SOUTH WHIDBEY FIRE/EMS
5579 Bayview Road O Langley, WA 98260
360/321-1533 O Fax 360/321-9385 O www.swfe.org

Commissioners:
Michael Noblet
Jim Towers
Savannah Erickson

PUBLIC NOTICE

Regular Meeting of the Board of Commissioners
Thursday, November 19, 2026, at 4:00 PM

Join Zoom Meeting
https://us06web.zoom.us/j/2208026387?pwd=WWNSR3JscUhZK3ZHU3JOV05ZOHF1UT09&omn=84852908449
Meeting ID: 220 802 6387
Passcode: 926342

One tap mobile
+12532158782,,2208026387#,,,,*926342# US (Tacoma)
+12532050468,,2208026387#,,,,*926342# US

Call to Order.
Approval of Agenda.
Adjourn.

This meeting will be in person at South Whidbey Fire/EMS
5579 Bayview Rd, Langley, WA 98260, with optional remote viewing via Zoom Meeting.
A sign-in sheet will be available at the entrance if you attend in person.
Topic: SWFE Board of Commissioners' Regular Board Meeting
Date and Time: November 19, 2026, at 4:00 pm Pacific Time (US and Canada)

SOUTH WHIDBEY FIRE / EMS

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

Regular Meeting of the Board of Commissioners
Thursday, October 8, 2026 – 4:00pm

Minutes Draft

Join Zoom Meeting
https://us06web.zoom.us/j/2208026387?pwd=WWNSR3JscUhZK3ZHU3JOV05ZOHF1UT09&omn=86891251507
Meeting ID: 220 802 6387
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Attendees: Commissioner Noblet, Commissioner Towers, Commissioner Erickson (via Zoom) Chief Walsh, Shari Schroeder
Audience: Mary Kaye Johansen, Lt. Kalahiki, Jordan Boyer, Chief Magallon, Lt. Husom, Erik Evenson

I. Call to Order
Commissioner Towers calls the regular meeting to order at 4:01pm.

II. Approval of Agenda
Commissioner Noblet motions to approve 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 routine and will be enacted by one motion of the Commissioners with no separate discussion. If a separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

Approval of Minutes
Regular Meeting 9.10.26

Finance Reports
Budget Position
Check Register
Treasurer's Report

Monthly Vouchers
9/4/2026 for EFT Payroll in the amount of $99,805.99
9/10/2026 #260901001-260901025 for Accounts Payable in the amount of $113,232.22
9/18/2026 EFT for Payroll in the amount of $96,035.83
9/22/2026 #260902001-260902019 for Accounts Payable in the amount of $92,683.10
9/25/2026 EFT for Sales Tax in the amount of $85.08
9/1-9/30/2026 for EFT Payroll Liabilities in the amount of $139,346.18

Total Warrants Approved $541,188.40

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

Motion passed unanimously

V. New Business

- Proposed 2027 Budget

Chief Walsh presented a draft budget for 2027 to the board. The budget committee is working line by line to finalize. Our Finance Officer has completed the levy document that was approved by Island County to finalize.
Commissioner Erickson commented on how much she appreciates the time and effort for all involved in working to formalize the budget.

- Whidbey Health Contract Renewal

Chief Walsh stated that the previous agreement with Whidbey Health had expired in April. This new agreement reflects an increase of approximately 60k and will be retroactive to April. The contract covers our ability to transport and bill accordingly which could bring an 200k additional revenue to the district. This contract has been reviewed by our insurance company and an attorney. Chief Walsh is requesting approval of the new contract from the board. Commissioner Noblet adds that SWFE should make an announcement to the public regarding the ability to transport.

Commissioner Noblet motions to approve. Commissioner Erickson seconded.

Motion passed unanimously

- Chief's Report

Chief Walsh reports that call volume remains steady for the month as compared to last month. Fourth seat coverage remains 100%. Fifth and sixth seat coverage remains high for the year. We currently have 7 volunteers in the onboarding process at various stages.

Operations-

Awaiting approval from the MPD to start training on Medical Transports
- SWFE continues to work on an agreement with the City of Langley for fire inspections.
- Continuing to work on the Pre-Fire Plans
- EMT academy going well
- Fire prevention week went well with our Public Education team going to the schools and educating children within our district about various topics of water safety, fire safety and disaster preparedness.

Special Operations-

Battalion Chief Burbank is meeting with Oak Harbor and Central on standardizing equipment and a regional rope rescue team.
FF McDougald is putting together curriculum for a boat operator course for some of our newer members that will be delivered either at the end of this year or early next year.

Training Division-

September report:
Denver Drill (rescuing a firefighter from a confined space out a window)
Standpipe connections on new tower
Lots of hose and rope drills with probationary employees

Resource-

- Aid 3 (ambulance) has the autoloader and gurney battery chargers installed.
- New Firewalls will be installed soon.
- The new SAFE boat continues to be under construction.
- Beginning to prepare for the weather changes and beginning to service the generators

Upcoming Events-

Santa's Sleigh, December 3,4,5
Christmas Party, December 12th

VI. Announcements

None.

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VII. Comments from Commissioners

Commissioner Noblet tipped his hat to Team SWFE for all the work that they do for the community. He also proposed a new start time of 3:00pm for the 2027 Regular Meeting Schedule and would like to discuss further at the next board meeting.

VIII. Adjourn

Commissioner Noblet motions to adjourn. Commissioner Erickson seconded.

Motion passed unanimously

Commissioner Towers adjourned the regular meeting at 4:26pm.

Shari Schroeder,
Board Secretary

2026 BUDGET POSITION

South Whidbey Fire EMS — Time: 14:31:06 Date: 11/12/2026 Page: 1

001 General Fund — 01/01/2026 To: 12/31/2026

Revenues		Amt Budgeted	Revenues	Remaining	
308 Beginning Balances					
308 41 01 00	Estimated Beginning Balance	0.00	2,163,830.48	(2,163,830.48)	0.0%
308 Beginning Balances		**0.00**	**2,163,830.48**	**(2,163,830.48)**	**0.0%**
310 Taxes					
311 10 00 00	Property Taxes	9,578,484.40	8,958,170.56	620,313.84	93.5%
337 00 00 01	Leasehold Excise Tax	3,000.00	2,932.22	67.78	97.7%
337 00 00 02	Timber Tax	306.60	306.60	0.00	100.0%
310 Taxes		**9,581,791.00**	**8,961,409.38**	**620,381.62**	**93.5%**
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	0.00	0.00	0.00	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	965.00	965.00	0.00	100.0%
334 06 90 00	L&I Grant	25,000.00	25,000.00	0.00	100.0%
337 07 60 00	In-Lieu Tax - Ferries	3,923.00	3,923.00	0.00	100.0%
337 07 70 00	In-Lieu Tax - School District	1,386.00	1,057.01	328.99	76.3%
337 07 70 02	In-Lieu Tax- South Whidbey Parks	291.49	291.49	0.00	100.0%
330 State Generated Revenues		**31,565.49**	**31,236.50**	**328.99**	**99.0%**
340 Charges For Services					
341 70 00 00	Sales Of Merchandise	0.00	0.00	0.00	0.0%
342 21 00 00	Hospital Payments For Consumable Supplies	286,082.31	286,082.31	0.00	100.0%
342 21 10 00	State Mobilization - Apparatus	13,484.00	19,466.00	(5,982.00)	144.4%
342 21 20 00	State Mobilization - Personnel	16,700.52	16,700.52	0.00	100.0%
340 Charges For Services		**316,266.83**	**322,248.83**	**(5,982.00)**	**101.9%**
360 Misc Revenues					
361 11 00 01	Investment Interest	70,000.00	100,480.89	(30,480.89)	143.5%
362 10 00 00	CPR Public Class Registration	6,000.00	4,841.96	1,158.04	80.7%
362 50 00 00	Lease & Rental Payments	0.00	0.00	0.00	0.0%
367 11 00 01	Donations and Gifts	1,070.00	6,070.00	(5,000.00)	567.3%
369 10 00 00	Sale Of Surplus	111,500.00	111,500.00	0.00	100.0%
369 40 00 00	Judgements/Settlements	0.00	0.00	0.00	0.0%
369 91 00 00	Other Revenue	15,513.91	11,255.30	4,258.61	72.5%
360 Misc Revenues		**204,083.91**	**234,148.15**	**(30,064.24)**	**114.7%**
380 Non Revenues					
369 80 00 00	Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
382 90 00 00	Sales Tax Collected	500.00	438.04	61.96	87.6%
389 90 00 10	Other Custodial Activities	0.00	0.00	0.00	0.0%

2026 BUDGET POSITION

South Whidbey Fire EMS — Time: 14:31:06 Date: 11/12/2026 Page: 2

001 General Fund — 01/01/2026 To: 12/31/2026

Revenues		Amt Budgeted	Revenues	Remaining	
380 Non Revenues					
380 Non Revenues		**500.00**	**438.04**	**61.96**	**87.6%**
390 Other Revenues					
395 10 00 00	Sale Of Capital Assets	0.00	0.00	0.00	0.0%
390 Other Revenues		**0.00**	**0.00**	**0.00**	**0.0%**
397 Interfund Transfers					
397 00 01 03	Transfer from Reserve	0.00	0.00	0.00	0.0%
397 00 01 04	Transfer from Contingency	0.00	0.00	0.00	0.0%
397 22 00 02	Transfer in From Investments	0.00	3,050,000.00	(3,050,000.00)	0.0%
397 Interfund Transfers		**0.00**	**3,050,000.00**	**(3,050,000.00)**	**0.0%**
Fund Revenues:		**10,134,207.23**	**14,763,311.38**	**(4,629,104.15)**	**145.7%**

