	149,550.00	0.00	149,550.00 0.0%
522 10 47 10	Election Expenses	12,500.00	0.00	12,500.00 0.0%
522 10 47 20	Timber Tax	0.00	0.00	0.00 0.0%
522 10 47 30	Clean Water Utility Taxes	448.33	0.00	448.33 0.0%
522 10 48 10	Computer Repair & Maintenance	143,996.62	45,854.98	98,141.64 31.8%
522 10 48 20	Office Equipment Repair & Maintenance	1,290.00	0.00	1,290.00 0.0%
522 10 49 10	Memberships	8,182.00	0.00	8,182.00 0.0%
522 10 49 20	Subscriptions	54,675.08	17,487.23	37,187.85 32.0%
522 10 49 30	Information Services	7,797.50	299.50	7,498.00 3.8%
522 10 49 40	Software Recurring Licenses	27,549.04	6,502.90	21,046.14 23.6%
522 10 49 50	Investment/Bank Fees	610.00	0.00	610.00 0.0%
<b>522 Fire Control</b>		<b>1,721,702.16</b>	<b>270,404.58</b>	<b>1,451,297.58 15.7%</b>
<b>010 ADMIN</b>		<b>1,721,702.16</b>	<b>270,404.58</b>	<b>1,451,297.58 15.7%</b>

### 020 FIRE SUPPRESSION

#### 522 Fire Control

522 20 15 10	Volunteer Reimbursement	75,000.00	14,584.00	60,416.00 19.4%
522 20 15 20	Volunteer Deferred Compensation Match	4,000.00	625.00	3,375.00 15.6%
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	1,174.11	9,535.89 11.0%
522 20 20 31	Accidental Death & Disability - VFIS	3,250.00	0.00	3,250.00 0.0%
522 20 20 41	Retirement Premium-Board Of Vol. FF's	4,500.00	0.00	4,500.00 0.0%
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	0.00	9,535.00 0.0%
522 20 23 20	Vaccinations	3,360.00	0.00	3,360.00 0.0%
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%

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001 General Fund

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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
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	180.07	1,019.93	15.0%
522 20 28 10 Recognition Awards	9,820.00	0.00	9,820.00	0.0%
522 20 28 20 Special Recognition & Activities	12,745.00	107.00	12,638.00	0.8%
522 20 28 30 Incidents, Special Projects & Out Of Area Meals	3,290.00	0.00	3,290.00	0.0%
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	567.72	7,202.28	7.3%
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	0.00	450.00	0.0%
522 20 31 20 Medical Operations Supplies	15,533.00	1,412.44	14,120.56	9.1%
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	767.04	33,887.96	2.2%
522 20 32 10 Fuel - Fire Apparatus	32,450.00	13,852.93	18,597.07	42.7%
522 20 32 20 Fuel - Medical Apparatus	12,100.00	3,460.11	8,639.89	28.6%
522 20 32 30 Fuel - Marine Apparatus	6,700.00	0.00	6,700.00	0.0%
522 20 32 40 Fuel - Technical Rescue Apparatus	1,000.00	81.03	918.97	8.1%
522 20 35 10 Fire Equipment	21,500.00	107.97	21,392.03	0.5%
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	0.00	3,720.00	0.0%
522 20 35 30 Marine Rescue Equipment	11,250.00	0.00	11,250.00	0.0%
522 20 35 40 Technical Rescue Equipment	6,880.00	0.00	6,880.00	0.0%
522 20 35 50 Communications Equipment	192,300.00	344.90	191,955.10	0.2%
522 20 35 60 Personal Safety Equipment	166,125.00	1,518.92	164,606.08	0.9%
522 20 41 10 Hose Testing	750.00	0.00	750.00	0.0%
522 20 41 20 Apparatus Testing/Certification	8,650.00	0.00	8,650.00	0.0%
522 20 41 30 SCBA Flow Testing/Certification	7,912.50	0.00	7,912.50	0.0%
522 20 41 40 Biohazard Waste Disposal	264.00	20.72	243.28	7.8%
522 20 42 10 Dispatch Services	97,270.96	0.00	97,270.96	0.0%
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	12,921.07	4,830.77	72.8%
522 22 10 00 Full Time Firefighter Wages	1,243,823.49	180,967.70	1,062,855.79	14.5%
522 22 10 01 Authorized Overtime Full Time Firefighters	75,000.00	12,261.58	62,738.42	16.3%
522 22 15 20 Firefighter Deferred Compensation Match	27,312.95	801.35	26,511.60	2.9%
522 22 20 10 FICA Medicare Benefits-FT Firefighters	104,472.03	12,375.47	92,096.56	11.8%
522 22 20 20 L&I/ Unemployment Premiums- FT Firefighters	62,895.84	0.00	62,895.84	0.0%
522 22 20 30 Full Time Firefighters Healthcare Benefits/AD&D	407,751.54	50,721.50	357,030.04	12.4%
522 22 20 40 Retirement Benefits Full Time Firefighters	69,921.15	6,506.25	63,414.90	9.3%
<b>522 Fire Control</b>	<b>2,851,508.30</b>	<b>348,148.88</b>	<b>2,503,359.42</b>	<b>12.2%</b>
<b>020 FIRE SUPPRESSION</b>	<b>2,851,508.30</b>	<b>348,148.88</b>	<b>2,503,359.42</b>	<b>12.2%</b>

**030 FIRE PREVENTION & INVESTIGATION**

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Expenditures	Amt Budgeted	Expenditures	Remaining		
<b>522 Fire Control</b>					
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	100.83	8,459.17	1.2%
522 30 31 61	Public Education Equipment	3,710.00	0.00	3,710.00	0.0%
522 30 32 10	Public Education Fuel	150.00	0.00	150.00	0.0%
522 30 49 00	Special Projects	5,550.00	0.00	5,550.00	0.0%
522 30 49 01	Authorized Overtime-Fire Prevention/Public Education	5,000.00	0.00	5,000.00	0.0%
<b>522 Fire Control</b>		<b>26,045.00</b>	<b>100.83</b>	<b>25,944.17</b>	<b>0.4%</b>
<b>030 FIRE PREVENTION &amp; INVESTIGATION</b>		<b>26,045.00</b>	<b>100.83</b>	<b>25,944.17</b>	<b>0.4%</b>

### 045 TRAINING EMPLOYEE

<b>522 Fire Control</b>					
522 45 10 01	Authorized Overtime-Training	36,824.00	0.00	36,824.00	0.0%
522 45 31 00	Administration Training Supplies	454.00	0.00	454.00	0.0%
522 45 31 10	Fire Training Supplies	8,956.64	51.08	8,905.56	0.6%
522 45 31 20	Medical Training Supplies	5,185.00	0.00	5,185.00	0.0%
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	96.67	303.33	24.2%
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	3,500.00	7,800.00	31.0%
522 45 43 00	Administrative Training Travel	3,955.00	0.00	3,955.00	0.0%
522 45 43 01	Administrative Lodging & Food	20,500.00	0.00	20,500.00	0.0%
522 45 43 02	Training Ferry Fees	650.00	198.65	451.35	30.6%
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	0.00	12,065.00	0.0%
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	0.00	2,750.00	0.0%
522 45 49 00	Administration Tuition & Registration	11,375.00	0.00	11,375.00	0.0%
522 45 49 10	Fire Tuition & Registration	41,057.00	0.00	41,057.00	0.0%
522 45 49 11	Fire Training Projects & Workshops	12,200.00	0.00	12,200.00	0.0%
522 45 49 20	Medical Tuition & Registration	12,380.00	112.50	12,267.50	0.9%
522 45 49 21	Medical Training Projects	784.00	294.00	490.00	37.5%
522 45 49 22	Medical Tuition - CBT Grant	0.00	0.00	0.00	0.0%
522 45 49 30	Marine Tuition & Registration	200.00	0.00	200.00	0.0%
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%

