

**SOUTH WHIDBEY FIRE/EMS**  
**REGULAR MEETING**  
**5579 Bayview Road, Langley, Washington**  
**July 14<sup>th</sup>, 2022– 5:30 PM**  
**Agenda**

Join Zoom Meeting  
<https://us06web.zoom.us/j/83399938615>

Meeting ID: 833 9993 8615  
One tap mobile  
+12532158782,,83399938615# US (Tacoma)  
+17207072699,,83399938615# US (Denver)

- I. Call to Order.
- II. Oath of Office for New Training Chief Joseph Dilley.
- III. Approval of Agenda.
- IV. Public Input.
- V. 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 to be routine, and will be enacted by one motion of the Commissioners with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.
  - a. Approval of Minutes
    - i. Regular Meeting on May 4<sup>th</sup>, 2022
    - ii. Regular Meeting on June 9<sup>th</sup>, 2022
  - b. Finance Officer's Reports – Budget Position Report
  - c. Monthly Vouchers— \$472,227.50
- VI. Unfinished Business –
  - a. Surplus Policy update policy #103.7.7
  - b. Call Volume Report for May
- VII. New Business –
  - a. Call Volume Report for June
  - b. Monthly Recruitment/Retention Report
    - i. New Volunteers; Ryan Valencic
  - c. 12- & 24-hour shift stipend update policy #1012.4.1
  - d. Staff Spotlight
  - e. Mid-Year Budget Update
  - f. Social Media Policy #1043
  - g. Updates from Chief Walsh
- VIII. Announcements.
- IX. Comments from Commissioners.
- X. Executive Session.
- XI. Action taken as result of Executive Session.

XII. Conclude.

Linda Mazeris,  
District Secretary



# SOUTH WHIDBEY FIRE / EMS

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

## Division Chief Oath of Office

July 14, 2022

I, Joseph Dilley Jr., as the Division Chief of South Whidbey Fire/EMS, pledge to carry out the duties of my office to the best of my ability;

And, I will honor and respect the mission, goals, and policies of South Whidbey Fire/EMS;

And, I pledge to promote and protect the best interests of South Whidbey Fire/EMS through my fiscal responsibility, honesty, integrity, and loyalty;

I will never allow my personal feelings to deter me from my responsibilities as Division Chief;

I will, at all times, respect the property and rights of all people, the laws of my state and country and the members I serve with;

I recognize the badge of my office as a symbol of public faith and trust in me and South Whidbey Fire/EMS;

I do solemnly swear that I have all the qualifications required of my position;

I accept this self-imposed and self-enforced obligation as my responsibility;

And on this date, I make these commitments solemnly, freely, and upon my honor.

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Signature  
Joseph Dilley Jr.  
Division Chief

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Signature  
Michael W. Noblet  
Chairman of the Board of Commissioners

### Commissioners

Mike Noblet  
Jim Towers  
Savannah Erickson

### Fire Chief

Nick Walsh  
chief@swfe.org  
(360)321-6061

### Operations

Deputy Chief  
Terry Ney  
ops@swfe.org  
(360)321-2546

### Training

Division Chief  
Joseph Dilley  
training@swfe.org  
(360)321-2645

### Resource

Deputy Chief  
Jon Beck  
resource@swfe.org  
(360)321-2147

### Records

Records Officer  
Vicki Lange  
admin2@swfe.org  
(360)222-5011

### Finance

Finance Officer  
Linda Mazer  
admin1@swfe.org  
(360)222-5012

### Admin Specialist

Kelly McDonald  
info@swfe.org  
(360)222-5013

**SOUTH WHIDBEY  
FIRE/EMS REGULAR  
MEETING  
5579 Bayview Road, Langley, Washington  
May 4<sup>th</sup>, 2022 – 5:30 PM  
DRAFT Meeting Minutes**

<https://meet.goto.com/181273717>

**Attendance via GoTo Meeting:** FF/EMT LT. Leah Kalahiki

**In Person Attendance:** Chairman Noblet, Commissioner Towers, Commissioner Erickson, Fire Chief Walsh, Deputy Chief Ney, Deputy Chief Beck, Michael Hastings, Eldon Baker, FF/EMT Christopher Greaves, FF/EMT Blake Benenati, FF/EMT Robert Husom.

- I. **Call to Order.** Chairman Noblet called the meeting to order at 5:30 p.m.
- II. **Approval of Agenda.** Commissioner Erikson requested the following Agenda change:
  - a. Comments from Commissioners.
    - i. Island County Fire Commissioner and ICOM meeting update.

Commissioner Erickson motioned to approve the agenda with the changes as requested; Commissioner Towers seconded.

- III. **Public Input.** Eldon Baker, a resident of South Whidbey, 27-year Fire Department veteran and volunteer, expressed his concerns and frustration with passed treatment of the Union, Fire Fighters and Volunteers. Chairman Noblet ensured the public speaker that the Board and Chief Walsh will take his message very seriously. Commissioner Towers apologized on behalf of the Board and acknowledged Eldon Baker's hard work. Commissioner Erickson also thanked Eldon for his work of service and expressed the motivation for positive change. Chief Walsh promised to show positive change and added an apology to Eldon.
- 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 to be routine, and will be enacted by one motion of the Commissioners with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.
  - a. Approval of Minutes.
    - i. Regular Meeting on April 14<sup>th</sup>, 2022
  - b. Finance Officer's Reports- 2022 Budget Position Report
  - c. Monthly Vouchers- \$240,775.49

Commissioner Erickson made a motion to approve the Consent Agenda; Commissioner Towers seconded.

- VI. Unfinished Business –

- a. **Platform choice for future meetings- GoTo Meeting or Zoom.** Commissioner Erickson made a motion to change platform choice to Zoom for future meetings. Chairman Noblet seconded; Motion passed unanimously.
- b. **Updates on Website's work in progress.** Chief Walsh stated that the work group is working hard at removing grossly inaccurate information and the website is a continued work in progress. Commissioner Erickson inquired about a photographer to update member photos.
- c. **Response to Barry Pomeroy's Letter.** The Board and Chief Walsh thanked Barry for writing the letter and emphasized the importance of his message. Commissioner Towers responded to Barry's 10 critical action list.
- d. **Corrected Budget Item from April 14<sup>th</sup> Meeting.** Chief Walsh informed the Board that the previous Budget Item was out of budget range due to a coding error. The error has been corrected and is within normal budget range.

VII. New Business –

- a. **Email Security Issues and Expected Resolutions.** District's IT Michael Hastings informed the Board that the District's network will not be turned back on until IP and traffics are cleared. He stated that sensitive data is safely stored offline and protected from unauthorized access. Michael is working closely with Whidbey Island Telecom to resolve the security issues.
- b. **Salary Matrix.** Chief Walsh stated that a new Salary matrix is not ready to be presented to the Board at this time. Commissioner Erickson stated that the 2023 Salary matrix should be easily accessible. Commissioner Towers emphasized that the Salary matrix needs to be accurate. Chairman Noblet also emphasized the importance of an updated and accurate current Salary matrix. Tabled until the next meeting.
- c. **Salary Step Increase.** Tabled until the next meeting.
  - i. Fire Mechanic Carlson
  - ii. Maintenance Tech Greve
- d. **Surplus of Moffatt's Bunker Gear.** Commissioner Erickson made a motion to sell the Surplus of Moffatt's un-used Bunker Gear. Commissioner Towers seconded. Motion passed unanimously.
- e. **Engine Purchase.** Chief Walsh stated that he would like to establish a plan to purchase 4 new engines. Tabled until the next meeting.
- f. **Annual Budget report will be completed by May 31<sup>st</sup>, 2022.** Chief Walsh informed the Board that the Finance Officer will be completing the District's Annual Report and submitting it to Washington State Auditor's Office. A copy will be provided at the next meeting.
- g. **April Call Volume Report.** Chief Walsh provided the Board with the District's April Call Volume report.
- h. **Volunteer Recruitment**
  - i. **One New Recruit from Oak Harbor.**
  - ii. **Some interest**
  - iii. **Recruitment/Retention Committee Formed.** Chief Walsh informed the Board that Deputy Chief Ney formed largest work retention Committee.
- i. **Non-conventional Volunteer Positions.** Commissioner Towers informed the Board that a member of the public wants to Volunteer.

- j. Fire Chief Walsh's 2022 goals from Commissioners.** The Commissioners presented their 2022 goals for the Fire Chief. Commissioner Towers stated that he is in the process of creating an evaluation form for Chief Walsh and hopes to have it ready for the next meeting.

The other Board members discussed potential ideas and tabled discussion for the next regular meeting once more information has been obtained.

VIII. Announcements: None.

IX. Comments from Commissioners.

- a.** Commissioner Erickson thanked Kelly McDonald for her work well done on the 2021 SWFE Banquet. Chairman Noblet also complimented Kelly for her hard work completing the Banquet.
- b.** Chairman Noblet requested that all supporting documentation be available for future Board meetings the Friday before the meeting date.
- c.** Chairman Noblet stated that all communication will go through the Fire Chief, not through the staff.
- d.** Commissioner Erickson requested an update regarding the New hired Deputy Chief -Training. Commissioner Erickson stated that she would like to form the meeting with all Board Commissioners within Island County to include Central Whidbey Island Fire Rescue, Camano Island Fire and Rescue, and North Whidbey Fire & Rescue Districts during the 2<sup>nd</sup> or 3<sup>rd</sup> week of June. Commissioner Erickson requests that Chief Palmer be contacted to set up a station tour date.

X. Executive Session: None.

XII. Action taken as result of Executive Session: None.

XIII. Conclude. Chairman Noblet concluded the meeting at 7:34 p.m.

Linda Mazeres,  
District Secretary

**SOUTH WHIDBEY FIRE/EMS**  
**REGULAR MEETING**  
**5579 Bayview Road, Langley, Washington**  
**June 9th, 2022 – 5:30 PM**  
**Meeting Minutes**  
<https://us06web.zoom.us/j/83399938615>

**Attendance via Zoom Meeting:** FF/EMT Benenati, Kelly McDonald, Deputy Chief Jon Beck, Training Chief Joseph Dilley, FF/EMT Karley Diffie, Lt. Eric Ensign, FF/EMT Chris Turner, one unknown caller.