Expenditures		Amt Budgeted	Expenditures	Remaining	
522 Fire Control					
522 20 43 01	Wildland Fire Ferry	0.00	0.00	0.00	0.0%
522 Fire Control		**0.00**	**0.00**	**0.00**	**0.0%**
580 Non Expeditures					
582 90 00 00	Sales Tax Remitted	400.00	357.05	42.95	89.3%
580 Non Expeditures		**400.00**	**357.05**	**42.95**	**89.3%**
597 Interfund Transfers					
597 00 01 05	Transfer from General Fund	0.00	100,000.00	(100,000.00)	0.0%
597 Interfund Transfers		**0.00**	**100,000.00**	**(100,000.00)**	**0.0%**
010 ADMIN					
522 Fire Control					
522 10 10 10	Chief's Wages	211,328.64	182,623.08	28,705.56	86.4%
522 10 10 20	Assistant Chief's Wages	183,076.90	157,772.72	25,304.18	86.2%
522 10 10 30	Batallion Chief's Wages	324,348.00	293,170.35	31,177.65	90.4%
522 10 10 31	Batallion Chief's Overtime	10,300.00	5,992.79	4,307.21	58.2%
522 10 10 32	Batallion Chief's Holiday	7,400.00	4,315.44	3,084.56	58.3%
522 10 10 40	Administration Wages	266,635.58	223,032.57	43,603.01	83.6%
522 10 10 60	Commissioner's Stipends	8,000.00	7,084.00	916.00	88.6%
522 10 15 20	Chief's Deferred Comp Match	15,005.67	12,934.03	2,071.64	86.2%
522 10 15 21	Admin Deferred Compensation Match	5,332.71	4,460.62	872.09	83.6%
522 10 20 10	FICA / Medicare Benefits-Admin	79,557.39	67,523.80	12,033.59	84.9%
522 10 20 20	L&I / Unemployment Premiums-Admin	40,188.16	41,294.50	(1,106.34)	102.8%
522 10 20 30	Admin Healthcare Benefits/ADD	222,697.58	200,223.18	22,474.40	89.9%
522 10 20 40	Retirement Benefits-ADMIN	58,848.51	32,231.61	26,616.90	54.8%

001 General Fund 01/01/2026 To: 12/31/2026

Expenditures		Amt Budgeted	Expenditures	Remaining	
522 Fire Control					
522 10 20 50	Tuition Reimbursement-Admin	250.00	75.00	175.00	30.0%
522 10 31 10	Office Supplies	3,250.00	2,476.79	773.21	76.2%
522 10 31 11	Printing - Newsletter	6,500.00	5,026.46	1,473.54	77.3%
522 10 31 12	Maps & Mapping Supplies	100.00	0.00	100.00	0.0%
522 10 31 20	Photographic Supplies	0.00	0.00	0.00	0.0%
522 10 32 10	Fuel - Administration	6,000.00	6,319.82	(319.82)	105.3%
522 10 35 10	Office Equipment	1,700.00	143.17	1,556.83	8.4%
522 10 35 20	Software	878.90	878.90	0.00	100.0%
522 10 35 30	Computer Hardware	10,000.00	3,315.06	6,684.94	33.2%
522 10 41 10	Legal Services	20,000.00	9,926.00	10,074.00	49.6%
522 10 41 20	Audit & Review Services	23,590.00	23,590.00	0.00	100.0%
522 10 41 30	Consulting Services	3,150.00	3,150.00	0.00	100.0%
522 10 41 33	Website Hosting	5,336.64	5,664.53	(327.89)	106.1%
522 10 41 40	Professional Services	2,600.00	2,500.00	100.00	96.2%
522 10 42 10	Postage & Shipping	7,050.00	4,417.38	2,632.62	62.7%
522 10 42 20	Internet Connections/Whidbey Telecom	11,400.00	9,145.71	2,254.29	80.2%
522 10 42 30	Cell & Digital Telephones	29,844.00	22,779.80	7,064.20	76.3%
522 10 42 40	Wired Telephones & FAX/Whidbey Telecom	20,500.00	18,586.91	1,913.09	90.7%
522 10 42 50	Alarm Monitoring	6,510.00	6,505.83	4.17	99.9%
522 10 43 01	Admin Ferry Fees	770.00	529.15	240.85	68.7%
522 10 43 10	Commissioner Travel	500.00	0.00	500.00	0.0%
522 10 43 20	Career Staff Travel	300.00	144.60	155.40	48.2%
522 10 44 10	Administrative Advertising	0.00	0.00	0.00	0.0%
522 10 44 30	Volunteer Recruit./Retention Advertising	1,800.00	1,267.20	532.80	70.4%
522 10 45 10	Admin Equipment Leases	0.00	0.00	0.00	0.0%
522 10 46 10	Liability/Umbrella-Enduris	167,784.00	167,784.00	0.00	100.0%
522 10 47 10	Election Expenses	0.00	0.00	0.00	0.0%
522 10 47 20	Timber Tax	0.00	0.00	0.00	0.0%
522 10 47 30	Clean Water Uility Taxes	414.80	414.80	0.00	100.0%
522 10 48 10	Computer Repair & Maintenance	149,664.41	97,487.19	52,177.22	65.1%
522 10 48 20	Office Equipment Repair & Maintenance	0.00	0.00	0.00	0.0%
522 10 49 10	Memberships	9,459.20	8,563.62	895.58	90.5%
522 10 49 20	Subscriptions	56,417.47	42,538.40	13,879.07	75.4%
522 10 49 30	Information Services	32,924.54	10,920.22	22,004.32	33.2%
522 10 49 40	Software Recurring Licenses	56,378.05	16,845.38	39,532.67	29.9%
522 10 49 50	Investment/Bank Fees	450.00	756.47	(306.47)	168.1%
522 Fire Control		**2,068,241.15**	**1,704,411.08**	**363,830.07**	**82.4%**
591 Debt Service					
591 22 70 00	Lease Payments	12,362.83	1,990.91	10,371.92	16.1%
591 Debt Service		**12,362.83**	**1,990.91**	**10,371.92**	**16.1%**
010 ADMIN		**2,080,603.98**	**1,706,401.99**	**374,201.99**	**82.0%**
020 FIRE SUPPRESSION					
522 Fire Control					
522 20 15 10	Volunteer Reimbursement	45,000.00	42,365.62	2,634.38	94.1%
522 20 15 20	Volunteer Deferred Compensation Match	4,100.00	3,656.24	443.76	89.2%

2026 BUDGET POSITION

South Whidbey Fire EMS | Time: 14:31:06 Date: 11/12/2026 | Page: 4

001 General Fund | 01/01/2026 To: 12/31/2026

Expenditures		Amt Budgeted	Expenditures	Remaining	
522 Fire Control					
522 20 15 30	Volunteer Shift Reimbursement	5,000.00	3,903.80	1,096.20	78.1%
522 20 20 10	FICA/Medicare Benefits-Volunteers	3,267.50	4,907.82	(1,640.32)	150.2%
522 20 20 31	Accidental Death & Disability - VFIS	7,896.00	7,896.00	0.00	100.0%
522 20 20 32	Disability	0.00	0.00	0.00	0.0%
522 20 20 35	Volunteer AD&D Insurance	0.00	0.00	0.00	0.0%
522 20 20 41	Retirement Premium-Board Of Vol. FF's	2,900.00	2,140.00	760.00	73.8%
522 20 20 42	Retirement Premium-LOSAP	47,660.00	59,701.00	(12,041.00)	125.3%
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	0.00	0.00	0.00	0.0%
522 20 23 20	Vaccinations	0.00	0.00	0.00	0.0%
522 20 23 30	Testing	2,000.00	0.00	2,000.00	0.0%
522 20 23 40	Fitness Equipment	4,966.99	0.00	4,966.99	0.0%
522 20 24 40	Trusteed Plans (WFCA)	1,600.00	1,316.59	283.41	82.3%
522 20 28 10	Recognition Awards	3,568.75	1,987.36	1,581.39	55.7%
522 20 28 20	Special Recognition & Activities	14,008.40	10,629.39	3,379.01	75.9%
522 20 28 30	Incidents, Special Projects & Out Of Area Meals	1,960.00	613.52	1,346.48	31.3%
522 20 28 40	Health & Wellness Activities	0.00	0.00	0.00	0.0%
522 20 31 10	Fire Operations Supplies	21,765.00	9,402.74	12,362.26	43.2%
522 20 31 11	Fire Rehab Supplies	1,980.00	138.40	1,841.60	7.0%
522 20 31 12	Fire Safety Supplies	1,298.00	0.00	1,298.00	0.0%
522 20 31 20	Medical Operations Supplies	12,260.00	4,690.71	7,569.29	38.3%
522 20 31 30	Marine Rescue Operations Supplies	1,110.00	21.83	1,088.17	2.0%
522 20 31 60	Uniforms & Badges	57,241.09	5,302.23	51,938.86	9.3%
522 20 32 10	Fuel - Fire Apparatus	31,900.00	38,708.45	(6,808.45)	121.3%
522 20 32 15	Fuel - Wildland	0.00	1,132.80	(1,132.80)	0.0%
522 20 32 20	Fuel - Medical Apparatus	16,000.00	7,891.33	8,108.67	49.3%
522 20 32 30	Fuel - Marine Apparatus	3,120.00	1,403.04	1,716.96	45.0%
522 20 32 40	Fuel - Technical Rescue Apparatus	500.00	61.45	438.55	12.3%
522 20 34 01	Wildland Food	500.00	16.45	483.55	3.3%
522 20 34 02	Wildland Communication Equipment	5,000.00	3,740.50	1,259.50	74.8%
522 20 34 03	Wildland Personal Safety Equipment	11,084.42	5,832.08	5,252.34	52.6%
522 20 34 04	Wildland Equipment and Supplies	3,738.00	3,112.36	625.64	83.3%
522 20 35 10	Fire Equipment	125,852.00	26,962.14	98,889.86	21.4%
522 20 35 11	Rehab Equipment	236.00	0.00	236.00	0.0%
522 20 35 12	Fire Safety Equipment	1,000.00	107.62	892.38	10.8%
522 20 35 20	Medical Equipment	2,570.00	545.96	2,024.04	21.2%
522 20 35 30	Marine Rescue Equipment	3,040.00	212.52	2,827.48	7.0%
522 20 35 40	Technical Rescue Equipment	11,388.74	10,434.26	954.48	91.6%
522 20 35 50	Communications Equipment	2,000.00	2,115.87	(115.87)	105.8%
522 20 35 60	Personal Safety Equipment	144,711.68	48,854.62	95,857.06	33.8%
522 20 41 10	Hose Testing	10,837.50	10,758.65	78.85	99.3%
522 20 41 20	Apparatus Testing/Certification	8,140.00	0.00	8,140.00	0.0%
522 20 41 30	SCBA Flow Testing/Certification	6,280.00	6,165.26	114.74	98.2%
522 20 41 40	Biohazard Waste Disposal	0.00	0.00	0.00	0.0%
522 20 42 10	Dispatch Services	145,393.96	96,564.00	48,829.96	66.4%
522 20 43 02	Wildland Ferry	0.00	48.31	(48.31)	0.0%
522 20 45 10	Operations Equipment Leases	39,336.00	29,484.00	9,852.00	75.0%
522 20 45 20	Operations Rents And Fees	19,608.75	19,572.69	36.06	99.8%
522 22 10 00	Full Time Firefighter Wages	2,220,865.12	1,883,265.23	337,599.89	84.8%
522 22 10 01	Authorized Overtime Full Time Firefighters	300,851.76	282,543.86	18,307.90	93.9%