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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
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	0.00	2,020.95 0.0%
522 45 49 60	Health & Wellness Training - Registration	0.00	0.00	0.00 0.0%
522 Fire Control	210,026.58	4,252.90	205,773.68	2.0%
<b>045 TRAINING EMPLOYEE</b>		<b>210,026.58</b>	<b>4,252.90</b>	<b>205,773.68 2.0%</b>

### 050 FACILITIES

<b>522 Fire Control</b>				
522 50 10 00	Maintenance Employees Wages	155,985.71	24,190.44	131,795.27 15.5%
522 50 10 01	Maintenance Employees Authorized Overtime	3,000.00	33.67	2,966.33 1.1%
522 50 15 20	Maintenance Deferred Compensation Match	3,199.71	0.00	3,199.71 0.0%
522 50 20 10	FICA/Medicare Benefits-Maintenance Employees	12,238.91	1,387.92	10,850.99 11.3%
522 50 20 20	L&I/Unemployment Premiums-Maintenance Employees	7,251.30	0.00	7,251.30 0.0%
522 50 20 30	Maintenance Healthcare Benefits/AD&D	65,320.69	10,059.51	55,261.18 15.4%
522 50 20 40	Retirement Benefits-Maintenance Employees	20,526.17	0.00	20,526.17 0.0%
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	0.00	8,400.00 0.0%
522 50 31 20	Maintenance Parts & Supplies	5,064.00	0.00	5,064.00 0.0%
522 50 32 10	Fuel - Maintenance	4,500.00	3,500.59	999.41 77.8%
522 50 35 10	Small Tools	3,600.00	0.00	3,600.00 0.0%
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	0.00	30,892.00 0.0%
522 50 41 20	Yard Maintenance	25,000.00	1,816.98	23,183.02 7.3%
522 50 41 30	Building Maintenance Services	38,848.00	9,475.99	29,372.01 24.4%
522 50 45 10	Maintenance Equipment Rental & Leases	6,000.00	0.00	6,000.00 0.0%
522 50 47 10	Electricity Consumed	48,117.80	4,316.03	43,801.77 9.0%
522 50 47 20	LPG Gas Consumed	8,760.90	749.62	8,011.28 8.6%
522 50 47 30	Water Consumed	5,866.00	631.80	5,234.20 10.8%
522 50 47 40	Waste Disposal Used	4,220.00	0.00	4,220.00 0.0%
522 50 48 10	Facilities Repair & Maintenance	9,900.00	0.00	9,900.00 0.0%
522 Fire Control	467,541.19	56,287.22	411,253.97	12.0%
<b>050 FACILITIES</b>		<b>467,541.19</b>	<b>56,287.22</b>	<b>411,253.97 12.0%</b>

### 060 VEHICLE & EQUIP MAINTENANCE

<b>522 Fire Control</b>				
522 60 43 01	Maintenance Ferry Fees	1,000.00	0.00	1,000.00 0.0%
522 60 48 10	Fire Equipment Repair & Maintenance	31,027.04	1,708.96	29,318.08 5.5%

## 2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 16:20:56 Date: 03/03/2023

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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 11	Fire Apparatus Repair & Maintenance	80,020.00	2,398.81	77,621.19 3.0%
522 60 48 12	Administrative Vehicle Repair & Maintenance	8,000.00	0.00	8,000.00 0.0%
522 60 48 20	Medical Equipment Repair & Maintenance	2,785.00	0.00	2,785.00 0.0%
522 60 48 21	Medical Vehicle Repair & Maintenance	8,400.00	41.62	8,358.38 0.5%
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	0.00	20,650.00 0.0%
522 60 48 40	Technical Rescue Equipment Repair & Maintenance	500.00	0.00	500.00 0.0%
522 60 48 41	Technical Rescue Vehicle Repair & Maintenance	950.00	0.00	950.00 0.0%
522 60 48 50	Training Equipment Repair & Maintenance	500.00	76.47	423.53 15.3%
522 60 48 60	Maintenance Equipment Repair & Maintenance	3,500.00	0.00	3,500.00 0.0%
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	0.00	5,999.98 0.0%
<b>522 Fire Control</b>		<b>166,782.02</b>	<b>4,225.86</b>	<b>162,556.16 2.5%</b>
<b>060 VEHICLE &amp; EQUIP MAINTENANCE</b>		<b>166,782.02</b>	<b>4,225.86</b>	<b>162,556.16 2.5%</b>

### 062 CAPITAL EXPENDITURES

<b>591 Debt Service</b>				
591 22 71 01	Principle Payments	185,000.00	0.00	185,000.00 0.0%
592 22 83 01	Interest Payments	134,160.00	0.00	134,160.00 0.0%
<b>591 Debt Service</b>		<b>319,160.00</b>	<b>0.00</b>	<b>319,160.00 0.0%</b>
<b>062 CAPITAL EXPENDITURES</b>		<b>319,160.00</b>	<b>0.00</b>	<b>319,160.00 0.0%</b>

### 070 OTHER

<b>580 Non Expenditures</b>				
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	(43,815.36)	43,815.36 0.0%
<b>580 Non Expenditures</b>		<b>0.00</b>	<b>(43,815.36)</b>	<b>43,815.36 0.0%</b>
<b>597 Interfund Transfers</b>				
597 00 00 02	Transfer To Capital Fund	0.00	0.00	0.00 0.0%
597 00 00 03	Transfer To Reserve Fund	0.00	0.00	0.00 0.0%
597 00 00 04	Transfer To Contingency Fund	0.00	0.00	0.00 0.0%
597 22 00 02	Transfer To General Fund	0.00	0.00	0.00 0.0%
<b>597 Interfund Transfers</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00 0.0%</b>
<b>070 OTHER</b>		<b>0.00</b>	<b>(43,815.36)</b>	<b>43,815.36 0.0%</b>

## 2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 16:20:56 Date: 03/03/2023

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

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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>Fund Expenditures:</b>	<b>5,762,765.25</b>	<b>639,604.91</b>	<b>5,123,160.34</b>	<b>11.1%</b>
<b>Fund Excess/(Deficit):</b>	<b>1,461,189.78</b>	<b>1,423,178.82</b>		



## 2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 16:20:56 Date: 03/03/2023

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

	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 41 20 00 Estimated Beginning Balance-Reserve	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.0%
<b>397 Interfund Transfers</b>				
397 00 00 03 Transfer From General Fund To Reserve	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

## 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	
<b>308 Beginning Balances</b>				
308 91 00 00 Estimated Beginning Balance- Contingency	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.0%
<b>397 Interfund Transfers</b>				
397 00 00 04 Transfer From General Fund To Contingency	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

## 2023 BUDGET POSITION

South Whidbey Fire EMS

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300 Capital 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- Capital	0.00	1,208,387.51	(1,208,387.51)	0.0%
308 Beginning Balances	0.00	1,208,387.51	(1,208,387.51)	0.0%

**397 Interfund Transfers**

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

<b>Fund Revenues:</b>	<b>0.00</b>	<b>1,208,387.51</b>	<b>(1,208,387.51)</b>	<b>0.0%</b>
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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%

