



## 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, October 9, 2025 at 4:00 PM*

Join Zoom Meeting

<https://us06web.zoom.us/j/2208026387?pwd=WWNSR3JscUhZK3ZHU3JOV05ZOHF1UT09&omn=81075002962>

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: October 9, 2025 at 4:00pm 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](http://www.swfe.org)

## ***Regular Meeting of the Board of Commissioners Thursday, October 9, 2025 at 4:00pm***

### **Agenda**

Join Zoom Meeting

<https://us06web.zoom.us/j/2208026387?pwd=WWNSR3JscUhZK3ZHU3JOV05ZOHF1UT09&omn=81075002962>

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- I. Call to Order**
- II. Approval of Agenda**
- III. 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 9.22.25

Special Meeting 9.26.25

#### **Finance Reports**

Budget Position Report

Check Register

Treasurer's Report

#### **Monthly Vouchers**

9/4/2025 EFT for Payroll in the amount of \$68,641.99

9/18//2025 EFT for Payroll in the amount of \$73,514.02

9/19/2025 #25001001-251001032 for Accounts Payable in the amount of \$40,745.12

9/25/2025 #251002001-251002008 for Accounts Payable in the amount of \$226,417.89

9/1-9/31/2025 EFT for Payroll Liabilities in the amount of \$115,232.07

*Total Warrants Approved \$524,551.09*

**V. Member Update**

Jay Dunbar  
Jocelyn Lopez

**VI. Old Business**

N/A

**VII. New Business**

First Reading- Policy 509 Ambulance Transport Billing  
Mission, Vision & Values Presentation  
Chiefs Report

**VIII. Announcement**

**IX. Comments from Commissioners**

**X. Executive Session**

N/A

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

**XII. Conclude**

Shari Schroeder,  
District Secretary



# 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 Monday, September 22, 2025 at 5:30pm*

### Minutes- Draft

Join Zoom Meeting

<https://us06web.zoom.us/j/2208026387?pwd=WWNSR3JscUhZK3ZHU3JOV05ZOHF1UT09&omn=85127990492>

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

**Audience:** Mary Kaye Johansen, Chief Dilley

#### I. Call to Order

Commissioner Noblet calls the Regular Meeting to order at 5:30 pm.

#### II. Approval of Agenda

Commissioner Towers motions to approve agenda. Commissioner Erickson seconded.

**Motion carried unanimously.**

#### III. Public Input

None.

- 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**

Special Meeting 7.23.25

Regular Meeting 8.14.25

Special Meeting 8.15.25

Special Meeting 8.22.25

#### **Finance Reports**

Budget Position Report

Check Register

Treasurer's Report

#### **Monthly Vouchers**

8/7/2025 EFT for Payroll in the amount of \$69,863.09

8/14/2025 #250801001-250801028 for Accounts Payable in the amount of \$31,024.13

8/21/2025 #250901001-250901023 for Accounts Payable in the amount of \$198,274.18

8/21/2025 EFT for Payroll in the amount of \$78,523.83

8/29/2025 #250902001-250902016 for Accounts Payable in the amount of \$46,031.74  
8/1-8/31/2025 EFT for Payroll Liabilities in the amount of \$146,572.97

**Total Warrants Approved \$570,289.94**

Commissioner Erickson motions to approve consent agenda. Commissioner Towers seconded.  
**Motion carried unanimously.**

**V. Member Update**

N/A

**VI. Old Business**

N/A

**VII. New Business**

**Chiefs Report**

Chief Walsh reports August has been the busiest month so far in 2025 with an increase in call volumes. Fourth seat coverage was up while 5<sup>th</sup> and 6<sup>th</sup> were slightly down, mainly due to vacation time off. We have 3 volunteer applicants ready for interviews and hoping to present approvals at next board meeting. The apparatus committee continues to meet with vendors and our mechanic on specs. We are currently updating old computers. Commissioner Erickson asked if we are leasing equipment or are we purchasing and then moving to surplus aged equipment. Chief Walsh stated he has looked into the leasing option and recalls it was the more expensive option. Commissioner Noblet asked if the lease option included servicing and tech support.

**VIII. Announcement**

None.

**IX. Comments from Commissioners**

None.

**X. Executive Session**

*RCW 42.30.110(1)(b)(c) (1) Nothing contained in this chapter may be construed to prevent a governing body from holding an executive session during a regular or special meeting; (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price; (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;*

Commissioner Noblet calls Executive Session to order at 5:42 pm for 10 minutes.  
Commissioner Noblet resumes Regular Session at 6:02 pm.

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

No action taken.

**XII. Conclude**

Commissioner Erickson motions to adjourn. Commissioner Towers seconded.

**Motion carried unanimously.**

Commissioner Noblet adjourns the regular meeting at 6:02 pm.

Shari Schroeder,  
District Secretary



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## *Special Meeting of the Board of Commissioners*

*Friday, September 26, 2025 at*

*1:00pm*

**Minutes- Draft**

Join Zoom Meeting

<https://us06web.zoom.us/j/2208026387?pwd=WWNSR3JscUhZK3ZHU3JOV05ZOHF1UT09&omn=83922484826>

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**In Attendance:** Chief Walsh, Commissioner Erickson, Commissioner Towers, Commissioner Noblet, FF Marc Swenson, Lt. Kalahiki, BC Burbank, AC Dilley, BC Magallon, Arthur Fleming.

### **I. Call to Order**

Commissioner Noblet called the Special Meeting to order at 1:00pm.

### **II. Chairman Remarks**

Commissioner Noblet remarked that a Strategic Plan is critical for those we serve in our community. He also mentioned he would like to see us create a real, working blueprint for the next 5 years.

### **III. Review Strategic Planning Timeline**

Chief Walsh reviewed the timeline for completing the Strategic Plan and states we are on schedule to publish the new plan by December 2025.

### **IV. Review of Requested Data**

#### **• Station 31 Response**

Chief Magallon provided data over the last 14 months on fires in our district. Data shows we have a much quicker response time with the planned addition of Station 32. The shorter distance to arrive on scene impacts the improved response times, with some being approx. 9 minutes.

This data further supports Station 32.

- **Marine Response**

Chief Magallon provided us with marine response times covering the last 17 months. There were 36 total calls, 23 that SWFE responded to. Our average on-route time is about 18 minutes with an on-scene arrival time of 8 minutes. Chief mentioned the data is improving as training continues. Commissioner Noblet asked how we compare to other districts in the marine division. Chief Magallon responded that he would need to reach out to other districts to obtain information regarding comparable data. He did state he feels good about how quickly we are able to arrive on scene.

- **Response Map Review**

Chief Walsh covered response times of fire incidents from our Standard of Cover. EMS heat maps show much the same distribution, with Freeland getting the majority of calls. Chief also discussed station zone maps and response time analysis. Station 32 does indicate faster response times and more coverage. Plan is to staff Station 32 full time. Commissioner Towers would like to see a proposal for faster response times that cover north side of the district.

## V. **2026-2030 Updated Strategic Plan Document**

Chief Dilley presented a newly created foundation of the Strategic Plan 2026-2030. He developed a new Table of Contents, added in proposed Themes and re-wrote some initiatives and objectives, as noted in prior meetings. Chief Dilley also added an *Executive Summary* to display completed and non-completed objectives and drafted a new document *Approval and Implementation Statement* for the plan.