001 General Fund 01/01/2026 To: 12/31/2026

Expenditures		Amt Budgeted	Expenditures	Remaining	
522 Fire Control					
522 22 10 02	Authorized Overtime-Marine Response	5,722.64	2,558.05	3,164.59	44.7%
522 22 15 20	Firefighter Deferred Compensation Match	34,924.91	22,390.66	12,534.25	64.1%
522 22 20 00	Fire Suppression And Emergency Medical Services - Personnel Benefits	0.00	0.00	0.00	0.0%
522 22 20 10	FICA Medicare Benefits-FT Firefighters	195,583.10	177,302.05	18,281.05	90.7%
522 22 20 15	FICA Medicare Benefits-Marine Response	616.87	0.00	616.87	0.0%
522 22 20 20	L&I/ Unemployment Premiums- FT Firefighters	239,433.88	185,810.34	53,623.54	77.6%
522 22 20 22	L&I/Unemployment Premiums-Marine Response	573.41	0.00	573.41	0.0%
522 22 20 30	Full Time Firefighters Healthcare Benefits/AD&D	516,538.64	433,161.07	83,377.57	83.9%
522 22 20 40	Retirement Benefits Full Time Firefighters	128,371.85	137,122.22	(8,750.37)	106.8%
522 Fire Control		4,477,800.96	3,596,551.09	881,249.87	80.3%
020 FIRE SUPPRESSION		**4,477,800.96**	**3,596,551.09**	**881,249.87**	**80.3%**

030 FIRE PREVENTION & INVESTIGATION

522 Fire Control					
522 30 10 00	Authorized Overtime-Fire Prevention/Public Education	21,060.82	14,636.88	6,423.94	69.5%
522 30 20 10	FICA/Medicare Benefits - Pub Ed	0.00	989.17	(989.17)	0.0%
522 30 20 20	L&I/ Unemployment Premiums- Pub Ed	0.00	441.77	(441.77)	0.0%
522 30 31 51	Fire Prevention Supplies	3,950.00	642.83	3,307.17	16.3%
522 30 31 60	Public Education Operating Supplies	13,435.00	11,410.21	2,024.79	84.9%
522 30 31 61	Public Education Equipment	2,000.00	0.00	2,000.00	0.0%
522 30 32 10	Public Education Fuel	0.00	0.00	0.00	0.0%
522 30 49 00	Special Projects	9,250.00	602.51	8,647.49	6.5%
522 Fire Control		49,695.82	28,723.37	20,972.45	57.8%
030 FIRE PREVENTION & INVESTIGATION		**49,695.82**	**28,723.37**	**20,972.45**	**57.8%**

045 TRAINING EMPLOYEE

522 Fire Control					
522 45 10 01	Authorized Overtime-Training	24,359.90	21,762.38	2,597.52	89.3%
522 45 10 02	Authorized Overtime- Marine Training	12,806.00	9,357.28	3,448.72	73.1%
522 45 20 10	FICA/Medicare Benefits - Training	1,863.53	1,696.97	166.56	91.1%
522 45 20 12	FICA/Medicare Benefits - Marine Training	1,094.45	47.79	1,046.66	4.4%
522 45 20 20	L&I/ Unemployment Premiums - Training	2,250.78	1,427.91	822.87	63.4%
522 45 20 22	L&I/ Unemployment Premiums - Marine Training	586.87	0.00	586.87	0.0%
522 45 31 00	Administration Training Supplies	154.00	90.24	63.76	58.6%
522 45 31 10	Fire Training Supplies	9,228.83	8,944.90	283.93	96.9%
522 45 31 20	Medical Training Supplies	9,514.88	9,571.27	(56.39)	100.6%
522 45 31 21	Medical Training Supplies - WEMSC Grant	0.00	0.00	0.00	0.0%
522 45 31 30	Marine Training Supplies	0.00	0.00	0.00	0.0%

001 General Fund 01/01/2026 To: 12/31/2026

Expenditures		Amt Budgeted	Expenditures	Remaining	
522 Fire Control					
522 45 31 40	Technical Rescue Training Supplies	257.50	188.78	68.72	73.3%
522 45 32 10	Fuel - Training	525.00	525.19	(0.19)	100.0%
522 45 35 10	Fire Training Equipment	686.67	686.67	0.00	100.0%
522 45 35 20	Medical Training Equipment	900.00	0.00	900.00	0.0%
522 45 35 30	Marine Training Equipment	250.00	0.00	250.00	0.0%
522 45 41 10	Training Professional Services	4,695.10	849.76	3,845.34	18.1%
522 45 43 00	Administrative Training Travel	4,508.00	1,229.90	3,278.10	27.3%
522 45 43 01	Administrative Lodging & Food	10,494.80	7,476.00	3,018.80	71.2%
522 45 43 02	Training Ferry Fees	700.00	136.71	563.29	19.5%
522 45 43 10	Fire Training Travel	1,735.70	152.95	1,582.75	8.8%
522 45 43 11	Fire Lodging & Food	5,131.60	2,309.79	2,821.81	45.0%
522 45 43 20	Medical Training Travel	0.00	0.00	0.00	0.0%
522 45 43 21	Medical Lodging & Food	0.00	0.00	0.00	0.0%
522 45 43 40	Technical Rescue Training Travel	412.00	0.00	412.00	0.0%
522 45 43 41	Technical Rescue Training Lodging & Food	540.75	0.00	540.75	0.0%
522 45 43 50	Maintenance Training Travel	1,287.50	0.00	1,287.50	0.0%
522 45 43 51	Maintenance Lodging & Food	2,008.50	0.00	2,008.50	0.0%
522 45 49 00	Administration Tuition & Registration	5,233.25	5,361.33	(128.08)	102.4%
522 45 49 10	Fire Tuition & Registration	5,171.30	7,821.48	(2,650.18)	151.2%
522 45 49 11	Fire Training Projects & Workshops	4,034.32	2,195.21	1,839.11	54.4%
522 45 49 20	Medical Tuition & Registration	9,125.80	0.00	9,125.80	0.0%
522 45 49 21	Medical Training Projects	624.00	0.00	624.00	0.0%
522 45 49 30	Marine Tuition & Registration	252.25	0.00	252.25	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	592.25	0.00	592.25	0.0%
522 45 49 50	Maintenance Tuition & Registration	965.11	0.00	965.11	0.0%
522 45 49 60	Health & Wellness Training - Registration	1,236.00	0.00	1,236.00	0.0%
522 Fire Control		123,226.64	81,832.51	41,394.13	66.4%
045 TRAINING EMPLOYEE		**123,226.64**	**81,832.51**	**41,394.13**	**66.4%**

050 FACILITIES

522 Fire Control					
522 50 10 00	Maintenance Employees Wages	175,814.70	160,047.26	15,767.44	91.0%
522 50 10 01	Maintenance Employees Authorized Overtime	4,000.00	913.34	3,086.66	22.8%
522 50 10 02	Authorized Overtime - Marine Maintenance	1,500.00	266.09	1,233.91	17.7%
522 50 15 20	Maintenance Deferred Compensation Match	1,208.31	0.00	1,208.31	0.0%
522 50 20 00	Fire Suppression And Emergency Medical Services - Personnel Benefits	0.00	0.00	0.00	0.0%
522 50 20 10	FICA/Medicare Benefits-Maintenance Employees	13,848.26	12,313.57	1,534.69	88.9%
522 50 20 20	L&I/Unemployment Premiums-Maintenance Employees	14,961.72	9,156.51	5,805.21	61.2%
522 50 20 30	Maintenance Healthcare Benefits/AD&D	47,696.40	41,563.29	6,133.11	87.1%
522 50 20 40	Retirement Benefits-Maintenance Employees	15,618.79	8,946.57	6,672.22	57.3%

001 General Fund 01/01/2026 To: 12/31/2026

Expenditures		Amt Budgeted	Expenditures	Remaining	
522 Fire Control					
522 50 20 50	Tuition Reimbursement - Maintenance Employees	0.00	0.00	0.00	0.0%
522 50 31 10	Janitorial Supplies	7,450.00	4,595.17	2,854.83	61.7%
522 50 31 20	Maintenance Parts & Supplies	7,247.00	4,102.60	3,144.40	56.6%
522 50 32 10	Fuel - Maintenance	3,000.00	2,071.38	928.62	69.0%
522 50 35 10	Small Tools	2,500.00	2,848.45	(348.45)	113.9%
522 50 35 20	Furnishings	4,800.00	3,605.06	1,194.94	75.1%
522 50 35 30	Appliances	2,000.00	1,627.57	372.43	81.4%
522 50 41 10	Janitorial Services	500.00	61.88	438.12	12.4%
522 50 41 20	Yard Maintenance	29,024.64	21,304.15	7,720.49	73.4%
522 50 41 30	Building Maintenance Services	40,443.52	15,451.49	24,992.03	38.2%
522 50 45 10	Maintenance Equipment Rental & Leases	6,000.00	222.09	5,777.91	3.7%
522 50 47 10	Electricity Consumed	49,320.00	45,020.87	4,299.13	91.3%
522 50 47 20	LPG Gas Consumed	11,562.81	11,419.83	142.98	98.8%
522 50 47 30	Water Consumed	6,236.00	6,678.97	(442.97)	107.1%
522 50 47 40	Waste Disposal Used	6,720.00	5,027.74	1,692.26	74.8%
522 50 48 00	New Facility Expenses	0.00	817.54	(817.54)	0.0%
522 50 48 10	Facilities Repair & Maintenance	18,779.37	20,263.08	(1,483.71)	107.9%
522 Fire Control		470,231.52	378,324.50	91,907.02	80.5%
050 FACILITIES		**470,231.52**	**378,324.50**	**91,907.02**	**80.5%**
060 VEHICLE & EQUIP MAINTENANCE					
522 Fire Control					
522 60 43 01	Maintenance Ferry Fees	1,000.00	324.35	675.65	32.4%
522 60 48 10	Fire Equipment Repair & Maintenance	14,142.04	9,153.83	4,988.21	64.7%
522 60 48 11	Fire Apparatus Repair & Maintenance	96,300.00	67,264.06	29,035.94	69.8%
522 60 48 12	Administrative Vehicle Repair & Maintenance	5,175.00	1,577.20	3,597.80	30.5%
522 60 48 20	Medical Equipment Repair & Maintenance	2,785.00	184.06	2,600.94	6.6%
522 60 48 21	Medical Vehicle Repair & Maintenance	12,241.08	13,633.69	(1,392.61)	111.4%
522 60 48 30	Marine Equipment Repair & Maintenance	1,300.00	194.34	1,105.66	14.9%
522 60 48 31	Marine Vehicle Repair & Maintenance	3,660.00	1,685.56	1,974.44	46.1%
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	2,499.31	0.00	2,499.31	0.0%
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	0.00	3,750.00	0.0%
522 60 48 61	Maintenance Vehicle Repair & Maintenance	1,450.00	319.20	1,130.80	22.0%
522 60 49 70	Collision/Accident	5,999.98	0.00	5,999.98	0.0%
522 Fire Control		151,302.41	94,336.29	56,966.12	62.3%
060 VEHICLE & EQUIP MAINTENANCE		**151,302.41**	**94,336.29**	**56,966.12**	**62.3%**
062 CAPITAL FACILITIES					