**062 CAPITAL EXPENDITURES**

**594 Capital Expenditures**

594 20 35 12 Fire Safety Equipment - Capital	0.00	0.00	0.00	0.0%
594 20 35 13 Computer Hardware	0.00	0.00	0.00	0.0%
594 20 35 60 Personal Safety Equipment - Capital	37,500.00	0.00	37,500.00	0.0%
594 20 42 10 Dispatch Services - Capital	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 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	0.00	100,000.00	0.0%
594 22 63 37 Maintenance Facility - 2874 Verlane Street	41,555.00	0.00	41,555.00	0.0%
594 22 64 00 Bayview Facility Construction	0.00	0.00	0.00	0.0%
594 22 64 01 Bayview Facility Construction General Fund	0.00	0.00	0.00	0.0%
594 22 64 02 Computer/IT-Capital	61,750.00	0.00	61,750.00	0.0%
594 22 64 03 Medical Equipment- Capital	6,000.00	0.00	6,000.00	0.0%
594 22 64 11 Vehicles	125,553.00	1,430.08	124,122.92	1.1%
594 22 64 13 Fire Apparatus	886,160.00	0.00	886,160.00	0.0%
594 22 65 00 Bayview Facility Building Permit & Design Work	0.00	0.00	0.00	0.0%
594 45 35 10 Fire Training Equipment - Capital	0.00	0.00	0.00	0.0%
594 60 48 31 Marine Vehicle Repair - Capital	8,200.00	0.00	8,200.00	0.0%
594 Capital Expenditures	2,454,601.00	14,787.07	2,439,813.93	0.6%

## 2023 BUDGET POSITION

South Whidbey Fire EMS

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300 Capital Fund 01/01/2023 To: 12/31/2023

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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>062 CAPITAL EXPENDITURES</b>	<b>2,454,601.00</b>	<b>14,787.07</b>	<b>2,439,813.93</b>	<b>0.6%</b>
<b>Fund Expenditures:</b>	<b>2,454,601.00</b>	<b>14,787.07</b>	<b>2,439,813.93</b>	<b>0.6%</b>
<b>Fund Excess/(Deficit):</b>	<b>(2,454,601.00)</b>	<b>1,193,600.44</b>		

## 2023 BUDGET POSITION

South Whidbey Fire EMS

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301 Bond Fund		01/01/2023 To: 12/31/2023			
Revenues	Amt Budgeted	Revenues	Remaining		
<b>308 Beginning Balances</b>					
308 91 11 00 Estimated Beginning Balance- Bond	0.00	86.60	(86.60)		0.0%
308 Beginning Balances	0.00	86.60	(86.60)		0.0%
<hr/>					
<b>Fund Revenues:</b>	<b>0.00</b>	<b>86.60</b>	<b>(86.60)</b>		<b>0.0%</b>
<hr/>					
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>86.60</b>			

## 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	2,062,783.73	28.6%	5,762,765.25	639,604.91	11%
003 Reserve Fund	0.00	0.00	0.0%	0.00	0.00	0%
004 Contingency Fund	0.00	0.00	0.0%	0.00	0.00	0%
300 Capital Fund	0.00	1,208,387.51	0.0%	2,454,601.00	14,787.07	1%
301 Bond Fund	0.00	86.60	0.0%	0.00	0.00	0%
	<u>7,223,955.03</u>	<u>3,271,257.84</u>	<u>45.3%</u>	<u>8,217,366.25</u>	<u>654,391.98</u>	<u>8.0%</u>

## **February**

### **Fire Chiefs Update**

### **Consent Report**

#### **Fourth Seat Coverage**

February 31% of the time we had at station 36 (on duty)

January coverage was 53%

#### **Fifth Seat Coverage**

February .02% of the time we had at station 36

January coverage was 11%

#### **Recruitment Report**

2 Ready for approval at March Meeting

**7** Applications/Inquiries In process, not ready for approval

#### **-Total Volunteers**

March- 44

February – 42

#### **Call Volume Report –see attached**

January call volume calls for service 223

Year to date call volume 462 calls for service

Calls as of this time last year 410

**Treasurer's Report**  
**Transactions from 1/1/2023 to 1/31/2023**

**638 - FIRE DIST #3 EXPENSE**

<b>Cash Balance at 12/31/2022</b>				<b>1,952,019.73</b>
01/03/2023	WARRANTS PAID	8,249.91	0.00	
01/05/2023	WARRANTS PAID	8,824.14	0.00	
01/06/2023	WARRANTS PAID	688,037.28	0.00	
01/09/2023	WARRANTS PAID	23,738.94	0.00	
01/10/2023	WARRANTS PAID	959.22	0.00	
01/11/2023	WARRANTS PAID	2,681.00	0.00	
01/12/2023	WARRANTS PAID	1,566.60	0.00	
01/13/2023	WARRANTS PAID	130.83	0.00	
01/18/2023	WARRANTS PAID	652.80	0.00	
01/19/2023	WARRANT ISSUE	0.00	165,691.94	
01/20/2023	WARRANTS PAID	1,175.00	0.00	
01/23/2023	WARRANTS PAID	78.96	0.00	
01/24/2023	WARRANTS PAID	18.23	0.00	
01/26/2023	WARRANTS PAID	38,234.62	0.00	
01/27/2023	WARRANTS PAID	13,648.32	0.00	
01/30/2023	WARRANTS PAID	38,087.09	0.00	
01/31/2023	WARRANTS PAID	91,245.67	0.00	
	<b>Warrant Payable Total</b>	917,328.61	165,691.94	<b>-751,636.67</b>
01/12/2023	SOUTH WHIDBEY F Fd#3	0.00	105,660.91	
01/31/2023	JAN 23 PROP TAX DISTRIBUTION	0.00	22,004.48	
01/31/2023	ICTIP INV INTEREST - JAN 2023	0.00	1,590.36	
	<b>Revenue Total</b>	0.00	129,255.75	<b>129,255.75</b>
01/03/2023	FD3 IRS	21,207.84	0.00	
01/11/2023	FD3 IRS	23,440.52	0.00	
01/11/2023	FD3 PAYROLL	58,084.38	0.00	
01/19/2023	WARRANT ISSUE	165,691.94	0.00	
01/20/2023	FD3 DRS	18,428.23	0.00	
01/25/2023	FD#3 PAYROLL	55,686.31	0.00	
	<b>Expenditure Total</b>	342,539.22	0.00	<b>-342,539.22</b>
<b>Ending Cash Balance</b>			<b>Calculated Total</b>	<b>987,099.59</b>
			<b>Book Total</b>	<b>987,099.59</b>
			<b>Difference</b>	<b>0.00</b>





**Participants - Earning Allocat Selected  
 Cash/Checking Activity  
 January 1, 2023 - January 31, 2023**

Island County

**Fire District #3 Maintenance**

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Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
638						1,208,387.51
	1.564	01/01/2023			1,627.66	1,208,387.51
	1.528	01/01/2023				1,208,387.51
<b>Subtotal and Ending Balance</b>	<b>1.528</b>		<b>0.00</b>	<b>0.00</b>	<b>1,627.66</b>	<b>1,208,387.51</b>
<b>Totals and Ending Balance for Fire District #3 Maintenance</b>			<b>0.00</b>	<b>0.00</b>	<b>1,627.66</b>	<b>1,208,387.51</b>

Island County, WA

Treasurer's Report  
Transactions from 1/1/2023 to 1/31/2023

641 - FIRE DISTRICT #3 BOND

Cash Balance at 12/31/2022			86.60
Ending Cash Balance		Calculated Total	86.60
		Book Total	86.60
		Difference	0.00



# SOUTH WHIDBEY FIRE / EMS

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

Expenditure Approval Document

Date of Approval: March 9, 2023

Fund: 638

Warrants Approved from February 19, 2022-March 3, 2023

Date	Check	Vendor	Amount
02/19/2023	EFT	Payroll Liabilities	\$46,786.01
02/23/2023	230202001-230203041	Accounts Payable	\$154,973.87
02/09/2023	EFT	Payroll	\$68,270.56
02/23/2023	EFT	Payroll	\$58,799.99
<b>Total Warrants Approved</b>			<b>\$362,557.32</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: 16:48:42 Date: 03/03/2023