Chief Dilley walked us through the first draft while agreed upon edits were made during discussions. Red text areas indicate *re-write* sections gathered from prior notes. Yellow highlighted areas are several proposed objective options for feedback. Black text indicates verbatim items. Appendix A will list completed objectives from the 2020-2025 Strategic Plan. There was some discussion amongst the committee on whether or not Theme #5 *Training and Education* was necessary. Commissioner Erickson suggested making it more concise in how we meet and retain NFPA standards along with ongoing evaluations to improve training programs. It was decided that Theme #5 will undergo construction to condense objectives. Chief Dilley was given kudos for a job well done in getting the foundation of our new plan ready for the next five years.

## VI. **Public Meeting Date/Plan**

Chief Walsh will get to work on finalizing the draft and present it to the board on Oct. 9<sup>th</sup>. Public Meeting is scheduled on Oct. 29<sup>th</sup> at 5:30pm.

## VII. **Conclude**

Commissioner Noblet adjourned the Special Meeting at 4:37pm.

## 2025 BUDGET POSITION

South Whidbey Fire EMS

Time: 13:11:51 Date: 10/02/2025

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	1,283,209.92	(1,283,209.92)	0.0%
<b>308 Beginning Balances</b>		<b>0.00</b>	<b>1,283,209.92</b>	<b>(1,283,209.92)</b>	<b>0.0%</b>
<b>310 Taxes</b>					
311 10 00 00	Property Taxes	9,243,104.15	5,278,395.04	3,964,709.11	42.9%
337 00 00 01	Leasehold Excise Tax	3,000.00	2,357.05	642.95	21.4%
337 00 00 02	Timber Tax	579.37	579.37	0.00	0.0%
<b>310 Taxes</b>		<b>9,246,683.52</b>	<b>5,281,331.46</b>	<b>3,965,352.06</b>	<b>42.9%</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	778.00	778.00	0.00	0.0%
337 07 60 00	In-Lieu Tax - Ferries	5,884.50	5,884.50	0.00	0.0%
337 07 70 00	In-Lieu Tax - School District	1,386.00	1,380.89	5.11	0.4%
337 07 70 02	In-Lieu Tax- South Whidbey Parks	231.67	296.51	(64.84)	0.0%
<b>330 State Generated Revenues</b>		<b>8,280.17</b>	<b>8,339.90</b>	<b>(59.73)</b>	<b>0.0%</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	266,596.12	266,596.12	0.00	0.0%
<b>340 Charges For Services</b>		<b>266,596.12</b>	<b>266,596.12</b>	<b>0.00</b>	<b>0.0%</b>
<b>360 Misc Revenues</b>					
361 11 00 01	Investment Interest	30,000.00	32,410.81	(2,410.81)	0.0%
362 10 00 00	CPR Public Class Registration	5,500.00	5,340.00	160.00	2.9%
362 50 00 00	Lease & Rental Payments	0.00	0.00	0.00	100.0%
367 11 00 01	Donations and Gifts	0.00	3,471.00	(3,471.00)	0.0%
369 10 00 00	Sale Of Surplus	0.00	4,665.00	(4,665.00)	0.0%
369 40 00 00	Judgements/Settlements	0.00	0.00	0.00	100.0%
369 91 00 00	Other Revenue	0.00	2,575.60	(2,575.60)	0.0%
<b>360 Misc Revenues</b>		<b>35,500.00</b>	<b>48,462.41</b>	<b>(12,962.41)</b>	<b>0.0%</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	164,892.24	164,892.24	0.00	0.0%

## 2025 BUDGET POSITION

South Whidbey Fire EMS

Time: 13:11:51 Date: 10/02/2025

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	164,892.24	164,892.24	0.00	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>	
<b>Fund Revenues:</b>		<b>9,721,952.05</b>	<b>7,052,832.05</b>	<b>2,669,120.00</b>	<b>27.5%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining		

### 010 ADMIN

#### 522 Fire Control

522 10 10 10 Chief's Wages	196,950.86	150,352.47	46,598.39	23.7%	
522 10 10 20 Assistant Chief's Wages	195,135.67	154,438.82	40,696.85	20.9%	
522 10 10 30 Division/Battalion Chief's Wages	198,334.23	131,426.85	66,907.38	33.7%	
522 10 10 40 Administration Wages	259,373.13	188,638.83	70,734.30	27.3%	
522 10 10 60 Commissioner's Stipends	8,000.00	5,474.00	2,526.00	31.6%	
522 10 15 20 Chief's Deferred Comp Match	11,808.42	7,834.82	3,973.60	33.7%	
522 10 15 21 Admin Deferred Compensation Match	5,187.46	3,772.81	1,414.65	27.3%	
522 10 20 10 FICA / Medicare Benefits-Admin	66,921.42	48,304.09	18,617.33	27.8%	
522 10 20 20 L&I / Unemployment Premiums-Admin	29,984.79	24,786.85	5,197.94	17.3%	
522 10 20 30 Admin Healthcare Benefits/ADD	172,965.51	130,454.01	42,511.50	24.6%	
522 10 20 40 Retirement Benefits-ADMIN	50,580.47	13,841.83	36,738.64	72.6%	
522 10 20 50 Tuition Reimbursement-Admin	250.00	290.00	(40.00)	0.0%	
522 10 31 10 Office Supplies	4,805.00	2,551.00	2,254.00	46.9%	
522 10 31 11 Printing - Newsletter	3,000.00	0.00	3,000.00	100.0%	
522 10 31 12 Maps & Mapping Supplies	150.00	150.00	0.00	0.0%	
522 10 31 20 Photographic Supplies	0.00	0.00	0.00	100.0%	
522 10 32 10 Fuel - Administration	7,500.00	5,733.67	1,766.33	23.6%	
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	2,995.55	25,004.45	89.3%	
522 10 41 10 Legal Services	20,000.00	8,936.50	11,063.50	55.3%	
522 10 41 20 Audit & Review Services	19,000.00	834.00	18,166.00	95.6%	
522 10 41 30 Consulting Services	5,100.00	5,098.49	1.51	0.0%	
522 10 41 33 Website Hosting	4,680.00	4,680.00	0.00	0.0%	
522 10 41 40 Professional Services	7,550.00	6,397.01	1,152.99	15.3%	
522 10 42 10 Postage & Shipping	6,750.00	648.00	6,102.00	90.4%	
522 10 42 20 Internet Connections/Whidbey Telecom	11,400.00	7,400.18	3,999.82	35.1%	
522 10 42 30 Cell & Digital Telephones	29,844.00	18,494.24	11,349.76	38.0%	
522 10 42 40 Wired Telephones & FAX/Whidbey Telecom	9,024.00	7,232.32	1,791.68	19.9%	
522 10 42 50 Alarm Monitoring	1,617.41	1,751.79	(134.38)	0.0%	
522 10 43 01 Admin Ferry Fees	670.00	417.01	252.99	37.8%	
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%	