001 General Fund 01/01/2026 To: 12/31/2026

Expenditures		Amt Budgeted	Expenditures	Remaining	
591 Debt Service					
591 22 71 01	Principle Payments	205,000.00	0.00	205,000.00	0.0%
592 22 83 01	Interest Payments	107,900.00	56,000.00	51,900.00	51.9%
591 Debt Service		**312,900.00**	**56,000.00**	**256,900.00**	**17.9%**
594 Capital Expenditures					
594 22 30 00	Communications Equipment	0.00	335.99	(335.99)	0.0%
594 22 35 00	Fire Training Equipment- Capital	0.00	0.00	0.00	0.0%
594 22 35 10	Fire Equipment- Capital	0.00	0.00	0.00	0.0%
594 22 35 12	Fire Safety Equipment - Capital	0.00	0.00	0.00	0.0%
594 22 35 60	Personal Safety Equipment - Capital	0.00	0.00	0.00	0.0%
594 22 42 10	Dispatch Services - Capital	0.00	0.00	0.00	0.0%
594 22 62 11	Station 32-33 Replacement	575,000.00	463,421.16	111,578.84	80.6%
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	0.00	0.00	0.00	0.0%
594 22 63 31	Station 31 - 5535 Cameron Road	0.00	0.00	0.00	0.0%
594 22 63 32	Station 32 - 6435 Central Avenue	0.00	0.00	0.00	0.0%
594 22 63 33	Station 33 - 3405 French Road	0.00	0.00	0.00	0.0%
594 22 63 34	Station 34 - 820 Camano Avenue	0.00	0.00	0.00	0.0%
594 22 63 35	Station 35 - 3982 Saratoga Road	0.00	0.00	0.00	0.0%
594 22 63 36	Station 36 - 5579 Bayview Road	157,000.00	172,616.03	(15,616.03)	109.9%
594 22 63 37	Maintenance Facility - 2874 Verlane Street	0.00	0.00	0.00	0.0%
594 22 64 03	Medical Equipment- Capital	71,863.83	73,022.66	(1,158.83)	101.6%
594 22 64 32	Computers / IT Capital	0.00	0.00	0.00	0.0%
594 Capital Expenditures		**803,863.83**	**709,395.84**	**94,467.99**	**88.2%**
062 CAPITAL FACILITIES		**1,116,763.83**	**765,395.84**	**351,367.99**	**68.5%**
064 CAPITAL VEHICLES					
594 Capital Expenditures					
594 22 48 35	Marine Vehicle Repair- Capital	0.00	0.00	0.00	0.0%
594 22 64 10	Vehicles	0.00	0.00	0.00	0.0%
594 22 64 12	Fire Apparatus	1,764,990.07	1,246,201.39	518,788.68	70.6%
594 Capital Expenditures		**1,764,990.07**	**1,246,201.39**	**518,788.68**	**70.6%**
064 CAPITAL VEHICLES		**1,764,990.07**	**1,246,201.39**	**518,788.68**	**70.6%**
070 OTHER					
522 Fire Control					
522 70 40 00	Transport Billing Expenses	0.00	0.00	0.00	0.0%
522 Fire Control		**0.00**	**0.00**	**0.00**	**0.0%**
580 Non Expeditures					
588 10 00 00	Prior Period Adjustment	0.00	0.00	0.00	0.0%

2026 BUDGET POSITION

001 General Fund 01/01/2026 To: 12/31/2026

Expenditures		Amt Budgeted	Expenditures	Remaining	
580 Non Expeditures					
589 00 00 10	Non Expenditure - Suspense	0.00	0.00	0.00	0.0%
589 90 00 00	Payroll Deduction Clearing	0.00	10,026.53	(10,026.53)	0.0%
580 Non Expeditures		0.00	10,026.53	(10,026.53)	0.0%
597 Interfund Transfers					
597 00 00 02	Transfer To Capital Fund	0.00	3,000,000.00	(3,000,000.00)	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	3,000,000.00	(3,000,000.00)	0.0%
070 OTHER		**0.00**	**3,010,026.53**	**(3,010,026.53)**	**0.0%**
Fund Expenditures:		**10,235,015.23**	**11,008,150.56**	**(773,135.33)**	**107.6%**
Fund Excess/(Deficit):		**(100,808.00)**	**3,755,160.82**		

002 General Investment Fund 01/01/2026 To: 12/31/2026

Revenues		Amt Budgeted	Revenues	Remaining	
308 Beginning Balances					
308 41 00 00	Estimated Beginning Balance	1,355,242.02	2,208,387.51	(853,145.49)	163.0%
308 Beginning Balances		1,355,242.02	2,208,387.51	(853,145.49)	163.0%
397 Interfund Transfers					
397 00 00 02	Transfer from General Fund	0.00	3,000,000.00	(3,000,000.00)	0.0%
397 00 01 05	Transfer from Investment	0.00	821,945.00	(821,945.00)	0.0%
397 00 02 02	Transfer from Contingency	0.00	0.00	0.00	0.0%
397 00 03 02	Missing Code	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	3,821,945.00	(3,821,945.00)	0.0%
Fund Revenues:		**1,355,242.02**	**6,030,332.51**	**(4,675,090.49)**	**445.0%**

Expenditures		Amt Budgeted	Expenditures	Remaining	
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%
070 OTHER					
597 Interfund Transfers					
597 22 00 02	Transfer To General Fund	0.00	3,050,000.00	(3,050,000.00)	0.0%
597 Interfund Transfers		0.00	3,050,000.00	(3,050,000.00)	0.0%
070 OTHER		**0.00**	**3,050,000.00**	**(3,050,000.00)**	**0.0%**
Fund Expenditures:		**0.00**	**3,050,000.00**	**(3,050,000.00)**	**0.0%**
Fund Excess/(Deficit):		**1,355,242.02**	**2,980,332.51**		

2026 BUDGET POSITION

003 Reserve Fund 01/01/2026 To: 12/31/2026

Revenues		Amt Budgeted	Revenues	Remaining	
308 Beginning Balances					
308 91 10 00	Estimated Beginning Balance	344,742.22	468,506.78	(123,764.56)	135.9%
308 Beginning Balances		**344,742.22**	**468,506.78**	**(123,764.56)**	**135.9%**
360 Misc Revenues					
361 11 00 02	Investment Interest	1,200.00	9,497.46	(8,297.46)	791.5%
360 Misc Revenues		**1,200.00**	**9,497.46**	**(8,297.46)**	**791.5%**
397 Interfund Transfers					
397 00 00 03	Transfer From General Fund	0.00	0.00	0.00	0.0%
397 Interfund Transfers		**0.00**	**0.00**	**0.00**	**0.0%**
Fund Revenues:		**345,942.22**	**478,004.24**	**(132,062.02)**	**138.2%**

Expenditures		Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers					
597 00 01 03	Transfer from Reserve to General	0.00	0.00	0.00	0.0%
597 00 02 03	Transfer From Reserve to Investment	0.00	415,604.00	(415,604.00)	0.0%
597 Interfund Transfers		**0.00**	**415,604.00**	**(415,604.00)**	**0.0%**
Fund Expenditures:		**0.00**	**415,604.00**	**(415,604.00)**	**0.0%**
Fund Excess/(Deficit):		**345,942.22**	**62,400.24**		

2026 BUDGET POSITION

South Whidbey Fire EMS

Time: 14:31:06 Date: 11/12/2026

004 Contingency Fund

01/01/2026 To: 12/31/2026

Revenues		Amt Budgeted	Revenues	Remaining	
308 Beginning Balances					
308 91 11 00	Estimated Beginning Balance	172,228.16	476,033.62	(303,805.46)	276.4%
308 Beginning Balances		**172,228.16**	**476,033.62**	**(303,805.46)**	**276.4%**
360 Misc Revenues					
361 11 00 03	Investment Interest	5,000.00	10,554.52	(5,554.52)	211.1%
360 Misc Revenues		**5,000.00**	**10,554.52**	**(5,554.52)**	**211.1%**
397 Interfund Transfers					
397 00 00 04	Transfer From General Fund	0.00	0.00	0.00	0.0%
397 Interfund Transfers		**0.00**	**0.00**	**0.00**	**0.0%**
Fund Revenues:		**177,228.16**	**486,588.14**	**(309,359.98)**	**274.6%**

Expenditures		Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers					
597 00 01 04	Transfer from Contingency to General	0.00	0.00	0.00	0.0%
597 00 02 04	Transfer From Contingency to Investment	0.00	306,341.00	(306,341.00)	0.0%
597 Interfund Transfers		**0.00**	**306,341.00**	**(306,341.00)**	**0.0%**
Fund Expenditures:		**0.00**	**306,341.00**	**(306,341.00)**	**0.0%**
Fund Excess/(Deficit):		**177,228.16**	**180,247.14**		

2026 BUDGET POSITION TOTALS

South Whidbey Fire EMS

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	10,134,207.23	14,763,311.38	145.7%	10,235,015.23	11,008,150.56	108%
002 General Investment Fund	1,355,242.02	6,030,332.51	445.0%	0.00	3,050,000.00	0%
003 Reserve Fund	345,942.22	478,004.24	138.2%	0.00	415,604.00	0%
004 Contingency Fund	177,228.16	486,588.14	274.6%	0.00	306,341.00	0%
	12,012,619.63	21,758,236.27	181.1%	10,235,015.23	14,780,095.56	144.4%