02/09/2023 To: 03/03/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
154	02/09/2023	Payroll	1	EFT	Internal Revenue Service	45,124.61	941 Deposit for Pay Cycle(s) 01/26/2023 - 01/26/2023; 941 Deposit for Pay Cycle(s) 02/09/2023 - 02/09/2023
155	02/09/2023	Payroll	1	EFT	WA D/Retirement Systems		Pay Cycle(s) 12/01/2022 To 12/31/2022 - PERS 2; Pay Cycle(s) 12/01/2022 To 12/31/2022 - PERS 3; Pay Cycle(s) 11/01/2022 To 11/30/2022 - DEFERRED COMP - Voided
100	02/09/2023	Payroll	1	662142	Charles C. Baker	68.11	Jan 20-Feb 3 Payroll
110	02/09/2023	Payroll	1	662143	Anne M Collins	435.71	Jan 20-Feb 3 Payroll
118	02/09/2023	Payroll	1	662144	Tom P Gideon	318.61	Jan 20-Feb 3 Payroll
122	02/09/2023	Payroll	1	662145	Robert Hinkelman	48.03	Jan 20-Feb 3 Payroll
137	02/09/2023	Payroll	1	662146	Kirsti Ranta	144.07	Jan 20-Feb 3 Payroll
144	02/09/2023	Payroll	1	662147	Mari St Amand	66.95	Jan 20-Feb 3 Payroll
153	02/09/2023	Payroll	1	662148	Carson Wrightson	292.75	Jan 20-Feb 3 Payroll
159	02/14/2023	Claims	1	662151	WA D/Licensing	56.75	VIN# 1FTFW1P82NKE89877
184	02/23/2023	Claims	1	662152	All Whidbey Topsoil & Construction Inc.	1,816.98	INV#190070; INV# 190071
185	02/23/2023	Claims	1	662153	All-Phase Electric Supply Co.	641.97	INV# 09521108650
186	02/23/2023	Claims	1	662154	Amazon Capital Services	1,520.48	INV# 11R463GM119F; inv# 1vtdrgr6gt16
187	02/23/2023	Claims	1	662155	Bound Tree Medical, LLC.	831.34	INV# 84845394
188	02/23/2023	Claims	1	662156	C.W. Nielsen Manufacturing INC	767.04	INV #46636
189	02/23/2023	Claims	1	662157	Canon Financial Services, Inc.	263.16	INV#2984414
190	02/23/2023	Claims	1	662158	Corey Oil & Propane, LLC	162.41	INV#099345
191	02/23/2023	Claims	1	662159	D.K. Systems, Inc.	380.80	INV#32478
192	02/23/2023	Claims	1	662160	Electronic Business Machines	308.40	INV#AR239948
193	02/23/2023	Claims	1	662161	Fed Ex	121.37	INV# 799996414; INV#792243671
194	02/23/2023	Claims	1	662162	FirstNet - AT&T MOBILITY	10,815.21	INV #287296038392X01272023; INV# 03142023
195	02/23/2023	Claims	1	662163	Flying Wrench Inc.	404.31	INV# 28415
196	02/23/2023	Claims	1	662164	Freeland Water District	134.28	ACT #77466, STN 31 WATER
197	02/23/2023	Claims	1	662165	Health & Safety Institute HSI	112.50	INV#1736304; INV# 1736300
198	02/23/2023	Claims	1	662166	IC Public Works	45.32	INV# 22324
199	02/23/2023	Claims	1	662167	ISOOutsource	28,166.52	SWFEMS; INV# 275974
200	02/23/2023	Claims	1	662168	ImageTrend Inc	11,402.36	INV#139896
201	02/23/2023	Claims	1	662169	Internal Revenue Service	1,636.92	06302021
202	02/23/2023	Claims	1	662170	Jerry Beck & Company Inc.	3,646.40	INV# 10119; INV# 10113, 10112; INV# 10150
203	02/23/2023	Claims	1	662171	L.N. Curtis & Sons	107.97	January Statement
204	02/23/2023	Claims	1	662172	Langley, City of	369.05	ACT#1171.1 St 34 water
205	02/23/2023	Claims	1	662173	Matt's Import Haven Inc	41.62	INV#22728
206	02/23/2023	Claims	1	662174	McGavick Graves, P.S.	4,205.50	Client ID 015293
207	02/23/2023	Claims	1	662175	Mukilteo Coffee Co.	46.80	INV# 669874; INV# 669949; INV# 670025
208	02/23/2023	Claims	1	662176	Paladin Background Screening	102.00	INV# 3765
209	02/23/2023	Claims	1	662177	Puget Sound Energy	1,008.65	ACT #2000-10928691&;10928238
210	02/23/2023	Claims	1	662178	Purcell Tire & Service Center	1,994.50	INV# 24259120
211	02/23/2023	Claims	1	662179	Quill Corporation	222.92	INV#29857578; 29968197
212	02/23/2023	Claims	1	662180	Saratoga Water District	80.00	ACT #20320
213	02/23/2023	Claims	1	662181	SeaWestern Fire Apparatus & Equip.	1,164.92	INV# 21421
214	02/23/2023	Claims	1	662182	Snure Law Office, PSC	5,575.00	INV# 02012023
215	02/23/2023	Claims	1	662183	Sound Publishing Inc LEGAL NOTICES	504.50	INV#8089845
216	02/23/2023	Claims	1	662184	Stericycle, INC.	10.36	INV# 3006346445