**In Audience:** Chairman Noblet, Commissioner Towers, Commissioner Erickson, Chief Walsh, Lt. Leah Kalahiki, FF/EMT Sean McDougald, FF/EMT Brain Boyd, Deputy Chief Terry Ney, FF/EFT Christopher Greaves, Nicole Hagen

- I. **Call to Order.** Chairman Noblet called the meeting to order at 5:32 p.m.
- II. **Approval of Agenda.** Commissioner Towers made a motion to approve the agenda. Commissioner Erickson seconded. Motion passed 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 to be routine, and will be enacted by one motion of the Commissioners with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.
  - a. Approval of Minutes.
    - i. Regular Meeting on May 4<sup>th</sup>, 2022
  - b. Finance Officer's Reports-
    - i. Budget Position
    - ii. Budget Communication
    - ii. 2021 Annual Report
  - c. Monthly Vouchers- \$394,959.57

**Tabled until the next Commissioners meeting. Chairman Noblet stated that May 4<sup>th</sup> regular meeting minutes needed a correction.**

- V. **Unfinished Business.** None.
- VI. **New Business –**
  - a. **Call Volume Report.** Chief Walsh informed the Board that the District's record manager was on vacation so he was unable to retrieve May's Call Volume Report. Chief Walsh will present the report at the next meeting.
  - b. **Update on Volunteer Recruitment.** Chief Walsh stated that the District received two new Volunteer Applications. Also, that the district received one application for a Volunteer Non-Dimensional Chaplain.
  - c. **Updates from Chief Walsh**
    - i. **District's Network Security.** Chief Walsh informed the Board that the District's IT Team has placed protective Malware into the Server. Chief Walsh introduced the idea of the District potentially changing to Microsoft 360.

**ii. Work Group.** Chief Walsh informed the Board that the Work Group is working on the district's website and continues to make progress.

**iii. General Project.** Chief Walsh informed the Board that volunteers are working on the idea of establishing a volunteer association. Chairman Noblet asked for updates on future volunteer meetings. Chief Walsh agreed.

**iv. Surplus Policy.** Chief Walsh reviewed the current Surplus Property Policy and presented a draft updated by the District's attorney to the Board. Chief Walsh requests that the Surplus amount be increased to \$1000.

**d. Resolution No. 2022-06 – A resolution to amend the 2020-2022 Salary Matrix.** Chief Walsh requests that the Board approve updated Salary Matrix. The presented Salary Matrix reflects adjusted past year COLA increases and aligns with current grade step rates. Commissioner Towers made a motion to accept Resolution No. 2022-06. Commissioner Erickson seconded. Motion passed unanimously.

The other Board members discussed potential ideas and tabled discussion for the next regular meeting once more information has been obtained.

VII. **Announcements:** None

VIII. **Comments from Commissioners.**

a. For awareness, Commissioner Erickson stated that the July 13<sup>th</sup> Chamber of Commerce meeting will be held in conference room of station 36. Commissioner Erickson thanked Chief Walsh for RSVP.

b. Commissioner Erickson asked Chief Walsh if there any updates on the New Training Division Chief's transition. Chief Walsh stated that he is currently working on a schedule and future projects. Commissioner Erickson stated that she looks forward to future updates.

c. Chief Walsh updated the Board about the upcoming tour of Station 36. Chief Walsh stated that Commissioner Erickson provided a tour date. Then Chief Walsh contacted the other Fire Districts and received confirmation that Central Whidbey Fire & Recuse and South Whidbey Fire/EMS' commissioners will attend the tour. The Station 36 tour will be led by the district's former Fire Chief Rusty Palmer.

X. **Executive Session:** None.

XI. **Action taken as result of Executive Session:** None.

XII. **Conclude.** Chairman Noblet concluded the meeting at 6:51 p.m.

Linda Mazeres,  
District Secretary



## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 13:48:46 Date: 07/08/2022

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001 General Fund 01/01/2022 To: 12/31/2022

	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 91 00 00 Estimated Beginning Balance	0.00	637,252.11	(637,252.11)	0.0%
308 Beginning Balances	0.00	637,252.11	(637,252.11)	0.0%

### 310 Taxes

311 10 00 00 Property Taxes 75%	3,667,819.06	2,217,231.85	1,450,587.21	60.5%
337 00 00 01 Leasehold Excise Tax	2,000.00	1,085.23	914.77	54.3%
337 00 00 02 Timber Tax	0.00	1,002.64	(1,002.64)	0.0%
310 Taxes	3,669,819.06	2,219,319.72	1,450,499.34	60.5%

### 330 State Generated Revenues

331 97 03 00 FEMA Public Assistance Grant	0.00	0.00	0.00	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	55.00	1,165.00	4.5%
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%
330 State Generated Revenues	7,763.10	55.00	7,708.10	0.7%

### 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	167,198.32	0.00	167,198.32	0.0%
340 Charges For Services	167,198.32	0.00	167,198.32	0.0%

### 360 Misc Revenues

361 11 00 01 Investment Interest	6,000.00	3,422.84	2,577.16	57.0%
362 10 00 00 CPR Public Class Registration	800.00	0.00	800.00	0.0%
362 50 00 00 Lease & Rental Payments	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	13,104.48	(13,104.48)	0.0%
360 Misc Revenues	6,800.00	16,527.32	(9,727.32)	243.0%

### 380 Non Revenues

388 10 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%
380 Non Revenues	0.00	0.00	0.00	0.0%

### 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%

## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 13:48:46 Date: 07/08/2022

Page: 2

001 General Fund 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
<b>397 Interfund Transfers</b>				
397 22 00 02    Transfer From Capital Fund	0.00	600,000.00	(600,000.00)	0.0%
397 Interfund Transfers	0.00	600,000.00	(600,000.00)	0.0%

<b>Fund Revenues:</b>	<b>3,851,580.48</b>	<b>3,473,154.15</b>	<b>378,426.33</b>	<b>90.2%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 45 10 01    Authorized Overtime - Training	25,250.00	1,884.39	23,365.61	7.5%
522 45 20 10    FICA Medicare Benefits-FF OT Training	0.00	144.13	(144.13)	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	1.03	(1.03)	0.0%
522 45 20 40    Retirement Benefits-FF OT Training	0.00	99.53	(99.53)	0.0%
522 Fire Control	25,250.00	2,129.08	23,120.92	8.4%

<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%
591 Debt Service	319,160.00	0.00	319,160.00	0.0%

<b>594 Capital Expenditures</b>				
594 20 35 60    Personal Safety Equipment - Capital	125,000.00	0.00	125,000.00	0.0%
594 22 30 00    Communications Equipment	354,200.00	0.00	354,200.00	0.0%
594 45 35 10    Fire Training Equipment - Capital	21,000.00	0.00	21,000.00	0.0%
594 60 48 31    Marine Vehicle Repair - Capital	25,000.00	0.00	25,000.00	0.0%
594 Capital Expenditures	525,200.00	0.00	525,200.00	0.0%

### 010 ADMIN

<b>522 Fire Control</b>				
522 10 10 10    Chief's Wages	146,311.10	94,078.25	52,232.85	64.3%
522 10 10 20    Deputy Chiefs' Wages	345,022.14	137,644.98	207,377.16	39.9%
522 10 10 30    Division Chief's Wages	0.00	0.00	0.00	0.0%
522 10 10 40    Administration Wages	285,059.75	147,108.13	137,951.62	51.6%
522 10 10 60    Commissioner's Stipends	12,288.00	8,192.00	4,096.00	66.7%
522 10 10 85    Public Education Officer Wages	0.00	0.00	0.00	0.0%
522 10 10 90    Disability	4,000.00	900.00	3,100.00	22.5%
522 10 15 20    Deputy Chief Deferred Comp Match	6,900.42	1,416.90	5,483.52	20.5%
522 10 15 21    Admin Deferred Compensation Match	5,701.16	776.89	4,924.27	13.6%
522 10 20 10    FICA / Medicare Benefits-Admin	60,334.10	29,775.05	30,559.05	49.4%
522 10 20 20    L&I / Unemployment Premiums-Admin	27,664.72	8,718.04	18,946.68	31.5%
522 10 20 30    Admin Healthcare Benefits/ADD	187,410.44	126,145.44	61,265.00	67.3%
522 10 20 40    Retirement Benefits-ADMIN	62,269.89	25,387.77	36,882.12	40.8%
522 10 20 50    Tuition Reimbursement-Admin	2,500.00	0.00	2,500.00	0.0%
522 10 31 10    Office Supplies	6,650.00	2,974.02	3,675.98	44.7%
522 10 31 11    Printing - Newsletter	7,200.00	2,106.24	5,093.76	29.3%
522 10 31 12    Maps & Mapping Supplies	100.00	0.00	100.00	0.0%
522 10 31 20    Photographic Supplies	100.00	82.65	17.35	82.7%

## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 13:48:46 Date: 07/08/2022