## 2025 BUDGET POSITION

South Whidbey Fire EMS

Time: 13:11:51 Date: 10/02/2025

Page: 3

001 General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 10 45 10 Admin Equipment Leases	4,728.00	3,221.87	1,506.13	31.9%
522 10 46 10 Liability/Umbrella-Enduris	154,855.00	150,942.00	3,913.00	2.5%
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 Utility Taxes	454.20	414.80	39.40	8.7%
522 10 48 10 Computer Repair & Maintenance	157,783.00	81,341.92	76,441.08	48.4%
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	8,318.78	596.22	6.7%
522 10 49 20 Subscriptions	61,092.56	834.99	60,257.57	98.6%
522 10 49 30 Information Services	5,288.70	3,701.50	1,587.20	30.0%
522 10 49 40 Software Recurring Licenses	54,189.92	40,682.30	13,507.62	24.9%
522 10 49 50 Investment/Bank Fees	600.00	643.85	(43.85)	0.0%
<b>522 Fire Control</b>	<b>1,817,588.75</b>	<b>1,223,887.32</b>	<b>593,701.43</b>	<b>32.7%</b>
<b>010 ADMIN</b>	<b>1,817,588.75</b>	<b>1,223,887.32</b>	<b>593,701.43</b>	<b>32.7%</b>

### 020 FIRE SUPPRESSION

<b>522 Fire Control</b>				
522 20 15 10 Volunteer Reimbursement	75,000.00	54,229.38	20,770.62	27.7%
522 20 15 20 Volunteer Deferred Compensation Match	5,000.00	2,449.19	2,550.81	51.0%
522 20 15 30 Volunteer Shift Reimbursement	10,000.00	5,190.60	4,809.40	48.1%
522 20 20 10 FICA/Medicare Benefits-Volunteers	6,885.00	4,819.38	2,065.62	30.0%
522 20 20 31 Accidental Death & Disability - VFIS	6,707.00	6,707.00	0.00	0.0%
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	4,900.00	4,260.00	640.00	13.1%
522 20 20 42 Retirement Premium-LOSAP	40,427.00	40,427.00	0.00	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	3,955.00	6,795.00	63.2%
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	556.87	643.13	53.6%
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	10,483.87	4,661.13	30.8%
522 20 28 30 Incidents, Special Projects & Out Of Area Meals	2,950.00	2,609.08	340.92	11.6%
522 20 31 10 Fire Operations Supplies	21,765.00	9,291.38	12,473.62	57.3%
522 20 31 11 Fire Rehab Supplies	2,010.00	214.04	1,795.96	89.4%
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	11,255.81	7,907.19	41.3%
522 20 31 30 Marine Rescue Operations Supplies	0.00	0.00	0.00	100.0%
522 20 31 60 Uniforms & Badges	64,757.74	45,005.46	19,752.28	30.5%
522 20 32 10 Fuel - Fire Apparatus	23,000.00	15,919.71	7,080.29	30.8%
522 20 32 20 Fuel - Medical Apparatus	16,000.00	10,461.35	5,538.65	34.6%
522 20 32 30 Fuel - Marine Apparatus	4,000.00	0.00	4,000.00	100.0%
522 20 32 40 Fuel - Technical Rescue Apparatus	200.00	362.56	(162.56)	0.0%
522 20 34 01 Wildland Food	0.00	0.00	0.00	100.0%

## 2025 BUDGET POSITION

South Whidbey Fire EMS

Time: 13:11:51 Date: 10/02/2025

Page: 4

001 General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 20 34 02	Wildland Communication Equipment	3,149.34	2,750.97	398.37 12.6%
522 20 34 03	Wildland Personal Safety Equipment	5,776.41	5,945.36	(168.95) 0.0%
522 20 34 04	Wildland Equipment and Supplies	1,227.68	1,131.52	96.16 7.8%
522 20 35 10	Fire Equipment	105,599.54	19,718.22	85,881.32 81.3%
522 20 35 11	Rehab Equipment	236.00	141.43	94.57 40.1%
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	8,300.00	2,205.94	6,094.06 73.4%
522 20 35 40	Technical Rescue Equipment	7,450.00	5,907.45	1,542.55 20.7%
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	80,999.24	32,045.76 28.3%
522 20 41 10	Hose Testing	10,943.72	10,943.72	0.00 0.0%
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	90,295.44	55,098.52 37.9%
522 20 45 10	Operations Equipment Leases	18,000.00	3,000.00	15,000.00 83.3%
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	1,326,569.10	734,181.31 35.6%
522 22 10 01	Authorized Overtime Full Time Firefighters	125,078.35	89,282.77	35,795.58 28.6%
522 22 10 02	Authorized Overtime-Marine	38,000.00	9,256.90	28,743.10 75.6%
522 22 15 20	Firefighter Deferred Compensation Match	39,389.02	16,322.95	23,066.07 58.6%
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	156,158.96	105,787.12	50,371.84 32.3%
522 22 20 15	FICA Medicare Benefits-Marine	2,965.14	0.00	2,965.14 100.0%
522 22 20 20	L&I/ Unemployment Premiums- FT Firefighters	160,688.35	97,758.39	62,929.96 39.2%
522 22 20 22	L&I/Unemployment Premiums-Marine	2,128.74	0.00	2,128.74 100.0%
522 22 20 30	Full Time Firefighters Healthcare Benefits/AD&D	384,026.96	321,470.33	62,556.63 16.3%
522 22 20 40	Retirement Benefits Full Time Firefighters	96,357.63	88,545.81	7,811.82 8.1%
<b>522 Fire Control</b>		<b>3,897,256.20</b>	<b>2,533,928.18</b>	<b>1,363,328.02 35.0%</b>
<b>020 FIRE SUPPRESSION</b>		<b>3,897,256.20</b>	<b>2,533,928.18</b>	<b>1,363,328.02 35.0%</b>
<b>030 FIRE PREVENTION &amp; INVESTIGATION</b>				
<b>522 Fire Control</b>				
522 30 31 51	Fire Prevention Supplies	3,480.00	914.61	2,565.39 73.7%
522 30 31 60	Public Education Operating Supplies	11,835.00	5,625.98	6,209.02 52.5%
522 30 31 61	Public Education Equipment	2,000.00	314.97	1,685.03 84.3%
522 30 32 10	Public Education Fuel	0.00	0.00	0.00 100.0%
522 30 49 00	Special Projects	7,050.00	3,989.82	3,060.18 43.4%
522 30 49 01	Authorized Overtime-Fire Prevention/Public Education	14,500.00	4,812.94	9,687.06 66.8%
<b>522 Fire Control</b>		<b>38,865.00</b>	<b>15,658.32</b>	<b>23,206.68 59.7%</b>
<b>030 FIRE PREVENTION &amp; INVESTIGATION</b>		<b>38,865.00</b>	<b>15,658.32</b>	<b>23,206.68 59.7%</b>

## 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	
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### 045 TRAINING EMPLOYEE

#### 522 Fire Control

522 45 10 01	Authorized Overtime-Training	24,658.39	9,623.10	15,035.29	61.0%
522 45 20 02	Authorized Overtime- Marine Training	10,000.00	0.00	10,000.00	100.0%
522 45 20 10	FICA/Medicare Benefits - Training	2,651.37	736.20	1,915.17	72.2%
522 45 20 20	L&I/ Unemployment Premiums - Training	2,474.83	1,346.11	1,128.72	45.6%
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	1,770.21	860.25	32.7%
522 45 31 20	Medical Training Supplies	1,029.61	(2,790.39)	3,820.00	371.0%
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	510.05	189.95	27.1%
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	4,036.50	1,979.00	2,057.50	51.0%
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	605.00	10,388.50	94.5%
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	832.00	832.00	0.00	0.0%
522 45 49 30	Marine Tuition & Registration	0.00	0.00	0.00	100.0%
522 45 49 31	Marine Rescue Training Projects	0.00	0.00	0.00	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	87.00	87.00	0.00	0.0%
522 45 49 60	Health & Wellness Training - Registration	1,200.00	0.00	1,200.00	100.0%
<b>522 Fire Control</b>		<b>189,434.66</b>	<b>56,814.50</b>	<b>132,620.16</b>	<b>70.0%</b>