# CHECK REGISTER

South Whidbey Fire EMS

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
217	02/23/2023	Claims	1	662185	US Bank Visa	1,870.58	January Statement
218	02/23/2023	Claims	1	662186	WA State Ferries	214.80	January Statement
219	02/23/2023	Claims	1	662187	Waytek Inc	731.36	INV# 3493295
220	02/23/2023	Claims	1	662188	Whidbey Telecom	14,175.41	INV# 0101239643; INV# 012520232376
221	02/23/2023	Payroll	1	662189	Aflac	3,198.72	Pay Cycle(s) 01/01/2023 To 01/31/2023 - AFLAC (Post-Tax); Pay Cycle(s) 02/01/2023 To 02/28/2023 - AFLAC (Post-Tax)
222	02/23/2023	Payroll	1	662190	IAFF Local Union 5212	115.80	Pay Cycle(s) 02/23/2023 To 02/23/2023 - FF Union Dues
223	02/23/2023	Payroll	1	662191	South Whidbey Firefighters Union	714.90	Pay Cycle(s) 02/23/2023 To 02/23/2023 - FF Association Dues
224	02/23/2023	Payroll	1	662192	Trusteed Plans Service Corp.	55,283.99	Pay Cycle(s) 01/01/2023 To 01/31/2023 - Medical/Dental; Pay Cycle(s) 01/01/2023 To 01/31/2023 - Life Insurance
156	03/01/2023	Payroll	1	662193	IAFF Local Union 5212	231.60	Pay Cycle(s) 01/26/2023 To 01/26/2023 - FF Union Dues; Pay Cycle(s) 11/01/2022 To 11/30/2022 - FF Union Dues
157	03/01/2023	Payroll	1	662194	South Whidbey Firefighters Union	1,429.80	Pay Cycle(s) 01/26/2023 To 01/26/2023 - FF Association Dues; Pay Cycle(s) 11/01/2022 To 11/30/2022 - FF Association Dues
101	02/09/2023	Payroll	10	EFT	Dennis Batey	156.07	Jan 20-Feb 3 Payroll
102	02/09/2023	Payroll	10	EFT	Jerry D. Beck		Deleted Payroll Entry - Kathryn Nguyen
103	02/09/2023	Payroll	10	EFT	Jonathan J. Beck	2,934.77	Jan 20-Feb 3 Payroll
104	02/09/2023	Payroll	10	EFT	Blake Benenati	2,114.08	Jan 20-Feb 3 Payroll
105	02/09/2023	Payroll	10	EFT	Naomi Blair	132.06	Jan 20-Feb 3 Payroll
106	02/09/2023	Payroll	10	EFT	Brian Boyd	2,008.68	Jan 20-Feb 3 Payroll
107	02/09/2023	Payroll	10	EFT	Ranger K Buck	12.00	Jan 20-Feb 3 Payroll
108	02/09/2023	Payroll	10	EFT	Judith Canfield	12.00	Jan 20-Feb 3 Payroll
109	02/09/2023	Payroll	10	EFT	Alex B Carlson	2,783.72	Jan 20-Feb 3 Payroll
111	02/09/2023	Payroll	10	EFT	Adam Conley	122.36	Jan 20-Feb 3 Payroll
112	02/09/2023	Payroll	10	EFT	Jeffrey L Cravy	88.88	Jan 20-Feb 3 Payroll
113	02/09/2023	Payroll	10	EFT	Katheryne Crowe	2,680.25	Jan 20-Feb 3 Payroll
114	02/09/2023	Payroll	10	EFT	Taylor T Crowe	87.27	Jan 20-Feb 3 Payroll
115	02/09/2023	Payroll	10	EFT	Karley Diffie	1,660.69	Jan 20-Feb 3 Payroll
116	02/09/2023	Payroll	10	EFT	Joseph M Dille	3,554.21	Jan 20-Feb 3 Payroll
117	02/09/2023	Payroll	10	EFT	Jon Gabelein	545.82	Jan 20-Feb 3 Payroll
119	02/09/2023	Payroll	10	EFT	Christopher Greaves	1,810.69	Jan 20-Feb 3 Payroll
120	02/09/2023	Payroll	10	EFT	Jake D Greve	1,780.18	Jan 20-Feb 3 Payroll
121	02/09/2023	Payroll	10	EFT	Nicole Hagen	2,031.80	Jan 20-Feb 3 Payroll
123	02/09/2023	Payroll	10	EFT	Robert Husom	2,311.66	Jan 20-Feb 3 Payroll
124	02/09/2023	Payroll	10	EFT	Gregory Hustead	1,839.66	Jan 20-Feb 3 Payroll
125	02/09/2023	Payroll	10	EFT	Leah Kalahiki	3,071.48	Jan 20-Feb 3 Payroll
126	02/09/2023	Payroll	10	EFT	Vicki Lange	2,526.57	Jan 20-Feb 3 Payroll
127	02/09/2023	Payroll	10	EFT	Corey K Luck	544.08	Jan 20-Feb 3 Payroll
128	02/09/2023	Payroll	10	EFT	Peter Lund	2,269.20	Jan 20-Feb 3 Payroll
129	02/09/2023	Payroll	10	EFT	Kelly M McDonald	1,835.28	Jan 20-Feb 3 Payroll
130	02/09/2023	Payroll	10	EFT	Sean C McDougald	2,745.85	Jan 20-Feb 3 Payroll
131	02/09/2023	Payroll	10	EFT	Alexandra McMahan	2,483.97	Jan 20-Feb 3 Payroll
132	02/09/2023	Payroll	10	EFT	Patricia J McMahan	87.27	Jan 20-Feb 3 Payroll
133	02/09/2023	Payroll	10	EFT	Terrence Ney	3,284.10	Jan 20-Feb 3 Payroll
134	02/09/2023	Payroll	10	EFT	Kathryn Nguyen	956.77	Jan 20-Feb 3 Payroll
135	02/09/2023	Payroll	10	EFT	Thomas T. Peterson		Jan 20-Feb 3 Payroll

# CHECK REGISTER

South Whidbey Fire EMS

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02/09/2023 To: 03/03/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
136	02/09/2023	Payroll	10	EFT	Rebekah A Pomeroy	112.21	Jan 20-Feb 3 Payroll
138	02/09/2023	Payroll	10	EFT	Morgan A Ratcliff	3,039.21	Jan 20-Feb 3 Payroll
139	02/09/2023	Payroll	10	EFT	Gene Reynolds	62.33	Jan 20-Feb 3 Payroll
140	02/09/2023	Payroll	10	EFT	Suzanne E Reynolds	84.04	Jan 20-Feb 3 Payroll
141	02/09/2023	Payroll	10	EFT	Paul H Shimada		Jan 20-Feb 3 Payroll
142	02/09/2023	Payroll	10	EFT	Jeffrey W. Simmons	112.67	Jan 20-Feb 3 Payroll
143	02/09/2023	Payroll	10	EFT	Melissa Simmons	2,061.56	Jan 20-Feb 3 Payroll
145	02/09/2023	Payroll	10	EFT	Marc G Swenson	50.79	Jan 20-Feb 3 Payroll
146	02/09/2023	Payroll	10	EFT	Christopher Turner	2,519.12	Jan 20-Feb 3 Payroll
147	02/09/2023	Payroll	10	EFT	Cooper Ullmann	2,102.43	Jan 20-Feb 3 Payroll
148	02/09/2023	Payroll	10	EFT	James Ryan Valencic	856.67	Jan 20-Feb 3 Payroll
149	02/09/2023	Payroll	10	EFT	Nicholas S Walsh	3,389.87	Jan 20-Feb 3 Payroll
150	02/09/2023	Payroll	10	EFT	Teresa Welch	1,255.52	Jan 20-Feb 3 Payroll
151	02/09/2023	Payroll	10	EFT	Carlee Wilkie	2,268.95	Jan 20-Feb 3 Payroll
152	02/09/2023	Payroll	10	EFT	Cody Wilkie	36.01	Jan 20-Feb 3 Payroll
158	02/10/2023	Payroll	10	EFT	Karley Diffie	473.53	02/09/23 correction
160	02/23/2023	Payroll	10	EFT	Jonathan J. Beck	2,914.01	Feb 03-Feb 17 Pyroll
161	02/23/2023	Payroll	10	EFT	Blake Benenati	2,111.69	Feb 03-Feb 17 Pyroll
162	02/23/2023	Payroll	10	EFT	Brian Boyd	3,276.87	Feb 03-Feb 17 Pyroll
163	02/23/2023	Payroll	10	EFT	Alex B Carlson	2,806.87	Feb 03-Feb 17 Pyroll
164	02/23/2023	Payroll	10	EFT	Katheryne Crowe	2,578.79	Feb 03-Feb 17 Pyroll
165	02/23/2023	Payroll	10	EFT	Karley Diffie	1,650.60	Feb 03-Feb 17 Pyroll
166	02/23/2023	Payroll	10	EFT	Joseph M Dilley	3,545.90	Feb 03-Feb 17 Pyroll
167	02/23/2023	Payroll	10	EFT	Christopher Greaves	1,823.38	Feb 03-Feb 17 Pyroll
168	02/23/2023	Payroll	10	EFT	Jake D Greve	1,781.67	Feb 03-Feb 17 Pyroll
169	02/23/2023	Payroll	10	EFT	Nicole Hagen	2,880.35	Feb 03-Feb 17 Pyroll
170	02/23/2023	Payroll	10	EFT	Robert Husom	3,117.39	Feb 03-Feb 17 Pyroll
171	02/23/2023	Payroll	10	EFT	Gregory Hustead	1,367.62	Feb 03-Feb 17 Pyroll
172	02/23/2023	Payroll	10	EFT	Leah Kalahiki	3,469.32	Feb 03-Feb 17 Pyroll
173	02/23/2023	Payroll	10	EFT	Vicki Lange	2,524.90	Feb 03-Feb 17 Pyroll
174	02/23/2023	Payroll	10	EFT	Peter Lund	1,680.99	Feb 03-Feb 17 Pyroll
175	02/23/2023	Payroll	10	EFT	Kelly M McDonald	1,486.65	Feb 03-Feb 17 Pyroll
176	02/23/2023	Payroll	10	EFT	Sean C McDougald	2,148.98	Feb 03-Feb 17 Pyroll
177	02/23/2023	Payroll	10	EFT	Alexandra McMahan	2,480.31	Feb 03-Feb 17 Pyroll
178	02/23/2023	Payroll	10	EFT	Terrence Ney	3,275.79	Feb 03-Feb 17 Pyroll
179	02/23/2023	Payroll	10	EFT	Kathryn Nguyen	961.17	Feb 03-Feb 17 Pyroll
180	02/23/2023	Payroll	10	EFT	Christopher Turner	1,846.42	Feb 03-Feb 17 Pyroll
181	02/23/2023	Payroll	10	EFT	Cooper Ullmann	1,468.77	Feb 03-Feb 17 Pyroll
182	02/23/2023	Payroll	10	EFT	Nicholas S Walsh	3,381.56	Feb 03-Feb 17 Pyroll
183	02/23/2023	Payroll	10	EFT	Carlee Wilkie	2,511.99	Feb 03-Feb 17 Pyroll
228	03/03/2023	Payroll	10	EFT	Karley Diffie	539.91	02/23/23 correction
229	03/03/2023	Payroll	10	EFT	Peter Lund	478.11	02/23/23 correction
230	03/03/2023	Payroll	10	EFT	Cooper Ullmann	459.09	02/23/23 correction
231	03/03/2023	Payroll	10	EFT	Nicholas S Walsh	230.89	02/23/23 correction