Page: 3

001 General Fund 01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 10 32 10 Fuel - Administration	10,000.00	5,160.00	4,840.00	51.6%
522 10 35 10 Office Equipment	1,100.00	31.50	1,068.50	2.9%
522 10 35 20 Software	5,405.00	0.00	5,405.00	0.0%
522 10 35 30 Computer Hardware	28,850.00	16,242.62	12,607.38	56.3%
522 10 41 10 Legal Services	5,500.00	6,875.00	(1,375.00)	125.0%
522 10 41 20 Audit & Review Services	7,000.00	12,660.40	(5,660.40)	180.9%
522 10 41 30 Consulting Services	30,000.00	8,570.00	21,430.00	28.6%
522 10 41 33 Consulting Marketing Retention	0.00	0.00	0.00	0.0%
522 10 41 34 Consulting Website	0.00	0.00	0.00	0.0%
522 10 41 40 Professional Services	880.00	535.79	344.21	60.9%
522 10 41 70 Photography	500.00	0.00	500.00	0.0%
522 10 42 10 Postage & Shipping	9,490.00	2,769.09	6,720.91	29.2%
522 10 42 20 Internet Connections/Whidbey Telecom	10,800.00	5,966.36	4,833.64	55.2%
522 10 42 30 Cell & Digital Telephones	25,200.00	10,880.26	14,319.74	43.2%
522 10 42 40 Wired Telephones & FAX/Whidbey Telecom	9,540.00	4,725.85	4,814.15	49.5%
522 10 42 50 Alarm Monitoring	2,100.00	761.61	1,338.39	36.3%
522 10 43 01 Admin Ferry Fees	270.00	0.00	270.00	0.0%
522 10 43 10 Commissioner Travel	500.00	135.13	364.87	27.0%
522 10 43 20 Career Staff Travel	4,900.00	0.00	4,900.00	0.0%
522 10 44 10 Administrative Advertising	2,500.00	815.89	1,684.11	32.6%
522 10 44 30 Volunteer Recruit./Retention Advertising	2,500.00	1,006.75	1,493.25	40.3%
522 10 45 10 Admin Equipment Leases	7,656.00	1,815.19	5,840.81	23.7%
522 10 46 10 Liability/Umbrella-Enduris	104,890.00	1,190.00	103,700.00	1.1%
522 10 47 10 Election Expenses	0.00	6,163.80	(6,163.80)	0.0%
522 10 47 20 Timber Tax	17.90	0.00	17.90	0.0%
522 10 47 30 Clean Water Uility Taxes	448.33	453.93	(5.60)	101.2%
522 10 48 10 Computer Repair & Maintenance	6,000.00	717.78	5,282.22	12.0%
522 10 48 20 Office Equipment Repair & Maintenance	1,290.00	542.15	747.85	42.0%
522 10 49 10 Memberships	8,062.00	4,250.00	3,812.00	52.7%
522 10 49 20 Subscriptions	39,882.23	13,179.24	26,702.99	33.0%
522 10 49 30 Information Services	2,707.50	385.50	2,322.00	14.2%
522 10 49 40 Software Recuring Licenses	38,035.66	17,022.05	21,013.61	44.8%
522 10 49 50 Investment/Bank Fees	760.00	47.27	712.73	6.2%
<b>522 Fire Control</b>	<b>1,526,296.34</b>	<b>708,209.52</b>	<b>818,086.82</b>	<b>46.4%</b>
<b>010 ADMIN</b>	<b>1,526,296.34</b>	<b>708,209.52</b>	<b>818,086.82</b>	<b>46.4%</b>

### 020 FIRE SUPPRESSION

<b>522 Fire Control</b>				
522 20 15 10 Volunteer Reimbursement	140,000.00	31,443.84	108,556.16	22.5%
522 20 15 20 Volunteer Deferred Compensation Match	3,000.00	1,000.00	2,000.00	33.3%
522 20 15 30 Volunteer Shift Reimbursement	0.00	0.00	0.00	0.0%
522 20 20 10 FICA/Medicare Benefits-Volunteers	10,710.00	3,856.02	6,853.98	36.0%
522 20 20 31 Accidental Death & Disability - VFIS	2,300.00	5,774.00	(3,474.00)	251.0%
522 20 20 41 Retirement Premium-Board Of Vol. FF's	4,500.00	1,800.00	2,700.00	40.0%
522 20 20 42 Retirement Premium-LOSAP	25,827.00	34,175.00	(8,348.00)	132.3%
522 20 20 50 Tuition Reimbursement-Part Time FFs & Volunteers	2,500.00	0.00	2,500.00	0.0%
522 20 23 10 Physicals	2,760.00	0.00	2,760.00	0.0%
522 20 23 20 Vaccinations	3,360.00	0.00	3,360.00	0.0%
522 20 23 30 Testing	1,050.00	0.00	1,050.00	0.0%

## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 13:48:46 Date: 07/08/2022

Page: 4

001 General Fund 01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 20 23 40	Fitness Equipment	7,586.47	1,755.50	5,830.97 23.1%
522 20 23 50	Fitness Supplies	0.00	0.00	0.00 0.0%
522 20 24 20	Board of Volunteer Firefighters - Liability Insura	2,500.00	0.00	2,500.00 0.0%
522 20 24 30	LOSAP - Life Insurance	0.00	0.00	0.00 0.0%
522 20 24 40	Trusteed Plans (WFCA)	950.00	661.42	288.58 69.6%
522 20 28 10	Recognition Awards	9,120.00	2,786.09	6,333.91 30.5%
522 20 28 20	Special Recognition & Activities	11,295.00	6,216.07	5,078.93 55.0%
522 20 28 30	Incidents, Special Projects & Out Of Area Meals	1,790.00	429.84	1,360.16 24.0%
522 20 28 40	Health & Wellness Activities	0.00	0.00	0.00 0.0%
522 20 31 10	Fire Operations Supplies	8,670.00	708.58	7,961.42 8.2%
522 20 31 11	Fire Rehab Supplies	2,070.00	220.18	1,849.82 10.6%
522 20 31 12	Fire Safety Supplies	450.00	26.07	423.93 5.8%
522 20 31 20	Medical Operations Supplies	38,033.00	2,325.90	35,707.10 6.1%
522 20 31 30	Marine Rescue Operations Supplies	1,806.00	779.00	1,027.00 43.1%
522 20 31 40	Technical Rescue Operations Supplies	0.00	0.00	0.00 0.0%
522 20 31 60	Uniforms & Badges	20,605.00	8,699.91	11,905.09 42.2%
522 20 32 10	Fuel - Fire Apparatus	21,450.00	7,890.11	13,559.89 36.8%
522 20 32 20	Fuel - Medical Apparatus	8,500.00	3,366.42	5,133.58 39.6%
522 20 32 30	Fuel - Marine Apparatus	4,200.00	1,177.05	3,022.95 28.0%
522 20 32 40	Fuel - Technical Rescue Apparatus	500.00	0.00	500.00 0.0%
522 20 35 10	Fire Equipment	40,716.69	5,302.83	35,413.86 13.0%
522 20 35 11	Rehab Equipment	50.00	0.00	50.00 0.0%
522 20 35 12	Fire Safety Equipment	1,770.00	2,451.66	(681.66) 138.5%
522 20 35 20	Medical Equipment	6,300.00	750.00	5,550.00 11.9%
522 20 35 30	Marine Rescue Equipment	17,090.00	7,739.55	9,350.45 45.3%
522 20 35 40	Technical Rescue Equipment	3,700.00	4,039.86	(339.86) 109.2%
522 20 35 50	Communications Equipment	45,236.14	1,609.55	43,626.59 3.6%
522 20 35 60	Personal Safety Equipment	62,260.00	38,103.30	24,156.70 61.2%
522 20 41 10	Hose Testing	5,000.00	138.55	4,861.45 2.8%
522 20 41 20	Apparatus Testing/Certification	7,830.00	0.00	7,830.00 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	62.16	201.84 23.5%
522 20 42 10	Dispatch Services	87,238.27	46,552.54	40,685.73 53.4%
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	17,753.47	(1.63) 100.0%
522 22 10 00	Part Time Firefighter Wages	942,510.91	508,944.14	433,566.77 54.0%
522 22 10 01	Authorized Overtime Part Time Firefighters	30,000.00	19,701.96	10,298.04 65.7%
522 22 15 20	Firefighter Deferred Compensation Match	18,750.24	0.00	18,750.24 0.0%
522 22 20 10	FICA Medicare Benefits-PT Firefighters	78,260.33	40,441.39	37,818.94 51.7%
522 22 20 20	L&I/ Unemployment Premiums- PT Firefighters	49,131.04	38,486.82	10,644.22 78.3%
522 22 20 30	Part Time Firefighters Healthcare Benefits/AD&D	207,942.84	183,203.30	24,739.54 88.1%
522 22 20 40	Retirement Benefits Part Time Firefighters	126,618.20	28,298.32	98,319.88 22.3%
<b>522 Fire Control</b>		<b>2,094,365.47</b>	<b>1,058,670.40</b>	<b>1,035,695.07 50.5%</b>
<b>020 FIRE SUPPRESSION</b>		<b>2,094,365.47</b>	<b>1,058,670.40</b>	<b>1,035,695.07 50.5%</b>

### 030 FIRE PREVENTION & INVESTIGATION

## 2022 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund 01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 30 31 51 Fire Prevention Supplies	500.00	0.00	500.00	0.0%
522 30 31 60 Public Education Operating Supplies	5,360.00	511.98	4,848.02	9.6%
522 30 32 10 Public Education Fuel	150.00	0.00	150.00	0.0%
522 30 49 00 Special Projects	3,600.00	785.68	2,814.32	21.8%
522 Fire Control	9,610.00	1,297.66	8,312.34	13.5%
<b>030 FIRE PREVENTION &amp; INVESTIGATION</b>	<b>9,610.00</b>	<b>1,297.66</b>	<b>8,312.34</b>	<b>13.5%</b>

### 045 TRAINING EMPLOYEE

<b>522 Fire Control</b>				
522 45 31 00 Administration Training Supplies	429.70	38.03	391.67	8.9%
522 45 31 10 Fire Training Supplies	7,953.78	3,189.36	4,764.42	40.1%
522 45 31 20 Medical Training Supplies	4,985.00	2,217.55	2,767.45	44.5%
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	330.00	0.00	330.00	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	46.41	353.59	11.6%
522 45 35 00 Administration Training Equipment	0.00	0.00	0.00	0.0%
522 45 35 10 Fire Training Equipment	34,353.28	18,105.44	16,247.84	52.7%
522 45 35 20 Medical Training Equipment	7,260.95	1,327.08	5,933.87	18.3%
522 45 35 30 Marine Training Equipment	1,320.00	0.00	1,320.00	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	7,800.00	0.00	7,800.00	0.0%
522 45 43 00 Administrative Training Travel	2,345.00	65.00	2,280.00	2.8%
522 45 43 01 Administrative Lodging & Food	12,508.00	667.31	11,840.69	5.3%
522 45 43 02 Training Ferry Fees	430.00	54.70	375.30	12.7%
522 45 43 10 Fire Training Travel	75.00	0.00	75.00	0.0%
522 45 43 11 Fire Lodging & Food	3,045.00	0.00	3,045.00	0.0%
522 45 43 20 Medical Training Travel	50.00	0.00	50.00	0.0%
522 45 43 21 Medical Lodging & Food	800.00	0.00	800.00	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	2,400.00	0.00	2,400.00	0.0%
522 45 43 51 Maintenance Lodging & Food	4,250.00	1,096.20	3,153.80	25.8%
522 45 49 00 Administration Tuition & Registration	11,085.00	685.00	10,400.00	6.2%
522 45 49 10 Fire Tuition & Registration	17,185.00	2,743.00	14,442.00	16.0%
522 45 49 11 Fire Training Projects & Workshops	10,380.00	0.00	10,380.00	0.0%
522 45 49 20 Medical Tuition & Registration	8,220.00	507.93	7,712.07	6.2%
522 45 49 21 Medical Training Projects	784.00	0.00	784.00	0.0%
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	0.00	0.00	0.00	0.0%
522 45 49 40 Technical Rescue Tuition & Registration	10,095.00	9,839.00	256.00	97.5%
522 45 49 41 Technical Rescue Training Projects	0.00	0.00	0.00	0.0%
522 45 49 50 Maintenance Tuition & Registration	3,395.95	180.00	3,215.95	5.3%
522 45 49 60 Health & Wellness Training - Registration	0.00	0.00	0.00	0.0%
522 Fire Control	153,302.66	40,762.01	112,540.65	26.6%