CHECK REGISTER

South Whidbey Fire EMS

Time: 15:08:17 Date: 11/12/2026

10/01/2026 To: 10/31/2026

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1346	10/06/2026	Payroll	1	EFT	Internal Revenue Service	40,568.02	941 Deposit for Pay Cycle(s) 10/05/2026 - 10/05/2026
1347	10/06/2026	Payroll	1	EFT	WA D/Retirement Systems	6,242.21	Pay Cycle(s) 10/05/2026 To 10/05/2026 - DEFERRED COMP; Pay Cycle(s) 10/05/2026 To 10/05/2026 - DCP Roth
1448	10/21/2026	Payroll	1	EFT	Internal Revenue Service	44,176.21	941 Deposit for Pay Cycle(s) 10/20/2026 - 10/20/2026; 941 Deposit for Pay Cycle(s) 10/16/2026 - 10/16/2026
1474	10/14/2026	Payroll	1	EFT	WA D/Retirement Systems	40,789.07	Pay Cycle(s) 09/01/2026 To 09/30/2026 - LEOFF 2; Pay Cycle(s) 09/01/2026 To 09/30/2026 - PERS 2; Pay Cycle(s) 09/01/2026 To 09/30/2026 - PERS 2- Maint
1485	10/30/2026	Payroll	1	EFT	WA D/Employment Security	4,307.14	3rd Quarter Unemployment: 07/01/2026 - 09/30/2026
1486	10/30/2026	Payroll	1	EFT	WA D/L&I Employer Services	66,592.60	3RD Quarter L&I: 07/01/2026 - 09/30/2026
1487	10/23/2026	Payroll	1	EFT	WA D/Employment Security PFML	11,969.56	Pay Cycle(s) 07/01/2026 To 09/30/2026 - PMFL; Pay Cycle(s) 07/01/2026 To 09/30/2026 - WA Care
1553	10/28/2026	Payroll	1	EFT	WA D/Retirement Systems	8,812.48	Pay Cycle(s) 10/16/2026 To 10/31/2026 - DRS 457 (Deferred Comp); Pay Cycle(s) 10/16/2026 To 10/31/2026 - DEFERRED COMP; Pay Cycle(s) 10/16/2026 To 10/31/2026 - DCP Roth; Pay Cycle(s) 10/16/2026 To 10/
1554	10/22/2026	Claims	1	EFT	WA D/Revenue	45.08	Sep2026 Sales Tax Remitted
1353	10/09/2026	Claims	1	664952	Robert Coleman Absolute Pest Control	772.41	Pest control
1354	10/09/2026	Claims	1	664953	Bound Tree Medical, LLC.	498.00	Epinephrine
1355	10/09/2026	Claims	1	664954	Corey Oil & Propane, LLC	1,733.71	Sep2026 Fuel
1356	10/09/2026	Claims	1	664955	Desert Rescue Research	4,149.60	Rope Rescue Training
1357	10/09/2026	Claims	1	664956	FirstNet - AT&T MOBILITY	1,897.85	Cell Phones
1358	10/09/2026	Claims	1	664957	Firstline Communications, INC	1,565.69	Landlines
1359	10/09/2026	Claims	1	664958	Jodi Hinkelman	45.00	Patches
1360	10/09/2026	Claims	1	664959	IMS Alliance	158.00	Passport Name Tags
1361	10/09/2026	Claims	1	664960	Langley, City of	403.52	Station 34
1362	10/09/2026	Claims	1	664961	MES Service Company LLC	21,902.72	PPE Masks; Lights for 1002; Lights for 1001; Thermal Imaging Camera for E32, Aid 3
1363	10/09/2026	Claims	1	664962	McGavick Graves, P.S.	197.50	Legal Services
1364	10/09/2026	Claims	1	664963	Orca Information INC	152.32	Wotipka, Rutter
1365	10/09/2026	Claims	1	664964	Puget Sound Energy	1,642.85	Station 33; Station 32; Station 34; Station 31
1366	10/09/2026	Claims	1	664965	Saratoga Water District	100.00	Station 35
1367	10/09/2026	Claims	1	664966	Snure Law Office, PSC	1,080.00	Legal Services
1368	10/09/2026	Claims	1	664967	South Whidbey School District #206	4,867.32	Jul2026 Fuel
1369	10/09/2026	Claims	1	664968	T-Mobile	289.52	Cell Phones
1370	10/09/2026	Claims	1	664969	TargetSolutions Learning LLC	22,629.26	Annual Renewal
1371	10/09/2026	Claims	1	664970	Three Men and a Mower	2,084.30	Sep2026 Grounds Maintenance
1372	10/09/2026	Claims	1	664971	VFIS	12,041.00	2026 Additional Recommended Contribution
1387	10/16/2026	Payroll	1	664972	Anne M Collins	118.44	Q3 2026 Volunteer
1390	10/16/2026	Payroll	1	664973	Robert Hinkelman	12.00	Q3 2026 Volunteer
1393	10/16/2026	Payroll	1	664974	Brendan J Murphy	37.40	Q3 2026 Volunteer

CHECK REGISTER

South Whidbey Fire EMS

Time: 15:08:17 Date: 11/12/2026

10/01/2026 To: 10/31/2026

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1394	10/16/2026	Payroll	1	664975	Maci Murphy	24.94	Q3 2026 Volunteer
1395	10/16/2026	Payroll	1	664976	Preston I Pantier	60.03	Q3 2026 Volunteer
1410	10/16/2026	Payroll	1	664977	Carson Wrightson	314.31	Q3 2026 Volunteer
1386	10/16/2026	Payroll	1	664978	Yun Cheng	24.94	Q3 2026 Volunteer
1385	10/16/2026	Payroll	1	664979	Charles C. Baker	13.63	Q3 2026 Volunteer
1449	10/20/2026	Claims	1	664980	Amazon Capital Services	1,141.63	Office Supplies, Calendars; Paper Towels, Trash Bags, Toilet Paper, Toilet Cleaner; Booster & Car Seats; St. 32 kitchen supplies; Trunk or Treat Rubber Ducks; Damaged Binder Return
1450	10/20/2026	Claims	1	664981	Bay Alarm Company	848.64	Station 32; Cultus Bay; Station 36
1451	10/20/2026	Claims	1	664982	Broadview Appraisal	2,500.00	Maintenance Appraisal (Verlane)
1452	10/20/2026	Claims	1	664983	Dennis Elliott	500.00	IFSAC Testing
1453	10/20/2026	Claims	1	664984	Electronic Business Machines	84.06	Copies
1454	10/20/2026	Claims	1	664985	Freeland Water District	78.28	Station 31
1455	10/20/2026	Claims	1	664986	Frontier Ford	108.65	Housing for 1501
1456	10/20/2026	Claims	1	664987	Galls, LLC	339.94	Nomex Officer Shirt; Class A Trouser
1457	10/20/2026	Claims	1	664988	HSI Emergency Care Solutions	187.22	CPR Paradiso, Bond, Wlls, Smith, Marble; CPR Gerber/Cochran/Salveson; Coble; CPR Hezel/Panciera
1458	10/20/2026	Claims	1	664989	ISOutsource	7,772.57	IT Services; IT Support; IT Licenses/Subs
1459	10/20/2026	Claims	1	664990	Island Disposal, Inc.	433.42	Station 34; Station 31; Station 36; Maintenance
1460	10/20/2026	Claims	1	664991	LabCorp Occupational Testing Service	100.50	Hunter, Collins, Wotipka
1461	10/20/2026	Claims	1	664992	Les Schwab Tire	3,653.99	Tires #1001
1462	10/20/2026	Claims	1	664993	MES Service Company LLC	121,835.63	Bauer Unicus Compressor; Boots - Kalahiki
1463	10/20/2026	Claims	1	664994	Mukilteo Coffee Co.	105.60	Coffee; Coffee; Coffee
1464	10/20/2026	Claims	1	664995	Puget Sound Energy	1,738.00	Station 36
1465	10/20/2026	Claims	1	664996	South Island Pumping LLC	3,146.00	Emergency Septic Pumping Station 36
1466	10/20/2026	Claims	1	664997	South Whidbey School District #206	3,754.66	Sep2026 Fuel
1467	10/20/2026	Claims	1	664998	Stryker Sales, LLC	864.14	CPR Pads
1468	10/20/2026	Claims	1	664999	Trusteed Plans Service Corp.	55,740.13	Nov2026 Health/Dental Insurance
1469	10/20/2026	Claims	1	665000	US Bank Visa	8,543.89	Sep2026 Statement
1470	10/20/2026	Claims	1	665001	Whidbey Telecom	1,207.96	Internet/Landlines
1471	10/20/2026	Claims	1	665002	Whidbey's T&T Construction, Inc.	7,790.20	Station 32 Soil Samples; Station 36 Septic
1472	10/20/2026	Payroll	1	665003	Aflac	2,027.94	Pay Cycle(s) 09/01/2026 To 09/30/2026 - AFLAC (Post-Tax)
1473	10/20/2026	Payroll	1	665004	C/O BPA IAFF MERP Trust Office	1,387.50	Pay Cycle(s) 09/01/2026 To 09/30/2026 - IAFF MERP Dues
1479	10/30/2026	Claims	1	665005	Robert Coleman Absolute Pest Control	772.41	Pest Control
1480	10/30/2026	Claims	1	665006	First-Citizens Bank & Trust Co.	168.41	Copier Lease
1481	10/30/2026	Claims	1	665007	Robert Husom	152.95	Nat'l Fire Academy Shuttle
1482	10/30/2026	Claims	1	665008	Snure Seminars	54.55	Laws Update - Johansen
1483	10/30/2026	Claims	1	665009	TRI Air Testing	425.00	Air Testing
1484	10/30/2026	Payroll	1	665010	South Whidbey Firefighters Union	1,200.00	Pay Cycle(s) 10/20/2026 To 10/20/2026 - FF Union Dues
1315	10/05/2026	Payroll	10	EFT	Dillan R Arbaugh	2,651.62	Sep16-Sep30 Payroll
1316	10/05/2026	Payroll	10	EFT	Brian Boyd	3,542.50	Sep16-Sep30 Payroll
1317	10/05/2026	Payroll	10	EFT	Joseph Burbank	4,493.99	Sep16-Sep30 Payroll