001 General Fund  
300 Capital Fund

327,400.35  
1,430.08

	Claims:	95,660.46
	Payroll:	233,169.97

**CHECK REGISTER**

South Whidbey Fire EMS

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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: \_\_\_\_\_

## 1007.4.7 ADMINISTRATIVE ASSISTANT

Agency Content

**JOB TITLE:** Administrative Assistant

**SUPERVISOR'S TITLE:** Fire Chief

**FLSA STATUS:** Part-Time or Full-Time Non-Exempt, At-will

**POSITION DESCRIPTION:** Under the direction of the Chief, the Office Assistant is responsible to provide general office assistance to the public, volunteers, employees, and the administrative staff as needed. This is an "at-will" position which can be terminated at any time with or without cause.

### **ESSENTIAL DUTIES**

1. Reception – answer incoming calls and provide customer service to walk-ins. Takes written and electronic messages for Administrative and Career Staff.
2. General Office – filing and electronic storage for documents, copy projects, data entry.
3. Electronic storage for records retention.
4. Mail - distribute incoming mail and parcels, prepare outgoing mail for large projects
5. Assist in preparing newsletters, flyers, training handouts/booklets, public information, etc..
6. Assist with ordering office and other station supplies as needed.
7. Receipt of incoming funds.
8. Assist with planning and coordinating special projects and events.
9. Travel coordination for Administrative Staff and Commissioners.
10. Primary administrative assistant for Administrative Staff.
11. Coordinates meetings and appointments for the Administrative Staff.

### **OTHER FUNCTIONS/DUTIES**

1. Performs other duties as assigned.

### **QUALIFICATIONS**

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.



**1. Education and Experience:**

- a. Education: A high school diploma, or GED.
- b. Experience: A minimum of 2 years previous experience as an office assistant or administrative assistant.
- c. Equivalency: An equivalent combination of education and experience may be considered.

**2. Knowledge of:**

- a. District policies, procedures, and protocols as they apply to the position.
- b. Problem solving techniques and methodology.
- c. Technologically literate with computer skills including familiarity with Microsoft Word, Publisher, PowerPoint, and Excel is desired.

**3. Skill to:**

- a. Operate a vehicle.
- b. Successfully work with employees, volunteers, and the public.
- c. Cheerful presence with excellent people skills.
- d. Modern information technology skills, including use of email, electronic media and other online programs.
- e. Type 60 words per minute.

**4. Ability to:**

- a. Ability to communicate effectively orally and in writing.
- b. Ability to use sound judgment and human relation skills necessary to deal with the public and coworkers.
- c. Operate modern office equipment and computers including applicable software applications.
- d. Maintain contact and preserve good relations with the public and respond to requests and inquiries. Establish and maintain effective working relationships with those contacted in the course of work.
- e. A flexible self-starter who can work independently, and follow directions.

f. Maintain confidentiality of information which may be acquired directly or indirectly, in any written, verbal, or auditory sense during the course of the shift.

**SPECIAL CONDITIONS OF APPOINTMENT**

1. Possession of a valid Washington State Driver's License.
2. Must be available to work in office hours as assigned at the discretion of the Fire Chief.

**PHYSICAL REQUIREMENTS**

1. Work is generally performed in the office setting with occasional travel to conduct District business. The incumbent is occasionally exposed to outside weather conditions, wet/humid conditions, and windy conditions. The working environment may be well lit with overhead lighting and background noises, incumbent must be comfortable working in a well lit office with background conversations, radio traffic and overhead paging noises.
2. The incumbent's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; bend, kneel, stoop, crouch, reach, and twist; occasionally push, pull, lift and/or carry moderate weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle.
3. The incumbent must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.
4. The incumbent must hear in the normal audio range with or without correction.

**ACKNOWLEDGEMENT**

I acknowledge that I have read the job description and requirements for the Office Assistant position and certify that I can perform these functions.

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

## 1007.4.8 CAPTAIN, FIRE

Agency Content

**JOB TITLE:** Captain, Fire

**SUPERVISOR'S TITLE:** Assistant Chief

**FLSA STATUS:** FLSA Non-exempt, or Volunteer

**POSITION DESCRIPTION:** The ~~Captain, Fire~~ Fire Captain is a member of the Assistant Chief's management team. Under direction of the Assistant Chief, ~~the Captain, Fire~~ Fire Captain manages one of the District's fire stations, the apparatus in it, and the personnel assigned to that station. The ~~Captain, Fire~~ Fire Captain coordinates emergency response from the station based upon the resources dispatched to an incident.

### **ESSENTIAL DUTIES**

1. Manages routine maintenance and cleanup of assigned station. Manages routine apparatus and equipment checks and maintenance.
2. Supervises subordinate officers and personnel. Makes assignments and/or delegates authority as necessary to accomplish tasks. Performs subordinate evaluations to ensure continuous performance improvement. Resolves personnel issues and refers more complex issues to the Assistant Chief. Recruits, retains, supports, and encourages volunteer personnel.
3. Participates in the development of the annual Division budget and manages budget items as assigned.
4. Supports regular training/drills to ensure personnel skills/certification maintenance. Reviews and monitors personnel points earned by fire responders for drills and response to emergencies.
5. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.
6. Assists with, and instructs fire/rescue classes as necessary.

### **OTHER FUNCTIONS/DUTIES**

1. Attends and participates in monthly officer meetings.
2. Represents the District at functions and activities.
3. Performs other duties as assigned.

### **QUALIFICATIONS**

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### **1. Education and Experience**

- a. Education: A high school diploma, or GED.
- b. Experience: Five years of progressively responsible experience, with at least two years of supervisory or management experience at a Lieutenant level.
- c. Equivalency: An equivalent combination of education and experience may be considered.