### 045 TRAINING EMPLOYEE

	<b>189,434.66</b>	<b>56,814.50</b>	<b>132,620.16</b>	<b>70.0%</b>
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### 050 FACILITIES

#### 522 Fire Control

522 50 10 00	Maintenance Employees Wages	181,071.28	97,940.26	83,131.02	45.9%
522 50 10 01	Maintenance Employees Authorized Overtime	4,000.00	1,029.48	2,970.52	74.3%
522 50 15 20	Maintenance Deferred Compensation Match	2,993.80	312.57	2,681.23	89.6%

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South Whidbey Fire EMS

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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
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	11,680.29	7,423.08	4,257.21 36.4%
522 50 20 20	L&I/Unemployment Premiums-Maintenance Employees	11,351.45	4,394.63	6,956.82 61.3%
522 50 20 30	Maintenance Healthcare Benefits/AD&D	49,900.14	25,412.04	24,488.10 49.1%
522 50 20 40	Retirement Benefits-Maintenance Employees	12,692.53	7,536.80	5,155.73 40.6%
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	4,282.60	7,167.40 62.6%
522 50 31 20	Maintenance Parts & Supplies	7,247.00	854.60	6,392.40 88.2%
522 50 32 10	Fuel - Maintenance	2,000.00	800.55	1,199.45 60.0%
522 50 35 10	Small Tools	2,500.00	451.21	2,048.79 82.0%
522 50 35 20	Furnishings	4,800.00	0.00	4,800.00 100.0%
522 50 35 30	Appliances	2,000.00	1,546.85	453.15 22.7%
522 50 41 10	Janitorial Services	500.00	154.36	345.64 69.1%
522 50 41 20	Yard Maintenance	27,137.16	17,878.75	9,258.41 34.1%
522 50 41 30	Building Maintenance Services	31,800.16	27,176.32	4,623.84 14.5%
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	31,075.35	12,609.65 28.9%
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	5,325.20	660.80 11.0%
522 50 47 40	Waste Disposal Used	5,637.92	3,403.88	2,234.04 39.6%
522 50 48 10	Facilities Repair & Maintenance	10,100.00	910.54	9,189.46 91.0%
<b>522 Fire Control</b>		<b>445,124.29</b>	<b>244,594.02</b>	<b>200,530.27 45.1%</b>
<b>050 FACILITIES</b>		<b>445,124.29</b>	<b>244,594.02</b>	<b>200,530.27 45.1%</b>

### 060 VEHICLE & EQUIP MAINTENANCE

<b>522 Fire Control</b>				
522 60 43 01	Maintenance Ferry Fees	1,000.00	0.00	1,000.00 100.0%
522 60 48 10	Fire Equipment Repair & Maintenance	42,142.04	4,780.33	37,361.71 88.7%
522 60 48 11	Fire Apparatus Repair & Maintenance	96,300.00	2,687.99	93,612.01 97.2%
522 60 48 12	Administrative Vehicle Repair & Maintenance	5,175.00	1,233.30	3,941.70 76.2%
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	4,454.51	2,820.49 38.8%
522 60 48 30	Marine Equipment Repair & Maintenance	750.00	268.84	481.16 64.2%
522 60 48 31	Marine Vehicle Repair & Maintenance	4,500.00	3,939.37	560.63 12.5%
522 60 48 40	Technical Rescue Equipment Repair & Maintenance	500.00	0.00	500.00 100.0%
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%

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001 General Fund

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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 60 49 70 Collision/Accident	5,999.98	3,000.00	2,999.98	50.0%
522 Fire Control	174,626.33	21,362.77	153,263.56	87.8%
<b>060 VEHICLE &amp; EQUIP MAINTENANCE</b>	<b>174,626.33</b>	<b>21,362.77</b>	<b>153,263.56</b>	<b>87.8%</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%
591 Debt Service	321,510.00	58,255.00	263,255.00	81.9%

594 Capital Expenditures

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	335,215.11	409,284.89	55.0%
594 22 63 37 Maintenance Facility - 2874 Verlaine 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%
594 Capital Expenditures	1,497,500.00	452,986.45	1,044,513.55	69.8%
<b>062 CAPITAL FACILITIES</b>	<b>1,819,010.00</b>	<b>511,241.45</b>	<b>1,307,768.55</b>	<b>71.9%</b>

**064 CAPITAL VEHICLES**

594 Capital Expenditures

594 22 48 35 Marine Vehicle Repair- Capital	0.00	0.00	0.00	100.0%
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	1,400,849.00	1,294,519.55	106,329.45	7.6%
<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>

## 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>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	(46,765.59)	46,765.59 100.0%
<b>580 Non Expenditures</b>		<b>0.00</b>	<b>(46,765.59)</b>	<b>46,765.59 100.0%</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%
<b>597 Interfund Transfers</b>		<b>406,372.24</b>	<b>0.00</b>	<b>406,372.24 100.0%</b>
<b>070 OTHER</b>		<b>406,372.24</b>	<b>(46,765.59)</b>	<b>453,137.83 111.5%</b>
<b>Fund Expenditures:</b>		<b>10,189,126.47</b>	<b>5,855,240.52</b>	<b>4,333,885.95 42.5%</b>
<b>Fund Excess/(Deficit):</b>		<b>(467,174.42)</b>	<b>1,197,591.53</b>	

## 2025 BUDGET POSITION

South Whidbey Fire EMS

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003 Reserve Fund		01/01/2025 To: 12/31/2025			
Revenues	Amt Budgeted	Revenues	Remaining		
<b>308 Beginning Balances</b>					
308 91 10 00	Estimated Beginning Balance	344,742.22	54,986.73	289,755.49	84.0%
<b>308 Beginning Balances</b>		<b>344,742.22</b>	<b>54,986.73</b>	<b>289,755.49</b>	<b>84.0%</b>
<b>360 Misc Revenues</b>					
361 11 00 02	Investment Interest	500.00	917.21	(417.21)	0.0%
<b>360 Misc Revenues</b>		<b>500.00</b>	<b>917.21</b>	<b>(417.21)</b>	<b>0.0%</b>
<b>397 Interfund Transfers</b>					
397 00 00 03	Transfer From General Fund	116,929.09	0.00	116,929.09	100.0%
<b>397 Interfund Transfers</b>		<b>116,929.09</b>	<b>0.00</b>	<b>116,929.09</b>	<b>100.0%</b>
<b>Fund Revenues:</b>		<b>462,171.31</b>	<b>55,903.94</b>	<b>406,267.37</b>	<b>87.9%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining		
<b>597 Interfund Transfers</b>					
597 00 01 03	Transfer from Reserve 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>
<b>Fund Expenditures:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Excess/(Deficit):</b>		<b>462,171.31</b>	<b>55,903.94</b>		