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South Whidbey Fire EMS

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001 General Fund 01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>045 TRAINING EMPLOYEE</b>	<b>153,302.66</b>	<b>40,762.01</b>	<b>112,540.65</b>	<b>26.6%</b>

### 050 FACILITIES

#### 522 Fire Control

522 50 10 00	Maintenance Employees Wages	134,557.75	68,538.61	66,019.14	50.9%
522 50 10 01	Maintenance Employees Authorized Overtime	4,000.00	0.00	4,000.00	0.0%
522 50 15 20	Maintenance Deferred Compensation Match	2,691.16	0.00	2,691.16	0.0%
522 50 20 10	FICA/Medicare Benefits-Maintenance Employees	10,599.67	5,237.84	5,361.83	49.4%
522 50 20 20	L&I/Unemployment Premiums-Maintenance Employees	7,223.45	2,775.82	4,447.63	38.4%
522 50 20 30	Maintenance Healthcare Benefits/AD&D	57,982.56	39,471.46	18,511.10	68.1%
522 50 20 40	Retirement Benefits-Maintenance Employees	17,776.96	6,953.36	10,823.60	39.1%
522 50 20 50	Tuition Reimbursement-Maintenance Employees	2,500.00	0.00	2,500.00	0.0%
522 50 31 10	Janitorial Supplies	8,400.00	1,389.19	7,010.81	16.5%
522 50 31 20	Maintenance Parts & Supplies	8,064.00	285.11	7,778.89	3.5%
522 50 32 10	Fuel - Maintenance	4,500.00	2,151.16	2,348.84	47.8%
522 50 35 10	Small Tools	48,250.00	40,848.25	7,401.75	84.7%
522 50 35 20	Furnishings	700.00	310.51	389.49	44.4%
522 50 35 30	Appliances	750.00	0.00	750.00	0.0%
522 50 41 10	Janitorial Services	47,944.00	11,092.00	36,852.00	23.1%
522 50 41 20	Yard Maintenance	15,000.00	0.00	15,000.00	0.0%
522 50 41 30	Building Maintenance Services	24,208.00	6,531.30	17,676.70	27.0%
522 50 45 10	Maintenance Equipment Rental & Leases	2,000.00	45.16	1,954.84	2.3%
522 50 47 10	Electricity Consumed	47,424.00	15,800.09	31,623.91	33.3%
522 50 47 20	LPG Gas Consumed	5,610.90	3,402.77	2,208.13	60.6%
522 50 47 30	Water Consumed	5,866.00	2,342.85	3,523.15	39.9%
522 50 47 40	Waste Disposal Used	4,220.00	1,878.56	2,341.44	44.5%
522 50 48 10	Facilities Repair & Maintenance	10,100.00	1,456.69	8,643.31	14.4%
<b>522 Fire Control</b>		<b>470,368.45</b>	<b>210,510.73</b>	<b>259,857.72</b>	<b>44.8%</b>

<b>050 FACILITIES</b>	<b>470,368.45</b>	<b>210,510.73</b>	<b>259,857.72</b>	<b>44.8%</b>
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### 060 VEHICLE & EQUIP MAINTENANCE

#### 522 Fire Control

522 60 43 01	Maintenance Ferry Fees	1,000.00	519.80	480.20	52.0%
522 60 48 10	Fire Equipment Repair & Maintenance	27,662.04	8,433.52	19,228.52	30.5%
522 60 48 11	Fire Apparatus Repair & Maintenance	97,920.00	28,049.86	69,870.14	28.6%
522 60 48 12	Administrative Vehicle Repair & Maintenance	11,320.05	5,276.25	6,043.80	46.6%
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	6,160.00	1,334.19	4,825.81	21.7%
522 60 48 30	Marine Equipment Repair & Maintenance	2,000.00	861.43	1,138.57	43.1%
522 60 48 31	Marine Vehicle Repair & Maintenance	25,200.00	8,911.75	16,288.25	35.4%
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%

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South Whidbey Fire EMS

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001 General Fund 01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 60 48 50 Training Equipment Repair & Maintenance	500.00	0.00	500.00	0.0%
522 60 48 60 Maintenance Equipment Repair & Maintenance	3,750.00	384.26	3,365.74	10.2%
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%
522 Fire Control	187,197.07	53,771.06	133,426.01	28.7%
<b>060 VEHICLE &amp; EQUIP MAINTENANCE</b>	<b>187,197.07</b>	<b>53,771.06</b>	<b>133,426.01</b>	<b>28.7%</b>

### 062 CAPITAL FACILITIES

#### 594 Capital Expenditures

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	37,520.00	0.00	37,520.00	0.0%
594 22 63 31 Station 31 - 5535 Cameron Road	37,600.00	67.94	37,532.06	0.2%
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	50,468.12	450.00	50,018.12	0.9%
594 22 63 34 Station 34 - 820 Camano Avenue	9,100.00	0.00	9,100.00	0.0%
594 22 63 35 Station 35 - 3982 Saratoga Road	15,205.00	1,022.87	14,182.13	6.7%
594 22 63 36 Station 36 - 5579 Bayview Road	59,196.00	42,605.42	16,590.58	72.0%
594 22 63 37 Maintenance Facility - 2874 Verlane Street	31,654.84	2,486.13	29,168.71	7.9%
594 22 64 01 Bayview Facility Construction General Fund	0.00	0.00	0.00	0.0%
594 Capital Expenditures	245,243.96	46,632.36	198,611.60	19.0%
<b>062 CAPITAL FACILITIES</b>	<b>245,243.96</b>	<b>46,632.36</b>	<b>198,611.60</b>	<b>19.0%</b>

### 070 OTHER

#### 580 Non Expenditures

588 10 00 00 Prior Period Adjustment	0.00	(702.31)	702.31	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	(779.07)	779.07	0.0%
580 Non Expenditures	0.00	(1,481.38)	1,481.38	0.0%

#### 597 Interfund Transfers

597 00 00 02 Transfer To Capital Fund	0.00	600,000.00	(600,000.00)	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 Interfund Transfers	0.00	600,000.00	(600,000.00)	0.0%

<b>070 OTHER</b>	<b>0.00</b>	<b>598,518.62</b>	<b>(598,518.62)</b>	<b>0.0%</b>
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<b>Fund Expenditures:</b>	<b>5,555,993.95</b>	<b>2,720,501.44</b>	<b>2,835,492.51</b>	<b>49.0%</b>
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# 2022 BUDGET POSITION

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001 General Fund

01/01/2022 To: 12/31/2022

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**Fund Excess/(Deficit):**

**(1,704,413.47)**

**752,652.71**



## 2022 BUDGET POSITION

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003 Reserve Fund 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 41 10 00	Estimated Beginning Balance	0.00	52,935.18	(52,935.18)	0.0%
	308 Beginning Balances	0.00	52,935.18	(52,935.18)	0.0%

397 Interfund Transfers

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>52,935.18</b>	<b>(52,935.18)</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>52,935.18</b>		
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## 2022 BUDGET POSITION

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004 Contingency Fund 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 91 11 00	Estimated Beginning Balance	0.00	168,476.26	(168,476.26)	0.0%
	308 Beginning Balances	0.00	168,476.26	(168,476.26)	0.0%

360 Misc Revenues

367 11 00 00	Donations & Gifts	0.00	1,000.00	(1,000.00)	0.0%
	360 Misc Revenues	0.00	1,000.00	(1,000.00)	0.0%

397 Interfund Transfers

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>169,476.26</b>	<b>(169,476.26)</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>169,476.26</b>		
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## 2022 BUDGET POSITION

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300 Capital Fund 01/01/2022 To: 12/31/2022

	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 41 00 00 Estimated Beginning Balance	0.00	2,358,673.14	(2,358,673.14)	0.0%
308 Beginning Balances	0.00	2,358,673.14	(2,358,673.14)	0.0%

### 310 Taxes

311 10 00 01 Property Taxes 25%	907,648.06	739,077.26	168,570.80	81.4%
310 Taxes	907,648.06	739,077.26	168,570.80	81.4%

### 397 Interfund Transfers

397 00 00 02 Transfer From General Fund	0.00	600,000.00	(600,000.00)	0.0%
397 Interfund Transfers	0.00	600,000.00	(600,000.00)	0.0%

<b>Fund Revenues:</b>	<b>907,648.06</b>	<b>3,697,750.40</b>	<b>(2,790,102.34)</b>	<b>407.4%</b>
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	Amt Budgeted	Expenditures	Remaining	
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### 594 Capital Expenditures

594 20 35 12 Fire Safety Equipment - Capital	616,156.50	1,277.32	614,879.18	0.2%
594 20 42 10 Dispatch Services - Capital	20,093.42	0.00	20,093.42	0.0%
594 22 64 00 Bayview Facility Construction	0.00	0.00	0.00	0.0%
594 22 64 11 Vehicles	302,787.62	105,757.10	197,030.52	34.9%
594 22 64 13 Fire Apparatus	660,000.00	0.00	660,000.00	0.0%
594 22 65 00 Bayview Facility Building Permit & Design Work	0.00	0.00	0.00	0.0%
594 Capital Expenditures	1,599,037.54	107,034.42	1,492,003.12	6.7%

### 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 FACILITIES

### 594 Capital Expenditures

594 22 62 11 Bayview Road Property	319,160.00	782.62	318,377.38	0.2%
594 Capital Expenditures	319,160.00	782.62	318,377.38	0.2%

<b>062 CAPITAL FACILITIES</b>	<b>319,160.00</b>	<b>782.62</b>	<b>318,377.38</b>	<b>0.2%</b>
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## 070 OTHER

### 597 Interfund Transfers

597 22 00 02 Transfer To General Fund	0.00	600,000.00	(600,000.00)	0.0%
597 Interfund Transfers	0.00	600,000.00	(600,000.00)	0.0%