CHECK REGISTER

South Whidbey Fire EMS

Time: 15:08:17 Date: 11/12/2026

10/01/2026 To: 10/31/2026

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1318	10/05/2026	Payroll	10	EFT	Chavo Camargo	2,678.93	Sep16-Sep30 Payroll
1319	10/05/2026	Payroll	10	EFT	Josiah J Cantrell	2,373.10	Sep16-Sep30 Payroll
1320	10/05/2026	Payroll	10	EFT	Ian G Carter	3,491.82	Sep16-Sep30 Payroll
1321	10/05/2026	Payroll	10	EFT	Damien Z Clay	2,012.68	Sep16-Sep30 Payroll
1322	10/05/2026	Payroll	10	EFT	Katheryne Crowe	3,395.35	Sep16-Sep30 Payroll
1323	10/05/2026	Payroll	10	EFT	Karley Diffie	3,397.01	Sep16-Sep30 Payroll
1324	10/05/2026	Payroll	10	EFT	Joseph M Dilley	5,124.29	Sep16-Sep30 Payroll
1325	10/05/2026	Payroll	10	EFT	Erik A Evenson	2,604.28	Sep16-Sep30 Payroll
1326	10/05/2026	Payroll	10	EFT	Nicole Hagen	3,259.43	Sep16-Sep30 Payroll
1327	10/05/2026	Payroll	10	EFT	Andrew W Harvey	2,163.60	Sep16-Sep30 Payroll
1328	10/05/2026	Payroll	10	EFT	Robert Husom	4,298.97	Sep16-Sep30 Payroll
1329	10/05/2026	Payroll	10	EFT	Mary Kaye Johansen	2,357.90	Sep16-Sep30 Payroll
1330	10/05/2026	Payroll	10	EFT	Leah Kalahiki	4,642.08	Sep16-Sep30 Payroll
1331	10/05/2026	Payroll	10	EFT	Vicki Lange	3,503.31	Sep16-Sep30 Payroll
1332	10/05/2026	Payroll	10	EFT	Peter Lund	4,814.88	Sep16-Sep30 Payroll
1333	10/05/2026	Payroll	10	EFT	Jacob M Lykken	2,248.40	Sep16-Sep30 Payroll
1334	10/05/2026	Payroll	10	EFT	Alexander M Magallon	4,134.91	Sep16-Sep30 Payroll
1335	10/05/2026	Payroll	10	EFT	Sean C McDougald	3,110.73	Sep16-Sep30 Payroll
1336	10/05/2026	Payroll	10	EFT	Alexandra McMahon	3,554.01	Sep16-Sep30 Payroll
1337	10/05/2026	Payroll	10	EFT	Shari L Schroeder	1,459.39	Sep16-Sep30 Payroll
1338	10/05/2026	Payroll	10	EFT	Lewis J Townsend	2,800.05	Sep16-Sep30 Payroll
1339	10/05/2026	Payroll	10	EFT	Christopher Turner	2,923.33	Sep16-Sep30 Payroll
1340	10/05/2026	Payroll	10	EFT	Cooper Ullmann	2,820.52	Sep16-Sep30 Payroll
1341	10/05/2026	Payroll	10	EFT	Nicholas S Walsh	5,079.51	Sep16-Sep30 Payroll
1342	10/05/2026	Payroll	10	EFT	Carlee Wilkie	3,404.88	Sep16-Sep30 Payroll
1343	10/05/2026	Payroll	10	EFT	Melody K Wilkie	2,835.39	Sep16-Sep30 Payroll
1384	10/16/2026	Payroll	10	EFT	Karen Arndt	636.24	Q3 2026 Volunteer
1388	10/16/2026	Payroll	10	EFT	Arthur Fleming	208.65	Q3 2026 Volunteer
1389	10/16/2026	Payroll	10	EFT	Jon Gabelein		Q3 2026 Volunteer
1391	10/16/2026	Payroll	10	EFT	Killoran K Jenkins	246.09	Q3 2026 Volunteer
1392	10/16/2026	Payroll	10	EFT	Patricia J McMahon	38.79	Q3 2026 Volunteer
1396	10/16/2026	Payroll	10	EFT	Daniel A Phillips		Q3 2026 Volunteer
1397	10/16/2026	Payroll	10	EFT	Shawn C Pilkington	500.99	Q3 2026 Volunteer
1398	10/16/2026	Payroll	10	EFT	Barry Pomeroy		Q3 2026 Volunteer
1399	10/16/2026	Payroll	10	EFT	Rebekah A Pomeroy	709.53	Q3 2026 Volunteer
1400	10/16/2026	Payroll	10	EFT	Riley Pomeroy	398.96	Q3 2026 Volunteer
1401	10/16/2026	Payroll	10	EFT	Coleman T Porter	106.06	Q3 2026 Volunteer
1402	10/16/2026	Payroll	10	EFT	Suzanne E Reynolds	163.44	Q3 2026 Volunteer
1403	10/16/2026	Payroll	10	EFT	Neil A Rixe	187.97	Q3 2026 Volunteer
1404	10/16/2026	Payroll	10	EFT	Paul H Shimada		Q3 2026 Volunteer
1405	10/16/2026	Payroll	10	EFT	Jeffrey W. Simmons	174.31	Q3 2026 Volunteer
1406	10/16/2026	Payroll	10	EFT	Melissa Simmons	2,109.05	Q3 2026 Volunteer
1407	10/16/2026	Payroll	10	EFT	Marc G Swenson	76.18	Q3 2026 Volunteer
1408	10/16/2026	Payroll	10	EFT	Teresa Welch		Q3 2026 Volunteer
1409	10/16/2026	Payroll	10	EFT	Cody Wilkie	36.71	Q3 2026 Volunteer
1411	10/20/2026	Payroll	10	EFT	Dillan R Arbaugh	2,951.54	Oct1-Oct15 Payroll
1412	10/20/2026	Payroll	10	EFT	Brian Boyd	3,476.49	Oct1-Oct15 Payroll
1413	10/20/2026	Payroll	10	EFT	Joseph Burbank	5,698.99	Oct1-Oct15 Payroll
1414	10/20/2026	Payroll	10	EFT	Chavo Camargo	2,621.03	Oct1-Oct15 Payroll
1415	10/20/2026	Payroll	10	EFT	Josiah J Cantrell	2,395.79	Oct1-Oct15 Payroll
1416	10/20/2026	Payroll	10	EFT	Ian G Carter	3,494.88	Oct1-Oct15 Payroll
1417	10/20/2026	Payroll	10	EFT	Damien Z Clay	2,015.74	Oct1-Oct15 Payroll
1418	10/20/2026	Payroll	10	EFT	Katheryne Crowe	3,651.01	Oct1-Oct15 Payroll
1419	10/20/2026	Payroll	10	EFT	Karley Diffie	5,460.84	Oct1-Oct15 Payroll
1420	10/20/2026	Payroll	10	EFT	Joseph M Dilley	5,124.29	Oct1-Oct15 Payroll
1421	10/20/2026	Payroll	10	EFT	Savannah Erickson	148.69	Oct1-Oct15 Payroll

CHECK REGISTER

South Whidbey Fire EMS

Time: 15:08:17 Date: 11/12/2026

10/01/2026 To: 10/31/2026

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1422	10/20/2026	Payroll	10	EFT	Erik A Evenson	2,429.64	Oct1-Oct15 Payroll
1423	10/20/2026	Payroll	10	EFT	Nicole Hagen	3,426.74	Oct1-Oct15 Payroll
1424	10/20/2026	Payroll	10	EFT	Andrew W Harvey	2,152.31	Oct1-Oct15 Payroll
1425	10/20/2026	Payroll	10	EFT	Robert Husom	4,182.20	Oct1-Oct15 Payroll
1426	10/20/2026	Payroll	10	EFT	Mary Kaye Johansen	2,357.34	Oct1-Oct15 Payroll
1427	10/20/2026	Payroll	10	EFT	Leah Kalahiki	3,774.05	Oct1-Oct15 Payroll
1428	10/20/2026	Payroll	10	EFT	Vicki Lange	3,503.48	Oct1-Oct15 Payroll
1429	10/20/2026	Payroll	10	EFT	Peter Lund	3,820.79	Oct1-Oct15 Payroll
1430	10/20/2026	Payroll	10	EFT	Jacob M Lykken	2,293.63	Oct1-Oct15 Payroll
1431	10/20/2026	Payroll	10	EFT	Alexander M Magallon	5,574.71	Oct1-Oct15 Payroll
1432	10/20/2026	Payroll	10	EFT	Sean C McDougald	3,072.97	Oct1-Oct15 Payroll
1433	10/20/2026	Payroll	10	EFT	Alexandra McMahon	4,185.55	Oct1-Oct15 Payroll
1434	10/20/2026	Payroll	10	EFT	Michael W Noblet	297.37	Oct1-Oct15 Payroll
1435	10/20/2026	Payroll	10	EFT	Shari L Schroeder	1,426.23	Oct1-Oct15 Payroll
1436	10/20/2026	Payroll	10	EFT	James A. Towers	148.69	Oct1-Oct15 Payroll
1437	10/20/2026	Payroll	10	EFT	Lewis J Townsend	2,767.53	Oct1-Oct15 Payroll
1438	10/20/2026	Payroll	10	EFT	Christopher Turner	2,933.87	Oct1-Oct15 Payroll
1439	10/20/2026	Payroll	10	EFT	Cooper Ullmann	2,896.14	Oct1-Oct15 Payroll
1440	10/20/2026	Payroll	10	EFT	Nicholas S Walsh	5,452.30	Oct1-Oct15 Payroll
1441	10/20/2026	Payroll	10	EFT	Carlee Wilkie	3,382.19	Oct1-Oct15 Payroll
1442	10/20/2026	Payroll	10	EFT	Melody K Wilkie	3,305.75	Oct1-Oct15 Payroll
		001 General Fund				732,175.10	
							Claims: 302,304.08
						732,175.10	Payroll: 429,871.02

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against South Whidbey Island Fire/EMS and that I am authorized to authenticate and certify to said claim.