## 2025 BUDGET POSITION

South Whidbey Fire EMS

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004 Contingency Fund		01/01/2025 To: 12/31/2025			
Revenues	Amt Budgeted	Revenues	Remaining		
<b>308 Beginning Balances</b>					
308 91 11 00 Estimated Beginning Balance	172,228.16	176,377.61	(4,149.45)	0.0%	
308 Beginning Balances	172,228.16	176,377.61	(4,149.45)	0.0%	
<b>360 Misc Revenues</b>					
361 11 00 03 Investment Interest	1,500.00	3,475.62	(1,975.62)	0.0%	
360 Misc Revenues	1,500.00	3,475.62	(1,975.62)	0.0%	
<b>397 Interfund Transfers</b>					
397 00 00 04 Transfer From General Fund	289,443.15	0.00	289,443.15	100.0%	
397 Interfund Transfers	289,443.15	0.00	289,443.15	100.0%	
<b>Fund Revenues:</b>	<b>463,171.31</b>	<b>179,853.23</b>	<b>283,318.08</b>	<b>61.2%</b>	
Expenditures	Amt Budgeted	Expenditures	Remaining		
<b>597 Interfund Transfers</b>					
597 00 01 04 Transfer from Contingency to General	0.00	0.00	0.00	100.0%	
597 Interfund Transfers	0.00	0.00	0.00	100.0%	
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>	
<b>Fund Excess/(Deficit):</b>	<b>463,171.31</b>	<b>179,853.23</b>			

## 2025 BUDGET POSITION

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**300 General Investment Fund**

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Revenues	Amt Budgeted	Revenues	Remaining	
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**308 Beginning Balances**

308 41 00 00 Estimated Beginning Balance	1,355,242.02	2,208,387.51	(853,145.49)	0.0%
<b>308 Beginning Balances</b>	<b>1,355,242.02</b>	<b>2,208,387.51</b>	<b>(853,145.49)</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>2,208,387.51</b>	<b>(853,145.49)</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>2,208,387.51</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	9,721,952.05	7,052,832.05	27.5%	10,189,126.47	5,855,240.52	43%
003 Reserve Fund	462,171.31	55,903.94	87.9%	0.00	0.00	100%
004 Contingency Fund	463,171.31	179,853.23	61.2%	0.00	0.00	100%
300 General Investment Fund	1,355,242.02	2,208,387.51	0.0%	0.00	0.00	100%
	<u>12,002,536.69</u>	<u>9,496,976.73</u>	20.9%	<u>10,189,126.47</u>	<u>5,855,240.52</u>	42.5%

# CHECK REGISTER

South Whidbey Fire EMS

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1322	09/05/2025	Payroll	1	EFT	WA D/Retirement Systems	4,399.57	Pay Cycle(s) 09/04/2025 To 09/04/2025 - DEFERRED COMP; Pay Cycle(s) 09/04/2025 To 09/04/2025 - DCP Roth
1323	09/12/2025	Payroll	1	EFT	WA D/Retirement Systems	30,614.97	Pay Cycle(s) 08/01/2025 To 08/31/2025 - LEOFF 2; Pay Cycle(s) 08/01/2025 To 08/31/2025 - PERS 2; Pay Cycle(s) 08/01/2025 To 08/31/2025 - PERS 2- Maint
1357	09/04/2025	Payroll	1	EFT	Internal Revenue Service	29,987.56	941 Deposit for Pay Cycle(s) 09/04/2025 - 09/04/2025
1358	09/12/2025	Payroll	1	EFT	WA D/Retirement Systems	14,325.65	Pay Cycle(s) 09/04/2025 To 09/04/2025 - LEOFF 2; Pay Cycle(s) 09/04/2025 To 09/04/2025 - PERS 2; Pay Cycle(s) 09/04/2025 To 09/04/2025 - PERS 2- Maint
1359	09/18/2025	Payroll	1	EFT	Internal Revenue Service	31,535.01	941 Deposit for Pay Cycle(s) 09/18/2025 - 09/18/2025
1449	09/25/2025	Payroll	1	EFT	WA D/Retirement Systems	4,369.31	Pay Cycle(s) 09/18/2025 To 09/18/2025 - DEFERRED COMP; Pay Cycle(s) 09/18/2025 To 09/18/2025 - DCP Roth
1370	09/19/2025	Claims	1	664292	Robert Coleman Absolute Pest Control	770.28	Pest Control
1371	09/19/2025	Claims	1	664293	Amazon Capital Services	2,200.60	Wireless AirLink; Laptop Docks; PowerClean Duty Towels; Lysol Cleaning Supplies; Janitorial; Battery Charger; Toilet Paper credit; Stn31 Toilet Repair
1372	09/19/2025	Claims	1	664294	Bound Tree Medical, LLC.	191.97	Naxalone
1373	09/19/2025	Claims	1	664295	CivicPlus LLC	8,622.15	Social Media Archiving
1374	09/19/2025	Claims	1	664296	Clinton Water District	50.55	Station 32
1375	09/19/2025	Claims	1	664297	Corey Oil & Propane, LLC	1,428.34	Aug2025 Fuel; Aug2025 Fuel
1376	09/19/2025	Claims	1	664298	Firstline Communications, INC	2,816.70	Cloud PBX
1377	09/19/2025	Claims	1	664299	Freightliner Northwest Mount Vernon	661.69	E31
1378	09/19/2025	Claims	1	664300	HSI Emergency Care Solutions	151.68	CPR Landshapers; CPR Hawkinson
1379	09/19/2025	Claims	1	664301	IMS Alliance	150.72	Name Tags
1380	09/19/2025	Claims	1	664302	Island Disposal, Inc.	385.75	Maintenance; Station 36; Station 31
1381	09/19/2025	Claims	1	664303	Kent D. Bruce Co. LLC	1,611.80	Aid32 ProGuard Barrier; Aid36 ProGuard Barrier
1382	09/19/2025	Claims	1	664304	LabCorp Occupational Testing Service	72.50	Dunbar, Lopez
1383	09/19/2025	Claims	1	664305	McGavick Graves, P.S.	225.00	Aug2025 Services
1384	09/19/2025	Claims	1	664306	Momentum Telecom Inc	503.21	SIP Trunking
1385	09/19/2025	Claims	1	664307	National Testing Network	750.00	Annual Renewal
1386	09/19/2025	Claims	1	664308	Occupational Health Centers of WA	972.00	N. Hagen
1387	09/19/2025	Claims	1	664309	Orca Information INC	140.00	N. Hagen
1388	09/19/2025	Claims	1	664310	Puget Sound Energy	3,556.46	Station 33; Station 36; Station 32; Maintenance
1389	09/19/2025	Claims	1	664311	Sebo's Do-it Center	128.70	Aug2025 Purchases
1390	09/19/2025	Claims	1	664312	Shield Assessments	465.00	N. Hagen
1391	09/19/2025	Claims	1	664313	Skagit Sign Co.	489.65	Firefighter Badge Sign - Chief's Office
1392	09/19/2025	Claims	1	664314	Sno-Isle Fire Commissioners' Association	150.00	2025 Dues
1393	09/19/2025	Claims	1	664315	Snure Law Office, PSC	90.00	Aug2025 Services