## 2022 BUDGET POSITION

South Whidbey Fire EMS

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300 Capital Fund 01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>070 OTHER</b>	<b>0.00</b>	<b>600,000.00</b>	<b>(600,000.00)</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>1,918,197.54</b>	<b>707,817.04</b>	<b>1,210,380.50</b>	<b>36.9%</b>
<b>Fund Excess/(Deficit):</b>	<b>(1,010,549.48)</b>	<b>2,989,933.36</b>		

## 2022 BUDGET POSITION

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301 Bond Fund	01/01/2022 To: 12/31/2022			
Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 41 20 00 Estimated Beginning Balance	0.00	0.00	0.00	0.0%
308 Beginning Balances	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>		

## 2022 BUDGET POSITION TOTALS

South Whidbey Fire EMS

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	3,851,580.48	3,473,154.15	90.2%	5,555,993.95	2,720,501.44	49%
003 Reserve Fund	0.00	52,935.18	0.0%	0.00	0.00	0%
004 Contingency Fund	0.00	169,476.26	0.0%	0.00	0.00	0%
300 Capital Fund	907,648.06	3,697,750.40	407.4%	1,918,197.54	707,817.04	37%
301 Bond Fund	0.00	0.00	0.0%	0.00	0.00	0%
	<u>4,759,228.54</u>	<u>7,393,315.99</u>	<u>155.3%</u>	<u>7,474,191.49</u>	<u>3,428,318.48</u>	<u>45.9%</u>



## **1043.1 PURPOSE AND SCOPE**

**i** This policy is intended to address issues associated with member use of social networking sites and to provide guidelines for the regulation and balancing of member speech and expression with the needs of the District.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

### **1043.1.1 APPLICABILITY**

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, use of all Internet services, including the Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

## **1043.2 POLICY**

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this district. Due to the nature of the work and influence associated with the fire profession, it is necessary that members of this district be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the South Whidbey Fire EMS will carefully balance the individual member's rights against the district's needs and interests when exercising a reasonable degree of control over its members' speech and expression.

## **1043.3 SAFETY**

Members should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the South Whidbey Fire EMS members, such as posting personal information in a public forum, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing the address of a fellow member.
- Otherwise disclosing where another member can be located off-duty.





#### **1043.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT**

**i** To meet the district's safety, performance and public-trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, on a matter of public concern):

- a. Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the South Whidbey Fire EMS or its members.
- b. Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the South Whidbey Fire EMS and tends to compromise or damage the mission, function, reputation or professionalism of the South Whidbey Fire EMS or its members. Examples may include:
  1. Statements that indicate disregard for the law of the state or U.S. Constitution.
  2. Expression that demonstrates support for criminal activity.
  3. Participating in sexually explicit photographs or videos for compensation or distribution.
- c. Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.
- d. Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the District.
- e. Speech or expression that is contrary to the canons of the Firefighters' Code of Ethics as adopted by the South Whidbey Fire EMS.
- f. Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the District for financial or personal gain, or any disclosure of such materials without the express authorization of the Fire Chief or the authorized designee.
- g. Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of district logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the South Whidbey Fire EMS on any personal or social networking or other website or web page, without the express written authorization of the Fire Chief.
- h. Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or district-owned, for personal purposes while on-duty, except in the following circumstances:
  1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
  2. During authorized breaks; however, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the member (e.g., social or personal website).

#### 1043.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

  While members are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, members may not represent the South Whidbey Fire EMS or identify themselves in any way that could be reasonably perceived as representing the South Whidbey Fire EMS in order to do any of the following, unless specifically authorized by the Fire Chief (RCW 42.17A.555; RCW 42.17A.635):

- a. Endorse, support, oppose or contradict any political campaign or initiative
- b. Endorse, support, oppose or contradict any social issue, cause or religion
- c. Endorse, support or oppose any product, service, company or other commercial entity
- d. Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website

Additionally, when it can reasonably be construed that a member, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this district, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the South Whidbey Fire EMS.


Members retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another member to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

#### 1043.4.2 POLITICAL ACTIVITY

No member shall be prohibited from engaging in political activity, unless otherwise prohibited by law, in violation of district policy or any time a member is on-duty or in uniform.

Members shall not be coerced or required to engage in political activity (RCW 41.06.250).

#### **1043.5 PRIVACY EXPECTATION**

 Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any district technology system.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any

technology that is issued or maintained by the District, including the district email system, computer network or any information placed into storage on any district system or device. This includes records of all keystrokes or Web-browsing history made at any district computer or over any district network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through district computers, electronic devices or networks.

However, the District shall not require a member to disclose a personal username or password or open a personal social website, unless otherwise allowed under Washington law (RCW 49.44.200).

### **1043.6 CONSIDERATIONS**

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Fire Chief or the authorized designee should consider include:

- a. Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- b. Whether the speech or conduct would be contrary to the good order of the District or the efficiency or morale of its members.
- c. Whether the speech or conduct would reflect unfavorably upon the District.
- d. Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
- e. Whether similar speech or conduct has been previously authorized.
- f. Whether the speech or conduct may be protected and outweighs any interest of the District.

### **1043.7 TRAINING**

Subject to available resources, the District should provide training regarding the limitations on speech, expression and use of social networking to firefighters and supervisors.

## **SOCIAL MEDIA/IMAGERY POLICY**

### **1. Purpose, Scope and Application**

- 1.1.** This Policy applies to all Personnel.
- 1.2.** This Policy is not intended to interfere with or prohibit employee rights to engage in free speech protected union activities or other activities protected by state and federal law.
- 1.3.** This Policy is intended to provide the District with the ability to protect and manage the District's public reputation and to allow the District to manage and protect its legitimate interest in the efficient performance of the workplace.
- 1.4.** To address the fast-changing landscape of digital communications, the Internet and the way personnel and the public communicate and obtain information online, the District may consider using Social Media tools to communicate and reach a broader audience. The District encourages the use of Social Media to further the goals of the District and its mission where appropriate.
- 1.5.** The District has an overriding interest and expectation in deciding what is "spoken" on behalf of the District on Social Media sites and through the use of digital images owned by the District. This policy establishes the District's policy on Social Media and the use and control of digital images in the following areas:
  - (a).** District Personnel use, management, administration and oversight of District Social Media.
  - (b).** Public use guidelines and restrictions for District Social Media.
  - (c).** Guidelines and restrictions for personal use of Social Media by Personnel when Personnel's affiliation with the District is identified, known or presumed.
  - (d).** Creation and control of digital images taken by fire department personnel to protect the privacy rights of department personnel, patients and the public; to manage and comply with record retention and public record act requirements; and to maintain, preserve and enhance the professional image of the department.
- 1.6.** The District endorses the secure use of Social Media to enhance communication and information exchange in accordance with the specific limitations and restrictions identified in this Policy.
- 1.7.** The Guidelines set forth in this Policy are not exclusive to any one particular form of Social Media, rather the Guidelines apply to all forms of Social Media. Because emerging technology often outpaces the ability to govern its use, the District retains the right to modify its guidelines accordingly as unforeseen situations arise.
- 1.8.** The District's use of Social Media shall follow the Standard Guidelines under Section 5 of this Policy.

## 2. Standard Definitions

- (a). **District.** “District” refers to South Whidbey Fire/EMS.
- (b). **District Social Media.** “District Social Media” refers to Social Media directly authorized and established by the District in accordance with the terms of this Policy as an official medium for District communications.
- (c). **Images.** “Images” include photographs, digital photographs, digital images, video recordings, or electronic files containing a graphic image or series of images, as well as any physical or digital reproduction or copies of digital photographs, digital images, video recordings, or files.
- (d). **District Images.** “District Images” include images taken by On Duty Personnel regardless of whether the Image was captured with a District owned or a private Imaging Device.
- (e). **Personal Images.** “Personal Images” include images taken by On Duty Personnel outside of the performance of their duties using a private Imaging Device.
- (f). **Imaging Device.** “Imaging Device” includes any device capable of producing an image or digital image, including but not limited to a camera, video camera, digital camera or digital camcorder.
- (g). **On Duty.** “On Duty” refers to times in which Personnel are being paid by the District for their services, have access afforded to them because of their Personnel status, are engaged in official District activities, **or** are representing themselves as Personnel of the District. Off-duty personnel who respond to District incidents and are in uniform or are otherwise identifiable as members of the District shall be considered On Duty for purposes of this policy and shall be required to comply the all of the requirements of this policy.
- (h). **Personnel.** “Personnel” includes Commissioners, employees and volunteers of the District.
- (i). **Social Media.** “Social Media” includes, but is not limited to mediums such as, Blogs, Facebook, Instagram, Snapchat, Twitter, YouTube, Flickr, LinkedIn, etc.
- (j). **Social Media Administrator.** “Social Media Administrator” refers to the designated individual(s) responsible for administering District Social Media in compliance with this Policy.

## 3. General Guidelines

- 3.1. Public Record Act Compliance.** District Social Media and District Images are subject to State of Washington public records laws. Any content maintained in District Social Media that is related to District business, including a list of subscribers and posted communication, and all District Images are public records. The District is responsible for responding completely and accurately to any public records request for public records including District Social Media and District Images. Content related to District business shall be maintained in an accessible format and so that it can be produced in response to a request. Wherever possible, District Social Media

shall clearly state that any information posted or submitted for posting are subject to public disclosure.

**3.2. Record Retention and Management.** Washington state law and District records retention schedules apply to District Social Media formats and content and to all District Images. The District shall preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a District server in a format that preserves the integrity of the original record and is easily accessible.

**3.3. Mandatory Compliance.** District Social Media shall not be created or used unless an archival system is established that allows compliance with the Washington State Public Records Act and the Department of Archives record retention requirements.

#### **4. District Social Media Responsibilities**

**4.1.** All District Social Media must be approved by the Fire Chief or designee prior to use.

**4.2.** The Social Media Administrator or designee shall be responsible for administering and managing all District Social Media and shall insure that:

(a). The District is prepared to expeditiously and efficiently comply with the requirements of Washington State Public Record Act consistent with Section 3.1.

(b). The District is in compliance with the applicable Record Retention Requirements consistent with Section 3.2 and 3.3.

**4.3.** The Social Media Administrator is \_\_\_\_\_.

**4.4.** District Personnel shall be responsible for complying with this Policy and the guidelines established in this Policy.