Auditing Officer _____ Date:_____

Auditing Officer _____ Date:_____

TREASURER'S REPORT

Fund Totals

South Whidbey Fire EMS

Time: 14:44:02 Date: 11/12/2026

10/01/2026 To: 10/31/2026

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	781,587.70	4,056,617.37	732,094.22	4,106,110.85	7,449.62	85,738.60	0.00	4,199,299.07
002 General Investment Fund	3,780,332.51	0.00	800,000.00	2,980,332.51	0.00	0.00	0.00	2,980,332.51
003 Reserve Fund	60,938.00	1,462.24		62,400.24	0.00	0.00	0.00	62,400.24
004 Contingency Fund	178,759.24	1,487.90		180,247.14	0.00	0.00	0.00	180,247.14
	4,801,617.45	**4,059,567.51**	**1,532,094.22**	**7,329,090.74**	**7,449.62**	**85,738.60**	**0.00**	**7,422,278.96**

TREASURER'S REPORT

Account Totals

South Whidbey Fire EMS

Time: 14:44:02 Date: 11/12/2026

10/01/2026 To: 10/31/2026

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	General Fund-Island County Mai	381,594.18	4,056,698.25	732,175.00	3,706,117.43	0.00	92,801.28	3,798,918.71
5	Capital Reserve Investment	4,180,332.51	0.00	800,000.00	3,380,332.51	0.00	0.00	3,380,332.51
7	Keybank (Direct Deposit)	95.53	0.00	0.00	95.53	0.00	0.00	95.53
10	Heritage (Direct Deposit)	-102.01	201,192.50	201,192.60	-102.11	0.00	386.94	284.83
11	Reserve Fund	60,938.00	1,462.24	0.00	62,400.24	0.00	0.00	62,400.24
12	Contingency Fund	178,759.24	1,487.90	0.00	180,247.14	0.00	0.00	180,247.14
	Total Cash:	4,801,617.45	4,260,840.89	1,733,367.60	7,329,090.74	0.00	93,188.22	**7,422,278.96**
		4,801,617.45	**4,260,840.89**	**1,733,367.60**	**7,329,090.74**	**0.00**	**93,188.22**	**7,422,278.96**

TREASURER'S REPORT

Outstanding Vouchers

South Whidbey Fire EMS

10/01/2026 To: 10/31/2026

As Of: 10/31/2026 Date: 11/12/2026

Time: 14:44:02 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2026	1486	10/30/2026	Payroll	1	EFT	WA D/L&I Employer Services	66,592.60	3RD Quarter L&I: 07/01/2026 - 09/30/2026
2026	1043	08/04/2026	Payroll	1	0	Internal Revenue Service	2,357.05	941 Deposit for Pay Cycle(s) 07/31/2026 - 07/31/2026
2024	1370	09/03/2024	Payroll	1	EFT	WA D/Retirement Systems	3,687.88	Pay Cycle(s) 07/25/2024 To 07/25/2024 - DEFERRED COMP; Pay Cycle(s) 07/25/2024 To 07/25/2024 - DCP Roth
2023	550	05/04/2023	Payroll	1	662325	Kirsti Ranta	73.88	April 18- April 28 Payroll
2023	566	05/04/2023	Payroll	1	662327	Carson Wrightson	12.00	April 18- April 28 Payroll
2023	970	07/20/2023	Claims	1	662517	HSI Emergency Care Solutions	43.21	Inv. #1834113
2023	1164	08/23/2023	Claims	1	662626	Neil A Rixe	32.00	Fair Reimbursement
2024	674	05/02/2024	Claims	1	663211	Anne M Collins	250.03	Replace 8.10.2023 ck #662591 never issued
2024	676	05/02/2024	Claims	1	663213	Robert Hinkelman	48.03	Replace 8.10.2023 ck #662593 never issued
2024	1168	08/02/2024	Claims	1	663428	Neil A Rixe	109.87	Duty Boot Reimbursement
2024	1615	10/18/2024	Payroll	1	663581	Robert Hinkelman	12.00	Q3 2024 Volunteer
2025	1125	07/25/2025	Payroll	1	664213	Mari St Amand	93.74	
2025	1205	08/14/2025	Claims	1	664241	Neil A Rixe	67.00	Fair Meal Reimbursement
2025	1453	10/02/2025	Claims	1	664335	Langley, City of	396.67	Station 34
2025	1782	10/22/2025	Payroll	1	664361	Melissa Simmons	6,167.47	Replace payroll EFT messed up by bank
2026	551	04/27/2026	Payroll	1	664701	Carson Wrightson	24.48	Q1 2026 Volunteer
2026	768	06/12/2026	Payroll	1	664778	South Whidbey Firefighters Union	4,680.00	Pay Cycle(s) 04/01/2026 To 04/30/2026 - FF Union Dues; Pay Cycle(s) 05/01/2026 To 05/31/2026 - FF Union Dues
2026	950	07/31/2026	Payroll	1	664839	Anne M Collins	103.04	Q2 2026 Volunteer
2026	1112	08/21/2026	Payroll	1	664888	Anne M Collins	146.99	Q2 2026 Volunteer Correction
2026	1130	08/21/2026	Payroll	1	664890	Carson Wrightson	6.12	Q2 2026 Volunteer Correction
2026	1237	09/10/2026	Claims	1	664928	Ubiquiti	1,498.13	Firewalls
2026	1360	10/09/2026	Claims	1	664959	IMS Alliance	158.00	Passport Name Tags
2026	1387	10/16/2026	Payroll	1	664972	Anne M Collins	118.44	Q3 2026 Volunteer
2026	1393	10/16/2026	Payroll	1	664974	Brendan J Murphy	37.40	Q3 2026 Volunteer
2026	1394	10/16/2026	Payroll	1	664975	Maci Murphy	24.94	Q3 2026 Volunteer
2026	1385	10/16/2026	Payroll	1	664979	Charles C. Baker	13.63	Q3 2026 Volunteer
2026	1451	10/20/2026	Claims	1	664982	Broadview Appraisal	2,500.00	Maintenance Appraisal (Verlane)
2026	1456	10/20/2026	Claims	1	664987	Galls, LLC	339.94	Nomex Officer Shirt; Class A Trouser
2026	1459	10/20/2026	Claims	1	664990	Island Disposal, Inc.	433.42	Station 34; Station 31; Station 36; Maintenance
2026	1479	10/30/2026	Claims	1	665005	Robert Coleman Absolute Pest Control	772.41	Pest Control
2026	1480	10/30/2026	Claims	1	665006	First-Citizens Bank & Trust Co.	168.41	Copier Lease

TREASURER'S REPORT

Outstanding Vouchers

South Whidbey Fire EMS | 10/01/2026 To: 10/31/2026 | As Of: 10/31/2026 Date: 11/12/2026 Time: 14:44:02 Page: 4

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2026	1481	10/30/2026	Claims	1	665007	Robert Husom	152.95	Nat'l Fire Academy Shuttle
2026	1482	10/30/2026	Claims	1	665008	Snure Seminars	54.55	Laws Update - Johansen
2026	1483	10/30/2026	Claims	1	665009	TRI Air Testing	425.00	Air Testing
2026	1484	10/30/2026	Payroll	1	665010	South Whidbey Firefighters Union	1,200.00	Pay Cycle(s) 10/20/2026 To 10/20/2026 - FF Union Dues
							92,801.28	
2023	1096	08/10/2023	Payroll	10	EFT	Cory S Jennings	24.01	July 21- Aug 4 Payroll
2024	176	02/09/2024	Payroll	10	EFT	Nina Holmstrom	12.00	
2025	1784	10/24/2025	Payroll	10	EFT	IC Treasurer Office	146.83	Returned EFT messed up by bank - S. Reynolds
2024	177	02/09/2024	Payroll	10	EFT	Cory S Jennings	204.10	
							386.94	
							93,188.22	

Fund	Claims	Payroll	Total
001 General Fund	7,449.62	85,738.60	93,188.22
	7,449.62	85,738.60	93,188.22

TREASURER'S REPORT

Signature Page

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

Signed:_____ Signed:_____

Chief / Date Finance Officer / Date

Signed:_____

Board Chair / Date

SOUTH WHIDBEY FIRE / EMS

5579 Bayview Road O Langley, WA 98260

(360) 321-1533 O Fax (360) 321-9385 O www.swfe.org

Expenditure Approval Document
Date of Approval: November 19, 2026
Warrants Approved from October 1st – October 31st 2026

Date	Check/Voucher	Description	Amount
10/5/2026	EFT	Payroll	$ 95,176.86
10/9/2026	261002001-261002020	Accounts Payable	$ 78,210.57
10/15/2026	EFT, 264972-664979	Volunteer Payroll	$ 6,198.66
10/20/2026	EFT	Payroll	$ 100,422.77
10/20/2026	261004001-261004025	Accounts Payable	$ 225,890.55
10/22/2026	EFT	Sales Tax	$ 45.08
10/30/2026	261006001-2610060006	Accounts Payable	$ 2,773.32
10/1-10/31/2026	EFT	Payroll Liabilities	$ 223,457.29
		Total Warrants Approved	**$ 732,175.10**

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable according to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the claim is a just, due and unpaid obligation against South Whidbey Fire/EMS, and that I am authorized to authenticate and certify to said claim.

Mary Kaye Johansen, Finance Officer

Nick Walsh, Fire Chief

Michael W. Noblet, Commissioner

Savanah Erickson, Commissioner

Jim Towers, Chairman

103.5.9 Gifts

4. **Material or Equipment**: The District Chief may accept gifts to the District of material or equipment for which the District has a use. Any gift to the District of materials or equipment having a value of $500 or greater shall be subject to Board approval. The District Chief shall not accept nor shall the Board authorize gifts that are inappropriate, which carry with them unsuitable conditions or which shall obligate the District to future expenditures which are out of proportion to the value of the gift. All gifts of material or equipment shall become District property and shall be accepted without obligation relative to use and/or disposal. Any material or equipment accepted shall follow the Equipment Intake process outlined below (103.11)

If the donation is cash to be used in conjunction with the construction or purchase of a specific asset, the donation is reported as revenue and may be applied to that asset through the expense accounts.

ASSET MANAGEMENT POLICY

103.11: ASSET MANAGEMENT

Goal:

Establish a unified system to acquire, document, track, control, safeguard, and dispose of all District assets in accordance with applicable laws, audit standards, and operational needs.

103.11.1 ASSET LIFECYCLE REQUIREMENT

All District assets shall maintain a continuous lifecycle record from acquisition through final disposition.

This record shall include intake documentation, inventory assignment, custody, transfers, maintenance history, and disposal records.