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South Whidbey Fire EMS

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1394	09/19/2025	Claims	1	664316	Snure Seminars	150.00	Johansen, Walsh Laws Update; Lange Laws Update
1395	09/19/2025	Claims	1	664317	South Whidbey School District #206	3,722.40	Aug2025 Fuel
1396	09/19/2025	Claims	1	664318	Three Men and a Mower	2,043.72	Aug2025 Landscaping
1397	09/19/2025	Claims	1	664319	Vistaire Water System	1,486.78	Stn 36 Jun-Aug2025; Maint Jun-Aug2025
1398	09/19/2025	Claims	1	664320	WA State Ferries	447.70	Aug2025 Usage
1399	09/19/2025	Claims	1	664321	Washington Design Co.	3,431.06	Shirts/Hats
1400	09/19/2025	Claims	1	664322	Whidbey Telecom	1,303.57	Landlines/Internet; Station 31 Alarms
1401	09/19/2025	Payroll	1	664323	Aflac	1,575.14	Pay Cycle(s) 08/01/2025 To 08/31/2025 - AFLAC (Post-Tax)
1402	09/25/2025	Claims	1	664324	Canon Financial Services, Inc.	263.16	Sept2025 Copier Lease
1403	09/25/2025	Claims	1	664325	Fire Training Structures, LLC	166,045.12	Training Ctr 2/4 payment
1404	09/25/2025	Claims	1	664326	ISOsource	6,312.01	IT Services; IT Services; IT Services
1405	09/25/2025	Claims	1	664327	L.N. Curtis & Sons	357.68	Nozzle Replacement; Duplicate Payment; Wildland Helmet; Rogue Hoe
1406	09/25/2025	Claims	1	664328	Langley, City of	396.67	Station 34
1407	09/25/2025	Claims	1	664329	Mukilteo Coffee Co.	123.20	Coffee; Coffee; Coffee; Coffee; Coffee
1408	09/25/2025	Claims	1	664330	WA Fire Commissioner Association	1,260.00	2025 Annual Conf - Erickson; 2025 Annual Conf - Towers; 2025 Annual Conf - Walsh
1409	09/25/2025	Payroll	1	664331	Trusted Plans Service Corp.	51,660.05	Pay Cycle(s) 09/01/2025 To 09/30/2025 - Medical/Dental
1295	09/04/2025	Payroll	10	EFT	Dillan R Arbaugh	2,116.13	Aug15-Aug29 2025 Payroll
1296	09/04/2025	Payroll	10	EFT	Brian Boyd	3,344.88	Aug15-Aug29 2025 Payroll
1297	09/04/2025	Payroll	10	EFT	Chavo Camargo	2,201.27	Aug15-Aug29 2025 Payroll
1298	09/04/2025	Payroll	10	EFT	Josiah J Cantrell	2,062.41	Aug15-Aug29 2025 Payroll
1299	09/04/2025	Payroll	10	EFT	Ian G Carter	3,038.01	Aug15-Aug29 2025 Payroll
1300	09/04/2025	Payroll	10	EFT	Katheryne Crowe	3,027.83	Aug15-Aug29 2025 Payroll
1301	09/04/2025	Payroll	10	EFT	Karley Diffie	2,898.43	Aug15-Aug29 2025 Payroll
1302	09/04/2025	Payroll	10	EFT	Joseph M Dilley	4,501.06	Aug15-Aug29 2025 Payroll
1303	09/04/2025	Payroll	10	EFT	Erik A Evenson	2,100.63	Aug15-Aug29 2025 Payroll
1304	09/04/2025	Payroll	10	EFT	Robert Husom	3,002.63	Aug15-Aug29 2025 Payroll
1305	09/04/2025	Payroll	10	EFT	Mary Kaye Johansen	1,914.05	Aug15-Aug29 2025 Payroll
1306	09/04/2025	Payroll	10	EFT	Leah Kalahiki	3,067.10	Aug15-Aug29 2025 Payroll
1307	09/04/2025	Payroll	10	EFT	Vicki Lange	2,987.83	Aug15-Aug29 2025 Payroll
1308	09/04/2025	Payroll	10	EFT	Peter Lund	4,068.04	Aug15-Aug29 2025 Payroll
1309	09/04/2025	Payroll	10	EFT	Alexander M Magallon	3,452.31	Aug15-Aug29 2025 Payroll
1310	09/04/2025	Payroll	10	EFT	Sean C McDougald	2,761.70	Aug15-Aug29 2025 Payroll
1311	09/04/2025	Payroll	10	EFT	Alexandra McMahon	3,407.58	Aug15-Aug29 2025 Payroll
1312	09/04/2025	Payroll	10	EFT	Shari L Schroeder	1,288.04	Aug15-Aug29 2025 Payroll
1313	09/04/2025	Payroll	10	EFT	Lewis J Townsend	2,371.68	Aug15-Aug29 2025 Payroll
1314	09/04/2025	Payroll	10	EFT	Christopher Turner	2,637.65	Aug15-Aug29 2025 Payroll
1315	09/04/2025	Payroll	10	EFT	Cooper Ullmann	2,452.45	Aug15-Aug29 2025 Payroll
1316	09/04/2025	Payroll	10	EFT	Nicholas S Walsh	4,539.46	Aug15-Aug29 2025 Payroll
1317	09/04/2025	Payroll	10	EFT	Carlee Wilkie	3,108.12	Aug15-Aug29 2025 Payroll
1318	09/04/2025	Payroll	10	EFT	Melody K Wilkie	2,292.70	Aug15-Aug29 2025 Payroll
1331	09/18/2025	Payroll	10	EFT	Dillan R Arbaugh	2,100.63	Aug 29-Sep12 2025 Payroll
1332	09/18/2025	Payroll	10	EFT	Brian Boyd	3,289.46	Aug 29-Sep12 2025 Payroll
1333	09/18/2025	Payroll	10	EFT	Joseph Burbank	3,850.11	Aug 29-Sep12 2025 Payroll
1334	09/18/2025	Payroll	10	EFT	Chavo Camargo	2,219.87	Aug 29-Sep12 2025 Payroll
1335	09/18/2025	Payroll	10	EFT	Josiah J Cantrell	2,015.69	Aug 29-Sep12 2025 Payroll
1336	09/18/2025	Payroll	10	EFT	Ian G Carter	3,038.02	Aug 29-Sep12 2025 Payroll

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South Whidbey Fire EMS

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1337	09/18/2025	Payroll	10	EFT	Katheryne Crowe	3,054.60	Aug 29-Sep12 2025 Payroll
1338	09/18/2025	Payroll	10	EFT	Karley Diffie	2,765.75	Aug 29-Sep12 2025 Payroll
1339	09/18/2025	Payroll	10	EFT	Joseph M Dilley	4,498.35	Aug 29-Sep12 2025 Payroll
1340	09/18/2025	Payroll	10	EFT	Erik A Evenson	2,119.23	Aug 29-Sep12 2025 Payroll
1341	09/18/2025	Payroll	10	EFT	Nicole Hagen	2,642.81	Aug 29-Sep12 2025 Payroll
1342	09/18/2025	Payroll	10	EFT	Robert Husom	2,612.35	Aug 29-Sep12 2025 Payroll
1343	09/18/2025	Payroll	10	EFT	Mary Kaye Johansen	1,913.78	Aug 29-Sep12 2025 Payroll
1344	09/18/2025	Payroll	10	EFT	Leah Kalahiki	3,504.94	Aug 29-Sep12 2025 Payroll
1345	09/18/2025	Payroll	10	EFT	Vicki Lange	2,982.70	Aug 29-Sep12 2025 Payroll
1346	09/18/2025	Payroll	10	EFT	Peter Lund	3,342.30	Aug 29-Sep12 2025 Payroll
1347	09/18/2025	Payroll	10	EFT	Alexander M Magallon	3,438.71	Aug 29-Sep12 2025 Payroll
1348	09/18/2025	Payroll	10	EFT	Sean C McDougald	2,761.70	Aug 29-Sep12 2025 Payroll
1349	09/18/2025	Payroll	10	EFT	Alexandra McMahon	3,017.98	Aug 29-Sep12 2025 Payroll
1350	09/18/2025	Payroll	10	EFT	Shari L Schroeder	1,209.62	Aug 29-Sep12 2025 Payroll
1351	09/18/2025	Payroll	10	EFT	Lewis J Townsend	2,371.68	Aug 29-Sep12 2025 Payroll
1352	09/18/2025	Payroll	10	EFT	Christopher Turner	2,470.17	Aug 29-Sep12 2025 Payroll
1353	09/18/2025	Payroll	10	EFT	Cooper Ullmann	2,400.79	Aug 29-Sep12 2025 Payroll
1354	09/18/2025	Payroll	10	EFT	Nicholas S Walsh	4,543.34	Aug 29-Sep12 2025 Payroll
1355	09/18/2025	Payroll	10	EFT	Carlee Wilkie	3,056.74	Aug 29-Sep12 2025 Payroll
1356	09/18/2025	Payroll	10	EFT	Melody K Wilkie	2,292.70	Aug 29-Sep12 2025 Payroll