### **2. Knowledge of:**

- a. Contemporary leadership principles and practices applicable to a modern, decentralized, service-oriented organization including personnel management, supervision, training, and performance evaluation, budget development and administration, and program development and administration.
- b. District policies, procedures, protocols, chain of command, Washington State law pertaining to the District, and pertinent federal, state, and local laws that relate to the district, and the application of each.
- c. Emergency medical services principles and techniques.
- d. Operational characteristics, services, and activities of a fire/rescue program.
- e. Fire training methodologies, techniques and strategies.
- f. Fire equipment use, and required maintenance.
- g. Incident Command administration techniques.
- h. Problem solving techniques and methodology.
- i. Principles of business report preparation.
- j. Public safety computer systems.

### **3. Skill to:**

- a. Operate an emergency vehicle.
- b. Teach the application of District policies, procedures, and protocols.
- c. Evaluating and implementing new techniques in emergency operations on a District level.

- d. Make presentations to personnel.
- e. Successfully work with employees and volunteers.

**4. Ability to:**

- a. Oversee and participate in the management of a modern emergency services operation.
- b. Oversee, direct, and coordinate subordinate staff and volunteers.
- c. Select, supervise, train, and evaluate staff.
- d. Participate in the development and administration of division goals, objectives, and procedures.
- e. Prepare clear and concise administrative reports.
- f. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- g. Research, analyze, and evaluate new service delivery methods and techniques.
- h. Operate modern office equipment and computers including applicable software applications.
- i. Maintain contact and preserve good relations with the public, respond to requests and inquiries, and work effectively with a variety of community groups. Establish and maintain effective working relationships with those contacted in the course of work.
- j. Communicate clearly and concisely, both orally and in writing.

**SPECIAL CONDITIONS OF APPOINTMENT**

1. The incumbent must live within the boundaries of the Fire District.
2. Possession of a valid Washington State Driver's License (within 1 month of appointment).
3. Possession of the following certifications and credentials:
  - a. Incident Safety Officer
  - b. Completion of NIMS 300 training
  - c. IFSTA Level I Instructor
  - d. Washington Emergency Vehicle Driver Training certification (within 3 months of appointment)

~~e. Washington Emergency Medical Technician (within 6 months of appointment)~~

~~f. NFPA Fire Officer I (within 18 months of appointment)~~

**PHYSICAL REQUIREMENTS**

1. Work is generally performed both in the office and field settings with occasional travel to attend meeting or conduct District business. The incumbent may occasionally respond to emergency scenes, both small scale and large scale, and disasters. The incumbent is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The incumbent occasionally works in high or precarious places, and is occasionally exposed to airborne particles, fumes, toxic or caustic chemicals, extreme cold/heat, vibration, high noise levels, risk of electrical shock or radiation, or exposure to hostile individuals.
2. The incumbent is required to wear personal protective equipment including turnout gear, boots, helmet, goggles/face protection, gloves, and self-contained breathing apparatus.
3. The incumbent may work extended periods of time, including evenings, nights, and weekends.
4. The incumbent's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; occasionally bend, kneel, stoop, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift and/or carry moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle for both normal travel and emergency response; and the ability to operate specialized vehicles and equipment.
5. The incumbent must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.
6. The incumbent must hear in the normal audio range with or without correction.

**ACKNOWLEDGEMENT**

I acknowledge that I have read the job description and requirements for the Captain, Fire position and certify that I can perform these functions.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## Recognition, Commendations, and Meritorious Service

### 1023.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for recognition of personnel, reporting and collecting reports of exceptional public service and for the evaluation and process for District awards.

### 1023.2 POLICY

It is the goal of South Whidbey Fire/EMS to recognize members through an awards system for participation and for exceptional performance.

The District recognizes the importance of retaining well trained, experienced volunteers and career personnel, establishing and maintaining a high level of employee morale, and recognition and rewarding of the hours of service that member provide to the District and community. The Board of Fire Commissioners believes that it is reasonable to expend District funds to provide recognition for services rendered to the District in the ~~expectation~~ expectation that such an ~~activity~~ activity will reduce personnel turnover. The retention of trained and experienced personnel will help to reduce the expenditure of District funds to provide for the training and equipping of new personnel. It is also recognized by the Board of Fire Commissioners that firefighter/EMT recognition banquets have become a common practice in the area.

It is the policy of the District to budget for and expend District funds to sponsor one or more personnel recognition banquets or events for volunteers, employees, their spouses, family members or companions. The funds authorized for banquets and events may be used to provide food, non-alcoholic beverages, plaques, trophies, citations, or certificates as deemed appropriate by the Board of Fire Commissioners. Furthermore, the Board of Fire Commissioners recognizes the importance to the District in recognizing those who retire from the District with years of service to the District and community. Retirees may be recognized during a special event near their retirement date, but in all cases those members with a minimum of ~~15-10~~ years of service will be invited to attend the Annual Awards Banquet immediately following their retirement. The funds authorized for banquets and events shall not exceed the reasonable sum established in the budget and no cash awards shall be distributed to a volunteer or paid employee. The cost of the recognition banquet or event constitutes a part of the annual budgeted funds allocated for ~~reimbursement~~ reimbursement and incentive compensation for the District personnel and shall be based on a cost per volunteer, employee and commissioner.

### 1023.3 AWARDS COMMITTEE

The Chief shall form an Awards Committee to manage the selection process of members nominated for awards. The committee shall consist of 5 members including 1 Chief Officer, ~~1 Captain, 1 Lieutenant, and/or 1 Firefighter and 1 EMT,~~ or 2 Firefighter/EMTs, and volunteer and paid line staff shall be represented.

It shall be the responsibility of the Awards Committee to gather all nominations for awards, review all nominee's actions or accomplishments are in line with the award, determine which nominee that award shall go to, and make a recommendation to the Chief for approval. Each nomination should be reviewed for merit and further investigated, if necessary, for additional factual details. In determining factual details, resources that may be used include, but are not limited to, copies of audio or recordings, copies of incidents, interviews with additional members or witnesses or other information. Each report and nomination should be evaluated on its own merit.

### 1023.4 SPECIAL AWARD PROCEDURES

Community and ~~Distict~~ District members may report acts of exceptional public service through any District supervisor. Awards, such as Medals, Ribbons, Commendations, or Citations, may be presented to members for actions, achievements, or accomplishments, on or off duty, that reflect positively on that member and South Whidbey Fire/EMS. Length of Service Awards shall be presented to acknowledge members' on-going service to the community and department.

#### 1023.4.1 TYPES OF AWARDS

Awards offered by South Whidbey Fire/EMS are intended to make a strong, positive statement about the member and his/her actions.

Medals listed herein constitute the highest form of recognition awarded to District members. Medals reflect exemplary achievement by members, above and beyond the call of normal duty, and as such, may not be awarded each year. District awards include, but are not limited to, the following:

~~(a) Medal of Honor~~

(a) Medal of Valor

~~(b) Distinguished Service Medal~~

~~(d) Meritorious Service Medal~~

~~(c) Life Saver Medal~~

~~(f) Carl Simmons Award - District Officer of the Year~~

~~(e) District Firefighter of the Year~~

~~(h) District EMT of the Year~~

~~(g) District Rookie of the Year~~

~~(j) District Recruit of the Year~~

~~(k) Station Firefighter of the Year~~

~~(l) Station EMT of the Year~~

~~(m) Unit Citation~~

(n) Community Service Citation

(o) Length of Service Certificates and Pins

(p) Letters of Merit/Citations/Certificates

(q) Chief's Challenge Coins

#### 1023.4.2 SUBMITTING AWARD NOMINATIONS

Any member may report, in writing, to any supervisor, the exemplary performance of another member. Supervisors shall recognize exceptional performance by personnel under their supervision.