**4.5.** The public shall be responsible for complying with the Public Use Guidelines.

**5. District Social Media Standard Guidelines.** The following guidelines apply to all of the District's Social Media:

**5.1. Identification of District.** District Social Media shall clearly indicate that it is maintained by the District, shall have the District logo and contact information prominently displayed and shall display or have a direct link to this Policy.

**5.2. District Purpose.** District Social Media shall include an introductory statement that clearly specifies the purpose and scope of the District's Social Media and shall be linked to the District's official website substantially in the following form:

(a). *\South Whidbey Fire/EMS (www.\_\_\_\_\_) is a municipal corporation of the State of Washington that protects life and property and provides fire protection and emergency medical services to its citizens. This site is intended to serve as a mechanism for communication between the public and the District on the listed*

*topics related to the District's purpose of providing fire protection services, emergency medical services and protecting life and property. The opinions expressed by visitors to this site do not reflect the opinions of the District. Any comments submitted to this site and any lists of users or links are public records subject to disclosure pursuant to RCW 42.56. Users recognize that there is no expectation of privacy in the use of the District's Social Media and users are cautioned to never disclose private or confidential information on this site.*

- (b). *Communications made on this site do not constitute official notice to the District or any District personnel. Public Record requests may not be made on this site and must be submitted directly to the District's Public Record Officer consistent with the District's Public Record Policy.*

**5.3. District Social Media Administration.** The Social Media Administrator shall insure that all District Social Media use complies with the following.

- (a). The District must be able to immediately edit or remove content from Social Media sites.
- (b). The District must be in compliance with the Terms of Service of the Social Media forum hosting the District's Social Media.
- (c). District Social Media content is managed consistent with the Public Use Guidelines with such guidelines being liberally construed in favor of the Public.
- (d). Objectionable Social Media content that is not in violation of the Public Use Guidelines may only be removed after consultation with the Chief or District legal counsel

**5.4. District Social Media Public Use Guidelines.** District Social Media shall include a prominent statement of or link to the following Public Use Guidelines:

- (a). Any individual accessing, using, posting or commenting on this site accepts without limitation or qualification, the District's Social Media Policy including but not limited to these Public Use Guidelines. The District retains the right to modify its Policies without notice and any such modification shall be effective immediately. Users of District Social Media further recognize that such use is governed by the terms of service and privacy policies of the underlying social media service provider.
- (b). Any individual accessing, using, posting or commenting on this site recognizes that Social Media use is not private and that the District is subject to the Washington State Public Records Act (chapter 42.56 RCW).
- (c). The District's Social Media constitutes a limited public forum. The District monitors this site on a regular basis and reserves the right to restrict or remove any content that is deemed in violation of the District's social media policy, these Public Use Guidelines or any applicable law. Public posts, comments or links that contain any of the following forms of content shall not be allowed:

- (i). Comments not topically related to the particular article/topic being commented upon;
  - (ii). Uses for the purpose of assisting a campaign for election of a person to an office or for the promotion of or opposition to a ballot proposition. Such a use of District Social Media is specifically prohibited by this Policy and RCW 42.17A.555, subject to the exceptions stated therein.
  - (iii). Profane language or content;
  - (iv). Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
  - (v). Sexual content or links to sexual content;
  - (vi). Solicitations of commerce;
  - (vii). Conduct or encouragement of illegal activity;
  - (viii). Information that may tend to compromise the safety or security of the public or public systems; or
  - (ix). Content that violates a legal ownership interest of any other party.
  - (x). Content that violates the privacy policies or terms of use of the specific social media platform being used.
- (d). Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.

**6. Links Policy.** The District may select links to other Social Media pages and outside websites that offer helpful resources for users. Once an individual links to another page or site, the District's Policies no longer apply and users become subject to the policies of that page or site. District Social Media is intended specifically to share information about District programs, events and services. The District is not responsible for the content that appears on outside links and provides links as a convenience only. Users should be aware that external pages and sites, and the information found on those pages and sites, are not controlled by, provided by or endorsed by the District. The District reserves the right to delete links posted by outside individuals that violate the District's Public Use Guidelines at any time without notice.

**6.1.** The District specifically does not provide links to other pages or sites that are:

- (a). Associated with, sponsored by or serving a candidate for elected office.
- (b). Supporting, endorsing or seeking to defeat any candidate for elective office, or any ballot proposal.
- (c). Purely commercial pages with no affiliation to District projects, programs or objectives.



- (d). Individual personal homepages.
- (e). Individual religious pages.
- (f). Contain information violates the Public Use Guidelines

## **7. Copyright Policy.**

- 7.1.** All information and materials generated by the District and provided on District Social Media pages are the property of the District. The District retains copyright on all text, graphic images and other content that was produced by the District and found on the page. You may print copies of information and material for your own non-commercial use, provided that you retain the copyright symbol or other such proprietary notice intact on any copyrighted materials you copy. Please include a credit line reading: "credit: South Whidbey Fire/EMS Facebook (or Twitter or Instagram) Page" or "Courtesy of South Whidbey Fire/EMS."
- 7.2.** Commercial use of text, District logos, photos and other graphics is prohibited without the express written permission of the District. Use of the District logo is prohibited for any non-governmental purpose. Any person reproducing or redistributing a third party copyright must adhere to the terms and conditions of the third party copyright holder. If you are a copyright holder and you feel that the District did not use an appropriate credit line please notify the District Social Media Administrator with detailed information about the circumstances, so that the copyright information can be added or the material in question can be removed.

## **8. Use of Social Media by Personnel.**

- 8.1. District Sanctioned Use** – All Personnel representing the Fire District via Social Media or using District Social Media shall adhere to the Public Use Guidelines and to the following:
- (a). All use of District Social Media must be preapproved by the Social Media Administrator or designee.
  - (b). District Personnel must have preapproval by the Social Media Administrator or designee before representing the positions of the District on Social Media.
  - (c). The use of District computers by Personnel to access Social Media is prohibited without authorization and is governed by any applicable District Resource Use Policy.
  - (d). Personnel have no expectation to or right of privacy when using District electronic resources or District Social Media.
  - (e). Personnel shall conduct themselves at all times as representatives of the District and, accordingly, shall be respectful of others, professional in tone and adhere to this Policy (including the Public Use Guidelines) and all personnel policies, rules, regulations, and general orders or policies of the District, and local, state and federal law.
  - (f). Do not post Images or other representations of other Personnel without prior permission of the Social Media Administrator or designee and the individual(s) depicted.

- (g). Identify yourself as a member of the District.
- (h). Personnel shall not post, transmit or otherwise disseminate confidential information, including Images, related to District training, activities, or work-related assignments without advance written permission from the Chief or designee.
- (i). In no event shall the District name, logos, uniforms, equipment or identifying information be used in a manner that gives the appearance of promoting a product, cause, political party, ballot measure or political candidate.
- (j). Do not conduct political activities or private business.
- (k). Use of personally owned devices to manage the District Social Media activities or in the course of official duties is prohibited without permission from the Chief or Designee.
- (l). Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.
- (m). Recognize that Social Media use is not private. Your use of Social Media builds a record about the individual and the District. When using Social Media consider the impact that the use will have on you, the District, your fellow employees, family members and the community.
- (n). Adhere to the terms of service any Social Media platform used.
- (o). Commissioners shall not communicate with each other regarding District business via Social Media or District Social Media.

**8.2. Personal Use** – This policy applies to personal Social Media use by Personnel when the member’s affiliation with the District is identified, known or presumed and is intended to protect the professional reputation of the District. When using Social Media for personal use all Personnel shall adhere to the following:

- (a). Personnel may not use Social Media for personal purposes during work hours or with District resources including District computers and District internet access.
- (b). Personnel must use personal email accounts for personal Social Media activities not District email accounts.
- (c). Personnel should not use personal Social Media to disseminate District information, District Images or conduct District business. Personnel must understand the using personal Social Media to conduct District business may convert personal Social Media into public Social Media subject to the Public Records Act and other laws governing the conduct of municipal government.
- (d). When Personnel identify themselves as associated with the District while using Social Media for personal purposes, the Member must comply with the use restrictions in Section 8.1 and the following requirements:

- (i). If your comments relate in any way to the activities of the District you must clarify that the comments are your own views and opinions and not those of the District with language substantially similar to the following: “The views expressed on this [blog, page, etc.] are my own and do not reflect the views of my employer.”
- (e). Personnel are free to express themselves as private citizens on Social Media sites to the degree that their speech does not impair or impede the performances of their duties or negatively impact the District’s legitimate interest in the efficient performance of the workplace.
- (f). Personnel may use social media and images as necessary to engage in union activities and whistleblower type activities as protected by state and federal law.
- (g). Personnel shall not post, transmit, or otherwise disseminate any information or District Images or video to which they have access as a result of their Fire District affiliation without advance written permission from the Fire Chief or designee.
- (h). Personnel shall not display District logos, uniforms, or similar identifying items on personal Social Media sites and web pages without advance written permission from the Chief or designee. In the event a member does receive such permission, the use of such information shall be conditioned on compliance with Section 8.2(d)(i).
- (i). When using Social Media, Personnel should be mindful that privacy does not exist in the world of Social Media.
- (j). Personnel may not directly or indirectly identify or disclose an association with the District through Social Media if the Social Media activities are inconsistent with, or would negatively impact the District’s legitimate interest in the efficient performance of the workplace or the District’s reputation or standing in the community.
- (k). Commissioners shall not communicate with each other regarding District business via Social Media.

## **9. Creation and Use of Images.**

- 9.1.** Personnel are prohibited from using Personal Images or District Images in any manner when such uses are inconsistent with, or would negatively impact the District’s legitimate interest in the efficient performance of the workplace or the District’s reputation or standing in the community.
- 9.2.** On Duty Personnel shall be permitted to capture Images for incident documentation, evidentiary, training, investigation, and/or public relations purposes when such images are necessary for Personnel to perform their duties. Such Images shall be considered District Images regardless of the Imaging Device used to capture the Images
- 9.3.** On Duty Personnel shall use District owned Imaging Devices if available while responding to, operating at, or returning from, any District incident or response.

**9.4.** If District owned Imaging Devices are not available, On Duty Personnel may use private Imaging Devices when necessary to capture the Images identified in Section 9.2 subject to the following restrictions.