001 General Fund

524,551.09

	Claims:	213,927.82
	Payroll:	310,623.27

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

08/01/2025 To: 08/31/2025

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	2,167,034.50	199,793.44	570,173.94	1,796,654.00	238,882.71	46,098.05	0.00	2,081,634.76
003 Reserve Fund	56,203.80	140.37		56,344.17	0.00	0.00	0.00	56,344.17*
004 Contingency Fund	178,962.74	450.26		179,413.00	0.00	0.00	0.00	179,413.00*
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>4,610,588.55</b>	<b>200,384.07</b>	<b>570,173.94</b>	<b>4,240,798.68</b>	<b>238,882.71</b>	<b>46,098.05</b>	<b>0.00</b>	<b>4,525,779.44</b>

**TREASURER'S REPORT**  
**Account Totals**

South Whidbey Fire EMS

08/01/2025 To: 08/31/2025

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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	General Fund-Island County Mai	2,964,378.72	199,909.44	2,570,289.94	593,998.22	0.00	2,284,740.65	2,878,738.87
5	Capital Reserve Investment	1,408,387.51	2,000,000.00	0.00	3,408,387.51	-2,000,000.00	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)	2,560.25	146,614.73	146,614.73	2,560.25	0.00	240.11	2,800.36
11	Reserve Fund	55,890.37	140.37	0.00	56,030.74	0.00	0.00	56,030.74
12	Contingency Fund	179,276.17	450.26	0.00	179,726.43	0.00	0.00	179,726.43
<b>Total Cash:</b>		<b>4,610,588.55</b>	<b>2,347,114.80</b>	<b>2,716,904.67</b>	<b>4,240,798.68</b>	<b>-2,000,000.00</b>	<b>2,284,980.76</b>	<b>4,525,779.44</b>
		<b>4,610,588.55</b>	<b>2,347,114.80</b>	<b>2,716,904.67</b>	<b>4,240,798.68</b>	<b>-2,000,000.00</b>	<b>2,284,980.76</b>	<b>4,525,779.44</b>

**TREASURER'S REPORT**  
**Outstanding Vouchers**

South Whidbey Fire EMS

08/01/2025 To: 08/31/2025

As Of: 08/31/2025 Date: 10/02/2025

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
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
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	992	07/03/2025	Claims	1	664166	Db a Kroesen's Uniforms First Responder Outfitters, Inc.	176.96	Dilley
2025	1125	07/25/2025	Payroll	1	664213	Mari St Amand	93.74	
2025	1185	08/14/2025	Claims	1	664221	Bound Tree Medical, LLC.	3,306.92	Gloves; EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies
2025	1187	08/14/2025	Claims	1	664223	CDW Government, Inc.	7,855.80	Barracuda
2025	1188	08/14/2025	Claims	1	664224	Canon Financial Services, Inc.	263.16	Copier Lease
2025	1195	08/14/2025	Claims	1	664231	Jon Gabelein	51.00	Fair Meals
2025	1201	08/14/2025	Claims	1	664237	Rebekah A Pomeroy	15.00	Fair Meals
2025	1205	08/14/2025	Claims	1	664241	Neil A Rixe	67.00	Fair Meal Reimbursement
2025	1208	08/14/2025	Claims	1	664244	Melissa Simmons	30.00	Fair Meals
2025	1248	08/21/2025	Claims	1	664250	Robert Coleman Absolute Pest Control	770.28	Pest Control
2025	1251	08/21/2025	Claims	1	664253	Enduris	154,855.00	Sep2025-Aug2026
2025	1257	08/21/2025	Claims	1	664259	ISOutsource	12,207.36	IT Services; IT Services; IT Services; IT Services
2025	1258	08/21/2025	Claims	1	664260	Island Auto Supply	669.89	Little Red; Little Red; Lamp for New Tender; Filters for Tender 33after mobilization
2025	1265	08/21/2025	Claims	1	664267	Snure Law Office, PSC	288.00	Jul2025 Legal Services
2025	1268	08/21/2025	Claims	1	664270	US Bank Visa	9,359.06	Jul2025 Statement
2025	1269	08/21/2025	Claims	1	664271	Washington Design Co.	2,452.40	Embroidery
2025	1271	08/21/2025	Payroll	1	664273	Aflac	1,710.26	Pay Cycle(s) 08/01/2025 To 08/31/2025 - AFLAC (Post-Tax)
2025	1272	08/21/2025	Payroll	1	664274	South Whidbey Firefighters Union	1,883.26	Pay Cycle(s) 08/01/2025 To 08/31/2025 - FF Union Dues
2025	1273	08/21/2025	Payroll	1	664275	Trusteed Plans Service Corp.	37,277.08	Pay Cycle(s) 07/01/2025 To 07/31/2025 - Medical/Dental

### TREASURER'S REPORT

#### Outstanding Vouchers

South Whidbey Fire EMS

08/01/2025 To: 08/31/2025

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	1275	08/29/2025	Claims	1	664276	Bound Tree Medical, LLC.	279.28	Medical Supplies
2025	1276	08/29/2025	Claims	1	664277	Canon Financial Services, Inc.	263.16	Copier Lease
2025	1277	08/29/2025	Claims	1	664278	Enduris	1,000.00	Hodges Deductible (Claim #C10825-1)
2025	1278	08/29/2025	Claims	1	664279	FirstNet - AT&T MOBILITY	1,668.33	Cell Phones
2025	1279	08/29/2025	Claims	1	664280	I-COM	30,098.48	4th Qtr 2025
2025	1280	08/29/2025	Claims	1	664281	Mukilteo Coffee Co.	70.40	Coffee; Coffee; Coffee
2025	1281	08/29/2025	Claims	1	664282	Pomeroy, Rebekah	180.00	CPR Instruction 06.28.2025
2025	1282	08/29/2025	Claims	1	664283	Puget Sound Energy	387.46	Station 35; Station 34
2025	1283	08/29/2025	Claims	1	664284	Suzanne E Reynolds	180.00	CPR Instructor Fee 8.23.2025
2025	1284	08/29/2025	Claims	1	664285	Shimada, Paul	260.00	CPR Instructor Fee 5.17.2025 & 7.19.2025
2025	1285	08/29/2025	Claims	1	664286	Stryker Sales, LLC	475.24	Medical Supplies
2025	1286	08/29/2025	Claims	1	664287	T-Mobile	284.02	Mobile Data
2025	1287	08/29/2025	Claims	1	664288	VFIS c/o M&T Bank	6,707.00	Eff 8/12/2025; Eff 8/12/2025
2025	1288	08/29/2025	Claims	1	664289	WA D/Natural Resources	3,344.37	Wildland Nomex Gear
2025	1289	08/29/2025	Claims	1	664290	WA State Auditor's Office	834.00	Phishing Investigation
2025	1290	08/29/2025	Payroll	1	664291	C/O BPA IAFF MERP Trust Office	1,107.84	Pay Cycle(s) 07/01/2025 To 07/31/2025 - IAFF MERP Dues
							284,740.65	
2023	1096	08/10/2023	Payroll	10	EFT	Cory S Jennings	24.01	July 21- Aug 4 Payroll
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	
							240.11	
							284,980.76	