Any member of the public may submit a nomination by completing an Award Nomination Form, available on the District website and at the District headquarters during normal business hours, and submitting it to the Fire Chief. The nominations process shall be as follows:

1. ~~1.~~ All nominations must be submitted in a timely fashion, on a nomination form or via email, and must include a detailed and accurate account ~~to~~ of the circumstances surrounding the act or incident.

a. Recommendations by the Chief:

i. Carl Simmons Award

b. Recommendations by the Chief Officers:

i. District Rookie of the Year

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c. Recommendations by the Awards Committee:

- i. Medal of Valor
- ii. Distinguished Service Medal
- iii. Life Saver Medal
- iv. District Firefighter of the Year
- v. District EMT of the Year
- vi. Community Service Citation
- vii. Letters of Merit
- viii. Unit Citation

d. Recommendations by any Captain, Chief Officer, or Incident Commander:

- i. Unit Citation

e. Recommendations by the Records Manager:

- i. Length of Service Awards

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2. The nomination will be forwarded through the chain of command to the Fire Chief accompanied by any comments or additional facts.

3. After review by the Fire Chief, the nomination will be forwarded to the Awards Committee for deliberation and a recommendation for approval made back to the Fire Chief. During deliberations of nominees for medals, the Awards Committee shall have discretion to consider the level of appropriate award.

4. Once approved by the Fire Chief, the list of ~~awardee~~sawardees shall be forwarded to the ~~Administrative Specialist~~assigned person for award preparation.

1023.4.3 AWARD CRITERIA AND PRESENTATION

Awards shall be based upon the following criteria, and shall be awarded as listed:

~~Medal of Honor~~

~~The Medal of Honor is the highest level of recognition in the District and is awarded to a member who, in the line of duty and under extreme hazardous conditions, is confronted with imminent personal risk and with full knowledge of that risk, performs and act of selflessness and heroism. The Medal of Honor shall be recommended by the Awards Committee, and awarded by the Fire Chief and the Board of Fire Commissioners at a special ceremony specifically for that purpose.~~

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Medal of Valor

The Medal of Valor is awarded to a member who, in the line of duty and under hazardous conditions, is confronted with imminent personal risk, but ~~having no knowledge~~with due regard of the risk performs and act of selflessness and heroism. The Medal of Valor shall be recommended by the Awards Committee, and awarded by the Fire Chief and the Board of Fire Commissioners at a special ceremony specifically for that purpose.

Distinguished Service Medal

The Distinguished Service Medal is awarded to a member who performs a highly unusual act of distinction under adverse conditions in the performance of duty. The Distinguished Service Medal shall be recommended by the Awards Committee, and awarded by the Fire Chief and Board of Fire Commissioners at the Annual Awards Banquet.

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~~Meritorious Service Medal~~

~~The Meritorious Service Medal is awarded to a member who performs an unusual act, on or off duty, that promotes a high level of good will and service, and reflects highly on the District. The Meritorious Service Medal shall be recommended by the Awards Committee, and awarded by the Fire Chief and Board of Fire Commissioners at the Annual Awards Banquet.~~

Life Saver Medal

The Life Saver Medal is awarded to a member who, by their direct actions, saves the life of another person. The Life Saver Medal shall be recommended by the Awards Committee, and awarded by the Fire Chief and Board of Fire Commissioners at the Annual Awards Banquet.

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#### Carl ~~Simmon~~Simmons Award - District Officer of the Year

The Carl Simmons Award is awarded to the Officer who performs his/her duty to the highest level of service and promotes excellence within the department in integrity with the District Vision, Mission, and Values. The Carl Simmons Award ~~nominees shall be recommended by the Awards Committee, voted on by the general membership, shall be chosen by the Fire Chief for both paid and volunteer Officers~~, and awarded by the Fire Chief and Chair of the Board of Fire Commissioners at the Annual Awards Banquet.

#### District Firefighter of the Year

The District Firefighter of the Year is awarded to the member who performs his/her duty throughout the year in an excellent manner, promotes teamwork, respects the chain of command, is tactically skilled, and is in integrity with the District Vision, Mission and values. The District Firefighter of the Year shall be recommended by the Awards Committee, and awarded by the Deputy Chief, Operations at the Annual Awards Banquet.

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#### District EMT of the Year

The District EMT of the Year is awarded to the member who performs his/her duty throughout the year in an excellent manner, promotes teamwork, respects the chain of command, is tactically skilled, and is in integrity with the District Vision, Mission and values. The District EMT of the Year shall be recommended by the Awards Committee, and awarded by the Division Chief, EMS at the Annual Awards Banquet.

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#### District Rookie of the Year

The District Rookie of the Year is awarded to the probationary firefighter or EMT that excels throughout his/her probationary period. The District Rookie of the Year shall be recommended by the Chiefs, Officers, and awarded by the Deputy Chief, Operations at the Annual Awards Banquet.

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~~District Recruit of the Year The District Recruit of the Year is awarded to the firefighter or EMT recruit who excels in the learning process during the Academy. The District Recruit of the Year is recommend by a committee of 2 Company Officers from each Academy, and awarded by the Deputy Chief, Training at the Annual Awards Banquet.~~

#### Station Firefighter of the Year

The Station Firefighter of the Year is awarded ~~the to~~ the member that performs his/her duty in a manner that promotes teamwork, respects the chain of command, is tactically skilled and reflects highly on the Station. The Station Firefighter of the Year shall be recommended by the Station Officers, and awarded by the Captain at the Annual Awards Banquet.

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#### Station EMT of the Year

The Station EMT of the Year is awarded ~~the to~~ the member that performs his/her duty in a manner that promotes teamwork, respects the chain of command, is tactically skilled and reflects highly on the Station. The Station EMT of the Year shall be recommended by the Station Officers, and awarded by the Captain at the Annual Awards Banquet.

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#### Unit Citation

The Unit Citation is awarded to any group of ~~member~~members who, in the performance of the collective duty, do so in an excellent manner. The Unit Citation shall be recommended by any Captain, Chief Officer, or Incident Commander, and awarded by the recommending Officer at the next All District Meeting.

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#### Community Service Citation

A Community Service Citation is award to ~~any a community~~ member who performs a high level of service to the ~~community outside of the fire service district~~. A Community Service Citation may be recommended by ~~any member~~ any member ~~citizen of any memeber~~, and awarded by the Fire Chief at the next All District Meeting.

#### Length of Service Awards

Length of Service Awards are based on a member's time in service with the District. Members are recognized in ~~5-year~~ 5-year increments, beginning with 5 years of service. Length of Service Awards are recommended by the Records Manager, and awarded by the Chief Officers at the Annual Awards Banquet.

#### Letters of Merit/Citations/Certificates

Letters of Merit/Citations/Certificates are awarded to members ~~who's~~ whose actions are worthy of ~~recognition~~ recognition. Letters of Merit/Citations/Certificates may be recommended by any member, and awarded by the any Chief Officer or the member's direct supervisor.

#### Chief's Coins

Chief's Coins may be awarded to any member who's outstanding actions are in integrity with the District Vision, Mission, and Values. Chief's Coins are awarded by the Fire Chief at his/her discretion.

## Timeline for 2023 Projects

### Quarter 1

Capital facilities plan template

Standard of cover template and data

### Quarter 2

WSRB progress check meeting

Capital facilities plan teams established and meetings planned

### Quarter 3

WSRB pre-survey meeting

Complete capital facilities plan

### Quarter 4

Long Term financial plan compete

Standard of cover complete