- (a). Personnel acknowledge that On Duty creation of Images on private Imaging Devices create District Images that are subject to the Washington State Public Records Act and the Washington State Record Retention Schedules.
- (b). Personnel that use private Imaging Devices shall transfer all District Images to the Record Retention Officer as soon as reasonably possible following the creation of the District Image. Such transferred Images shall constitute the District's primary record and any images remaining on the private Imaging Device shall be considered secondary transitory records with no retention value. Personnel are encouraged to delete such Images from their private Imaging Device after the Image has been transferred.
- (c). Personnel that fail to transfer District Images in accordance with Section 9.4(b), or that fail to delete such images from their private Imaging Device after such Images are transferred recognize that their private Imaging Devices may be subject to search by the District if necessary for the District to comply with its obligations under the Public Record Act.

**9.5.** On Duty Personnel may use private Imaging Devices to create Personal Images for personal use while On Duty subject to the following restrictions. Personal Images created pursuant to this subsection and in compliance with the following restrictions shall not be considered District Images.

- (a). Such Personal Images are not being taken in the performance of the job duties of the person taking the photos.
- (b). Creating the Personal Images does not interfere with the performance of the Personnel's job duties or job performance.
- (c). In no event shall On Duty Personnel be allowed to create or retain Personal Images that include images or identifying features of District patients.
- (d). Personnel that create Personal Images while On Duty recognize that, in certain situations, Personal Images taken while on duty could be construed as District Images requiring disclosure of such Personal Images pursuant the Public Record Act. Personnel shall fully cooperate in producing such Images when requested and recognize that their private Imaging Device could, in certain situations, be subject to search by the District in order for the District to comply with its obligations under the Public Record Act.
- (e). Use of Personal Images that identify the District or the Personnel's association with the District shall be subject to the use limitations set forth in Section 9.1.

**9.6.** All Images containing individually identifiable patient information shall be considered as protected health information under the Washington State Health Care Information Act and HIPAA. Failure to delete Images that contain individually identifiable patient information from

a private Imaging Device after the District Image has been transferred pursuant to Section 4.49b) shall constitute grounds for discipline

**9.7.** The use of unauthorized helmet cams, dash cams or other Imaging Device is strictly prohibited, and shall be considered a serious disciplinary breach for the Personnel involved and any officer who permits such use.

**9.8.** The use of District owned Imagery Devices for personal purposes is strictly prohibited.

**10. Control and Preservation of Digital Images.**

**10.1.** No District Images may be used, printed, copied, scanned, e-mailed, texted, forwarded, posted, uploaded, shared, reproduced or distributed in any manner, except as provided herein without advance written permission from the Fire Chief or designee. This prohibition specifically includes the posting of any images on personal Web sites or personal Social Media.

**10.2.** All digital District Images shall be downloaded from the Imaging Device as soon as possible after the Image is created into a District Digital Image secured database as established by the District's records officer. After such Digital Images are properly downloaded the Digital Images shall be securely erased from on the Digital Imaging Device's memory.

**10.3.** Non digital District Images, including negatives, prints, slides, etc. shall be transferred to the District record custodian on development of the image. If non digital District images are not developed, the undeveloped film shall be transferred to the District record custodian.

**11. Disciplinary Action.** – Violation of the District's guidelines for the appropriate use of Social Media may be subject to appropriate disciplinary action in accordance with the District's disciplinary policy and the applicable guidelines.

#### 1012.4.1 VOLUNTEER POINTS SCHEDULE

South Whidbey Fire/EMS will reimburse its volunteers based upon rank, medical certifications held, and years of service with the District. Compensations units from stipend reimbursement will be designated as points. Points will be awarded as follows:

1. One point per incident response up to 4 hours in duration. Additional points will be awarded for each incident that exceeds four hours at a rate of one point per each four-hour block of time or fraction thereof beyond four hours. For example: a volunteer responding to a one hour incident receives one point. If that incident duration is five hours, the responder receives two points. If the incident duration is eight hours and fifteen minutes. The responder receives three points.
2. One point for each four-hour block of time spent in training, drill, shift work, or detail work regardless of the actual amount of time below four hours spent during each four-hour block of time. For example, a volunteer attending a three-hour training receives one point. A volunteer attending a five-hour training receives two points. A volunteer attending an eight-hour and fifteen minute training receives three points.

#### Point Schedule

Firefighter or EMT on a minimum 12 hour shift. Hours to be served consecutively, on duty, at an assigned station and unit - \$20.00 per 4 hour block (\$60.00/ 12hour shift). No further re-imbursement for years of service, rank, certification other point type will be added during this 12 hour block

Firefighter or EMT - \$13.00Per Point

Lieutenant add - \$0.50 Per Point

Captain add - \$1.00 Per Point

Firefighter/Lieutenant/Captain EMT certified - add \$0.50 Per Point

5 Years of Active Service - add \$0.25 Per Point

10 Years of Active Service - add \$0.25 Per Point

15 Years of Active Service - add \$0.50 Per Point

20 Years of Active Service- add \$0.75 Per Point

25 Years of Active Service - add \$1.00 Per Point

30 Years of Active Service - add \$1.25 Per Point

#### Examples

1. Firefighter/EMT with 10 years of active service....\$13.00 (base rate) + \$.50 (EMT certified)  
+ \$.50 (5 years \$.25 plus and additional \$.25 at the 10 year mark) = \$14.00 per point.

Salary and Benefits - 10

2. Captain EMT with 20 years of active service.... \$14.00 (base rate) + \$.25 (EMT certified) +

\$1.75 (5 years \$.25 + 10 years \$.25 + 15 years \$.50 + \$.75 at the 20 year mark) = \$16.00 per point.

#### Maximum Reimbursement

In order that the District be in integrity with Department of Labor opinions concerning the maximum reimbursement available to a volunteer, the District will use the following benchmarks by which to determine maximum reimbursements.

1. 20% Rule: In order to establish the 20% benchmark, the District will use the most recent edition of the Wage & Benefit Survey, as compiled by the Washington Fire

Commissioners Association. Average salaries will be calculated for the following positions;

Captain, Lieutenant, Firefighter/EMT, and Firefighter and/or EMT. Washington Fire Districts to be included in the average will be based upon the following criteria;

- a. Population approximate to the Fire District; and
- b. Call volume approximate to South Whidbey Fire/EMS; and
- c. A career staff of 10-30 members.

2. Nominal Fee: A nominal fee will be established by setting a maximum number of points a member may earn as a volunteer. No member may earn more than 900 points per year.

3. Application of Benchmarks: No member will be reimbursed in excess of the 20% benchmark, nor the Nominal Fee benchmark, whichever is less.

#### Points Payout

Points will be paid out quarterly. Members may, at any time, request early payout of points if emergencies arise. Members who wish to draw outside of the normal cycle must submit a written request to the Fire Chief. Upon approval a check will be issued at the next payroll cycle.

Members may continue to participate in the district's Deferred Compensation program.

**103.7.7 SURPLUS PROPERTY:** There is no statutory provision that directs how surplus District property may be disposed of or sold. The Board of Fire Commissioners reserve the right to amend, delete, supplement, or rescind any of the following provisions they deem necessary and appropriate, without advance notice other than that provided by law. District staff shall conform to the following procedures related to surplus property:

**1. Real Property:** When the Chief determines, or is informed by the Board of Fire

Commissioners, that District owned real property has no present or future use for the District he/she shall prepare a staff report to the Fire Commission citing the reasons the property has no present or future use and recommending the property be declared surplus. The Board of Fire Commissioners may declare District owned real property surplus by resolution and direct the Chief to proceed with the process of selling the property. When directed to proceed with the process of selling real property, the Chief shall obtain no less than two independent appraisals for presentation to the Commissioners. The Chief shall also send notice to all licensed real-estate brokers listed in the local telephone directory and having an office located within the fire district. The brokers shall be notified of the intent to sell District owned real property with a request for a competitive bid for services as agent for the sale. The Board of Fire Commissioners shall determine the asking price for real property and select the real-estate agent to handle the transaction based on the lowest responsible bid.

**2. Property:** Worn out, broken, or antiquated District owned property that, in the opinion of the Chief, has no resale value may be declared surplus by the Chief and disposed of in any appropriate manner. District owned property having a resale value estimated by the Chief to be less than \$100 shall be stored, listed as a group for surplus declaration, and sold at public auction when the quantity is



appropriate. For the purpose of this section, online sales houses, open for public use, that collect the highest offered price meet the intent of sale at public auction. Items unsold at auction shall be deemed without value and disposed of in any appropriate manner. District owned property having a resale value estimated by the Chief of greater than \$100 that has been declared "surplus" by resolution of the Board of Fire Commissioners shall be sold by the closed bid process after having been advertised in the local media once per week for two consecutive weeks. No procedures or policies prevent the Board of Fire Commissioners from donating, selling or exchanging property to or with other safety or government organizations, or using property as trade-in value for the purchase of other property.

# SURPLUS PROPERTY POLICY

## Purpose

Washington law does not address the disposal of surplus property by fire protection districts. The intergovernmental transfer of property is addressed in Chapter 39.33 RCW, entitled “Intergovernmental Disposition of Property”, but this Chapter does not address the sale or other conveyance of surplus property to non-governmental entities. It is the purpose of this policy to establish procedures for the lawful disposal of District owned property that has been determined by staff to be of limited or no value to the District. It is also the purpose of this policy to allow for the flexible application of these guidelines for more efficient and cost effective dispositions of property where the strict application of the procedures would not be in the District’s best interest.

## Definitions

*Property.* All equipment, material, fixtures, supplies and real estate owned by the District.

*Fair Market Value.* The value of the Property that would be obtained through an arms length transaction using a Commercially Reasonable Means of sale, or the value established by a formal third party appraisal.

*Commercially Reasonable Means.* Process or procedures designed to obtain the highest value for surplus property which may include but are not limited to: public bidding procedures, consignment sales, sales through want ads, internet sites or other form of public notice, auctions, garage sales, sales through brokers, or privately negotiated sales provided that there is independent documentation that the private sale is for Fair Market Value.

## Procedures.

**1. Declaring Property Surplus.** The Board Commissioners, upon recommendation from staff shall determine which District Property serves no valid function for the present or future needs of the District. Such Property shall hereinafter be declared surplus to the needs of the District using the following procedures.

**1.1.** The Board, by the adoption of this policy, delegates to the Fire Chief or designee the decision to surplus any Property of the District with a Fair Market Value of under **\$1000.00**. The Fire Chief or designee shall provide an annual report to the Board identifying all such surplus property.