Fund	Claims	Payroll	Total
001 General Fund	238,882.71	46,098.05	284,980.76
	238,882.71	46,098.05	284,980.76

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

South Whidbey Fire EMS

08/01/2025 To: 08/31/2025

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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

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Expenditure Approval Document  
Date of Approval: October 9, 2025  
Warrants Approved from September 1 – September 30, 2025

Date	Check/Voucher	Description	Amount
9/4/2025	EFT	Payroll	\$ 68,641.99
9/18/2025	EFT	Payroll	\$ 73,514.02
9/19/2025	251001001-251001032	Accounts Payable	\$ 40,745.12
9/25/2025	251002001-251002008	Accounts Payable	\$ 226,417.89
9/1-9/30/2025	EFT	Payroll Liabilities	\$ 115,232.07
		<b>Total Warrants Approved</b>	<b>\$ 524,551.09</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

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Nick Walsh, Fire Chief

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Michael W. Noblet, Chairman

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Savanah Erickson, Commissioner

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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."

# Ambulance Transport Billing

## 509.1 PURPOSE

South Whidbey Fire/EMS has established a billing program and policies to cover costs associated with providing emergency medical care and patient transport services. These policies are intended to provide transparency for those who receive our services, establish a billing philosophy, provide guidance, as needed, to third party billing agents and ensure that the district meets billing standards established by insurance providers. These policies and programs are specific to emergency service response and do not apply to other programs that the district may authorize or participate in.

## 509.2 PHILOSOPHY

As a public agency the district has a responsibility to manage funds carefully. Our philosophy is to bill for services provided as they relate to the costs incurred in providing emergency medical care and patient transport. The district's programs are designed to lessen the burden on persons who receive our services. They further take into consideration the taxpayer supported levy the district relies upon to cover operational, administrative and capital expenditures.

These programs and policies shall be periodically reviewed to ensure consistency in fees and processes among similar agencies across the region.

## 509.3 SERVICES FOR WHICH FEES APPLY

South Whidbey Fire/EMS has established a billing schedule for all emergency response services provided by our personnel. The following services, as defined and considered herein, shall be included in our billing schedule. As applicable and when clarity is needed, additional definitions as described by the Centers for Medicare and Medicaid may apply to BLS and ALS emergency definitions.

: Emergency response and transportation by ground ambulance vehicle, with the provision of medically necessary supplies and services, including basic life support ambulance services as defined by the state. BLS ambulance services are staffed by an individual who is qualified in accordance with state and local laws as an emergency medical technician (EMT).

: Mileage charges begin at the location of the emergency scene and conclude upon arrival of our ambulance at the destination facility.

#### 509.4 BILLING AGENT

South Whidbey Fire/EMS may elect to use a third-party billing agent to submit claims and process payments on their behalf. Prior to contracting with any billing agent, the district will require that any third-party agent used to process claims and billing statements has procedures in place that will ensure:

- (a) the agent/agency and their employees are adequately trained in appropriate Health Insurance Portability and Accountability Act (HIPAA) processes, and;
- (b) claims issued and payments received are adequately accounted for and remitted to the district in a timely, efficient manner, and;
- (c) records of all claims processed and payments received, whether through private or public insurance or submitted by the patient individually, are maintained in accordance with state records retention laws.

The name, address, phone number and email of the billing agent used by the district shall be appropriately displayed on the district website. Further, upon request of a/the patient or their advocate, the district shall make this information available to those who have limited or no access to the district website.

#### 509.5 BILLING PROCESS

At the time of service, or as soon thereafter as feasible, patients or their advocate shall plan to provide insurance information to the hospital transported to for the 3rd Party Billing Agent to obtain the information. Alternatively, information may be provided directly to the districts third party billing agent if or when incident reports and billing cycles have been closed.

The district recognizes that the third-party billing agent may have established processes in place to efficiently and effectively bill for services. Absent any defined processes that provide greater benefit to the patient or the district, South Whidbey Fire/EMS shall endeavor to close medical Patient Care Reports (ePCRs) and submit calls for billing within forty-five (45) calendar days, better defined as no later than fifteen (15) days following the end of the calendar month in which services are provided.

Following submission of ePCRs, the third-party billing agent shall submit claims to insurance providers and remit statements of account to the patient. This process shall occur within thirty (30) calendar days of a/the third-party billing agency having received the medical incident chart. Thereafter, patients shall receive a statement of account no less than once each thirty (30) calendar days.

## 509.6 CREDIT

All accounts are due and payable at the time of initial billing. While the district or their third-party billing agent may submit insurance claims on the patient's behalf, the patient is ultimately responsible to pay all fees associated with receipt of services.

South Whidbey Fire/EMS authorizes their third-party billing agent to make payment arrangements with any patient who has a balance due following or absent any payments received from insurance. Such payment arrangements shall be limited to a credit period of two years (730 days) from the date of the original invoice. Accounts for which payment arrangements have been made shall not be charged interest.

Should the patient fail to make arranged payments, South Whidbey Fire/EMS or their third party billing agent may write off the remainder of the balance.

## 509.7 COLLECTIONS

- I. For accounts with a balance owing of \$100.00 or more who have not responded, a collection notice will be sent with the fourth and final statement. The collection notice shall include the date that they must respond by to avoid collections. If no response is received, the account shall be turned over to the District's contracted collections agency for further collection activity. If no current address is available, the account will be turned over to District's contracted collections agency without the collection notice. The account shall be adjusted off the District's accounts receivable balance. Accounts of \$99.99 or less shall be returned to the Fire District and adjusted off the accounts receivable balance.
- II. The District's contracted collections agency shall maintain current account activity on each account turned over for collection. Collection and payment procedures and activity reports shall be monitored as set forth in formal agreement between the Collection Agency and South

Whidbey Fire/EMS. Accounts in collections for five years without activity will be presented to the Board of Fire Commissioners for consideration of a disposition as uncollectable.

## 509.8 WAIVERS

### Deceased Patient Write-Off Waivers

South Whidbey Fire/EMS will authorize the 3rd party billing agency to automatically write off any remaining balance for deceased patients after payment from insurance providers, of any remaining deductibles, co-pay or co-insurance.

## 509.9 RATE ADJUSTMENTS

South Whidbey Fire/EMS will increase the Annual Transport Fees, via Resolution, based on the Seattle-Tacoma-Bellevue, WA CPI-U change average for July the previous year to August of the current year to establish the new rate to be filed with 3rd party billing in September/October and take effect January 1 of the following year.