**1.2.** For single items with a value in excess of **\$1000.00** the Board of Commissioners shall approve the decision to surplus such Property by Resolution.

## Disposition of Property.

**1. Transfer of Surplus Property to a Non-Governmental Entity.** If the sale or transfer of the surplus property is made to a non-governmental entity, the sale shall be made as follows:

- 1.1. Estimated Value less than cost of disposal.** When staff has determined that the cost of disposal exceeds the value of the Property, such determination should be documented in writing. The Property may then be disposed in any manner deemed suitable by staff.
  - 1.2. Estimated Value exceeds cost of disposal.** Property shall be disposed of using Commercially Reasonable Means approved by the Fire Chief or Board of Commissioners.
- 2. Transfer of Surplus Property To A Governmental Entity.** Pursuant to Chapter 39.33 RCW, surplus property may be sold, transferred, donated, exchanged, leased, or otherwise disposed of, to the State of Washington, any Washington State municipality, a political subdivision of Washington State, or a foreign governmental entity. Pursuant to RCW 39.33.010 and RCW 39.33.020, the transfer shall occur as follows:
  - 2.1. Estimated Value is less than \$50,000.00.** Property shall be transferred for Fair Market Value on such terms and conditions as are mutually agreeable between the governmental entities.
  - 2.2. Transfer of Property Having an Estimated Value Greater Than \$50,000.00.** Prior to conveying property having an estimated value of \$50,000 or more to a governmental entity, the District shall hold a public hearing to advise the public on the proposed terms of the transfer and thereafter solicit public input on the proposed transaction using the following procedures:
    - 2.2.1. Notice of Public Hearing.** Publish notice of the public hearing once in a newspaper of general circulation where the property is located at least 10 days but not greater than 25 days prior to the hearing.
    - 2.2.2. Contents of Hearing Notice.** At a minimum, the hearing notice shall set forth the date, time, and place of the hearing. It shall also identify the property to be disposed of using a description easily understood by the public. Finally, if the property is real property, the notice shall also describe the proposed use thereof by the receiving governmental entity.
    - 2.2.3. Press Release.** A press release pertaining to the hearing shall be disseminated among printed and electronic media in the area where the property is located.
    - 2.2.4. Transfer Decision.** At or after the conclusion of the public hearing, the District Commissioners shall determine whether to so transfer the property.

### **Documentation of Sales.**

Sales of equipment, vehicles or safety gear of any value and sales of other personal property in excess of a value of \$500.00 shall be transferred pursuant to a Bill of Sale substantially in the form attached as Exhibit A (equipment) or Exhibit B (Vehicles). The Bill of Sale requirement may be waived in specific situations with the approval of legal counsel. An inventory of all surplus Property disposed of pursuant to this policy shall be maintained in accordance with the state record retention requirements.

## **Annual Report**

District staff shall present a surplus property report to the Board of Commissioners on an annual basis documenting the items that were declared surplus and the revenues generated by disposal of the surplus items.

**EXHIBIT A**  
**BILL OF SALE AND HOLD HARMLESS AGREEMENT**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties to this Agreement, \_\_\_\_\_, a Washington municipal corporation, (“Seller”) does hereby sell and transfer to \_\_\_\_\_, a \_\_\_\_\_ (“Buyer”) all right, title, and interest that the Seller may have in the \_\_\_\_\_ (“Equipment”) identified in the attached and incorporated Exhibit A, which have been found to be surplus to the Seller’s needs.

The Seller hereby warrants to Buyer that immediately prior to the delivery of this Bill of Sale, the Seller was the owner of the full legal title to the described Equipment and that the Seller had the lawful right to sell the same and that good and clear title to the Equipment is hereby vested in Buyer free and clear of all liens, claims, encumbrances, and rights of others. The Seller makes no warranty with respect to the Equipment and Buyer warrants that it has inspected the described Equipment, is aware of any defects in such equipment, and has determined that the Equipment is in a reasonable safe condition for Buyer’s use. **THE EQUIPMENT IS OUT OF SERVICE AND MAY NOT MEET ANY CURRENT STATE OR FEDERAL SAFETY STANDARDS.**

**Buyer accepts the Equipment “as is,” and the Seller makes no warranty of any kind, express or implied, or arising by operation of law, by course of dealing or arising by performance, trade practice, or otherwise. The Seller disclaims all other warranties, including without limitation, any implied warranties of merchantability or fitness for a particular purpose. Repair or replacement of defective parts shall be the sole obligation of Buyer. In no event shall the Seller be liable for direct, indirect, incidental, exemplary, consequential, or special damages arising in any manner whatsoever, even if the Seller had been previously advised of the possibility of that damage. The Seller’s maximum liability shall in no event exceed the price of the surplus Equipment specified herein. No person has authority to make any claim, representation, warranty, promise, guarantee or commitment on behalf of the Seller that is not expressed in this agreement. THE BUYER SPECIFICALLY ACKNOWLEDGES THAT THE EQUIPMENT MAY NOT MEET ANY CURRENT STATE OR FEDERAL SAFETY STANDARDS.**

BY SIGNING THIS AGREEMENT, THE BUYER AFFIRMS:

- 1) That the Seller has made Buyer aware that the Equipment to be sold under this agreement is used and has been determined by the Seller to be surplus to the Seller’s needs.
- 2) That the Buyer has been given ample opportunity to inspect the Equipment and has in fact inspected the Equipment referred to in this Agreement, is aware of any defects and accepts the Equipment “as is.”
- 3) That the Buyer has independently found the Equipment to meet or exceed its requirements and standards.

4) That the Buyer agrees to the terms of this Agreement.

IN CONSIDERATION OF RECEIVING THE EQUIPMENT BUYER AGREES TO INDEMNIFY AND HOLD THE SELLER HARMLESS FROM AND AGAINST THE FULL AMOUNT OF ANY AND ALL COSTS AND EXPENSES (INCLUDING WITHOUT LIMITATION, ATTORNEYS' FEES AND COURT COSTS INCIDENT TO ANY SUIT, ACTION, INVESTIGATION OR OTHER PROCEEDING), DAMAGES AND LOSSES, SETTLEMENTS, REDUCTIONS OR OTHER ADVERSE EFFECTS ARISING OUT OF OR RESULTING FROM ANY FUTURE CLAIMS RELATING TO THE EQUIPMENT AND THE USE THE EQUIPMENT.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE PURCHASER'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER.

IN WITNESS WHEREOF, the parties have caused this Bill of Sale and Hold Harmless Agreement to be executed and delivered in its name this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**[BUYER]**

By: _____	By: _____
Print Name: _____	Print Name: _____
Its: _____	Its: _____

**EXHIBIT B**  
**BILL OF SALE AND HOLD HARMLESS AGREEMENT**

For good and valuable consideration received (specifically including but not limited to Buyer's waiver of claims against the Seller and the absence of a warranty) the receipt and sufficiency of which are hereby acknowledged by the parties to this Agreement, \_\_\_\_\_, a Washington municipal corporation, ("Seller") does hereby sell, assign, convey, transfer and deliver to: \_\_\_\_\_  
"Buyer" One \_\_\_\_\_ VIN# \_\_\_\_\_, together with all attached equipment the "Vehicle." Which has been found to be surplus to the Seller's needs.

The current mileage of the Vehicle is \_\_\_\_\_

The Seller hereby warrants to Buyer that immediately prior to the delivery of this Bill of Sale, the Seller was the owner of the full legal title to the described Vehicle and that the Seller had the lawful right to sell the same and that good and clear title to the Vehicle is hereby vested in Buyer free and clear of all liens, claims, encumbrances, and rights of others. The Seller makes no warranty with respect to the Vehicle and Buyer warrants that it has inspected the described Vehicle, is aware of any defects in such Vehicle, and has determined that the Vehicle is in a reasonable safe condition for Buyer's use. **THE VEHICLE IS OUT OF SERVICE AND MAY NOT MEET ANY CURRENT STATE OR FEDERAL SAFETY STANDARDS.**

**Buyer accepts the Vehicle "as is," and the Seller makes no warranty of any kind, express or implied, or arising by operation of law, by course of dealing or arising by performance, trade practice, or otherwise. The Seller disclaims all other warranties, including without limitation, any implied warranties of merchantability or fitness for a particular purpose. Repair or replacement of defective parts shall be the sole obligation of Buyer. In no event shall the Seller be liable for direct, indirect, incidental, exemplary, consequential, or special damages arising in any manner whatsoever, even if the Seller had been previously advised of the possibility of that damage. The Seller's maximum liability shall in no event exceed the price of the surplus Vehicle specified herein. No person has authority to make any claim, representation, warranty, promise, guarantee or commitment on behalf of the Seller that is not expressed in this agreement. THE BUYER SPECIFICALLY ACKNOWLEDGES THAT THE VEHICLE MAY NOT MEET ANY CURRENT STATE OR FEDERAL SAFETY STANDARDS.**

BY SIGNING THIS AGREEMENT, THE BUYER AFFIRMS:

- 1) That the Seller has made Buyer aware that the Vehicle to be sold under this agreement is used and has been determined by the Seller to be surplus to the Seller's needs.
- 2) That the Buyer has been given ample opportunity to inspect the Vehicle and has in fact inspected the Vehicle referred to in this Agreement, is aware of any defects and accepts the Vehicle "as is."

- 3) That the Buyer has independently found the Vehicle to meet or exceed its requirements and standards.
- 4) That the Buyer agrees to the terms of this Agreement.

IN CONSIDERATION OF RECEIVING THE VEHICLE BUYER AGREES TO INDEMNIFY AND HOLD THE Seller HARMLESS FROM AND AGAINST THE FULL AMOUNT OF ANY AND ALL COSTS AND EXPENSES (INCLUDING WITHOUT LIMITATION, ATTORNEYS' FEES AND COURT COSTS INCIDENT TO ANY SUIT, ACTION, INVESTIGATION OR OTHER PROCEEDING), DAMAGES AND LOSSES, SETTLEMENTS, REDUCTIONS OR OTHER ADVERSE EFFECTS ARISING OUT OF OR RESULTING FROM ANY FUTURE CLAIMS RELATING TO THE VEHICLE AND THE USE THE VEHICLE.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE PURCHASER'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER.

IN WITNESS WHEREOF, the parties have caused this Bill of Sale and Hold Harmless Agreement to be executed and delivered in its name this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**[BUYER]**

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

Print Name: \_\_\_\_\_

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

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

Print Name: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_