The district may acquire small and attractive assets through purchases, donation, lease, or construction.

If any item covered by this policy is determined to be lost, the Fire Chief or designee will notify the district's insurance company. Any item believed to be the result of theft shall be immediately reported to the appropriate Law Enforcement agency and the Fire Chief.

103.11.2 EQUIPMENT INTAKE (ENTRY CONTROL)

All assets shall be processed through the District's Equipment Intake Procedure prior to being placed into service.

No asset shall be issued, deployed, or placed into service until intake processing is complete.

The Equipment Intake process shall include:

- Verification against purchase order, donation, or grant documentation
- Condition assessment and acceptance
- Classification (Capital, Small & Attractive, Expendable)
- Entry into the inventory system
- Assignment of asset identification number and tagging
- Assignment to a division, station, or custodian

The Assistant Chief, Operations or designee is responsible for oversight of the intake process.

103.11.3 ASSET CLASSIFICATION

Assets shall be classified as follows:

- Capital Assets: Greater than $5,000 and useful life greater than one (1) year
- Small & Attractive Assets: $300–$4,999 or items designated as high-risk regardless of cost
- Expendable Assets: Less than $300 unless designated as high-risk

High-Risk Asset Definition

A High-Risk Asset is any item, regardless of cost, that meets one or more of the following criteria:

- Portable and easily removed by one person
- Concealable within a bag, pocket, or personal vehicle
- Has a high potential for theft or misuse
- Is operationally sensitive, where loss would impact emergency response capability, safety, or security
- Stores, transmits, or accesses District data or communication systems
- Is not routinely monitored, making loss difficult to immediately detect

The Assistant Chief, Operations or designee shall maintain a list of standard high-risk asset categories subject to inventory regardless of cost.

Final determination of high-risk classification rests with the Assistant Chief, Operations.

103.11.4 ASSET IDENTIFICATION AND NUMBERING SYSTEM

All assets shall be assigned a unique District asset identification number.

Numbering Structure (Primary Identifier)

The District shall utilize a **number block system** to ensure uniqueness and classification by asset type. Number ranges shall be reserved exclusively for the categories listed below and shall not overlap or be reused across categories.

Number Range	Asset Class
10,000–19,999	Facilities / Buildings / Infrastructure
20,000–29,999	IT / Electronics
30,000–39,999	Medical / EMS Equipment
40,000–49,999	Fireground / Rescue Equipment
50,000–59,999	Tools / Shop / Maintenance
60,000–69,999	Apparatus Components / Equipment
70,000–79,999	Uniforms / PPE / Clothing
70,000–72,999	Uniforms
73,000–77,999	PPE 73,000-74,999 Structural Gear 75,000-76,999 Wildland Gear 77,000-77,999 EMS Gear
78,000-79,999	Clothing
80,000–89,999	Communications Equipment
90,000–99,999	High-Risk / Controlled Assets

All asset identification numbers shall be issued and controlled by the Assistant Chief, Operations or designee to ensure uniqueness. Number blocks shall not be reassigned or reused.

Addition of Asset Classes

The District may establish new asset classes and corresponding number blocks as operational needs evolve.

New asset classes shall:

- Be assigned a unique, non-overlapping number range

- Be documented in the asset management system and policy or supporting procedures
- Include a clear description of the asset category and intended use

The Assistant Chief, Operations, or designee shall review and approve all additions of asset classes to ensure consistency with the overall numbering structure.

Where feasible, new number blocks should be assigned in a manner that preserves logical grouping and allows for future expansion.

Identification Layers

The District shall maintain the following asset identification layers:

1. **Primary Asset ID (Inventory Identifier)**
    - The official District asset number assigned from the number block system
    - Used for all inventory, tracking, and audit purposes

2. **Secondary ID (Operational / Intake Sequence)**
    - Year-based sequence number (e.g., 26-01, 26-02)
    - Used for intake tracking and internal workflow only
    - Shall not replace the primary asset ID

3. **Manufacturer Identifier (Reference Only)**
    - Serial numbers or vendor-provided barcodes
    - Used for warranty, maintenance, or manufacturer reference only
    - Vendor-provided barcode numbers may be retained and used as part of the manufacturer identifier for reference and cross-indexing purposes
    - Shall not be used as the primary tracking identifier

Control Requirements

- No asset shall share the same primary asset ID
- Vendor-provided barcode numbers shall not be used as the primary identifier
- Asset records shall cross-reference all applicable identifiers

103.11.5 INVENTORY AND CONTROL

All assets shall be recorded in the District inventory system including description, make, model, serial number, acquisition date, cost, funding source, and assigned custodian.

Each asset shall be assigned to a division, station, or individual responsible for its care, security, and appropriate use.

A physical inventory shall be conducted annually. The Assistant Chief, Operations, Battalion Chiefs managing a division, department, or program, are responsible for inventory within their assigned areas. Those with responsibility for other portions of the inventory list are responsible to ensure the annual inventory of items that are within their purview are completed. The Assistant Chief, Operations, or designee will provide each responsible party with the list of assets to be inventoried. All inventories shall be conducted in November of each year and the list submitted to the Assistant Chief, Operations by January ~~3~~1st.

Inventory results shall be submitted to the Assistant Chief, Operations, or designee for reconciliation to inventory records.

Discrepancies shall be investigated and documented.

103.11.6 CAPITAL ASSETS (CIP)

The District shall maintain a Capital Improvement Plan (CIP) under the direction of the Fire Chief.

The CIP shall include all capital facilities, apparatus, and equipment and identify:

- Age and condition
- Expected service life
- Maintenance costs
- Estimated replacement cost
- Funding source

Capital assets shall be replaced in accordance with established schedules unless condition-based assessments support extension. See Policy 103.12

103.11.7 SMALL AND ATTRACTIVE ASSETS

Assets below capitalization threshold but susceptible to theft, loss, or misuse shall be tracked as Small & Attractive Assets.

High-risk items may be included regardless of cost.

103.11.8 INTERNAL CONTROLS

The District shall maintain internal controls over assets in accordance with RCW 43.09.200 and RCW 43.09.210.

Where feasible, duties shall be divided among personnel so that no single individual controls all aspects of asset acquisition, tracking, and disposition.

103.11.9 GRANT-FUNDED ASSETS

Assets acquired with grant funding shall be identified in the inventory system with:

- Grant number
- Funding agency
- Applicable restrictions

Such assets shall be managed and disposed of in accordance with applicable grant requirements, including 2 CFR 200.313.

103.11.10 SURPLUS AND DISPOSAL

Purpose:

The purpose of this policy is 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.

Property shall be declared surplus by the Board of Fire Commissioners upon recommendation of the Fire Chief or designee, except where delegated authority applies.

All surplus determinations shall be verified against inventory records prior to approval.

Assets shall not be removed from inventory until final disposition is complete and documented.

Disposition methods may include sale, transfer, trade-in, or disposal using commercially reasonable means.

Any privately negotiated sales shall include independent documentation that the private sale is for Fair Market Value. Fair Market Value may be determined through third party appraisal.

The Board 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.

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.

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:

> 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.
>
> Estimated Value exceeds cost of disposal. Property shall be disposed of using Commercially Reasonable Means approved by the Fire Chief or Board of Commissioners.

Intergovernmental transfers shall comply with RCW 39.33.10 and RCW 39.33.20, including Notification of Public Hearing regarding items valued over $50,000.

Grant-funded assets may require approval from the granting agency prior to disposal.

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. The Bill of Sale requirement may be waived in specific situations with the approval of legal counsel.

103.11.11 RECORDS RETENTION

All asset-related records shall be retained in accordance with WAC 434-50 records retention schedules.

103.11.12 ANNUAL REPORTING

The Assistant Chief, Operations or designee shall provide an annual report to the Fire Chief and Board of Fire Commissioners summarizing:

- Inventory completion and reconciliation status
- Surplus activity documenting the items that were declared surplus and the revenues generated by disposal of the surplus items.
- Notable discrepancies or losses

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Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the Twenty-Sixth day of October in the year Two Thousand Twenty-Six
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

South Whidbey Fire/EMS
5579 Bayview Rd.
Langley, WA 98260
Phone: (360) 321-1533

and the Architect:
(Name, legal status, address and other information)

Rice Fergus Miller, Inc.
275 Fifth Street, Suite 100
Bremerton, WA 98337
Phone: (360) 377-8773

for the following Project:
(Name, location and detailed description)

Station 32
RFM Project Number: 2026153
Island County, Washington

The project is a new fire station which will include 3-4 apparatus bays, five sleep rooms with possibility to expand to six and all other customary support spaces in operations and living quarters. The proposed site is approximately 4.4 acres on a previously developed site. Primary access is from Cultus Bay Road. Additional owners project requirements can be found in the attached Exhibit C

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:
The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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TABLE OF ARTICLES

1 INITIAL INFORMATION

2 ARCHITECT'S RESPONSIBILITIES

3 SCOPE OF ARCHITECT'S BASIC SERVICES

4 SUPPLEMENTAL AND ADDITIONAL SERVICES

5 OWNER'S RESPONSIBILITIES

6 COST OF THE WORK

7 COPYRIGHTS AND LICENSES

8 CLAIMS AND DISPUTES

9 TERMINATION OR SUSPENSION

10 MISCELLANEOUS PROVISIONS

11 COMPENSATION

12 SPECIAL TERMS AND CONDITIONS

13 SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.
(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project:
(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

See Exhibit C

§ 1.1.2 The Project's physical characteristics:
(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

See Exhibit D

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:
(Provide total and, if known, a line item breakdown.)

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Total Project Budget to be $11.5 Million, Owners Cost of the Work will be approximately $9 Million

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

Apply for CUP in 2026, other specific dates to be determined after completion of programming phase.

.2 Construction commencement date:

Fall/Winter of 2027

.3 Substantial Completion date or dates:

14 months from commencement of construction

.4 Other milestone dates:

To be defined after completion of programming phase.

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:
(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)

Competitive Bid.

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:
(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

None required.

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™–2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204–2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204–2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:
(List name, address, and other contact information.)

Nick Walsh
South Whidbey Fire/EMS

Langley, WA 98260
Phone: (360) 321-1533

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:

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(List name, address, and other contact information.)

§ 1.1.9 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

.1 Geotechnical Engineer:

Pending

.2 Other, if any:
(List any other consultants and contractors retained by the Owner.)

Septic Design: Pending

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:
(List name, address, and other contact information.)

Gunnar Gladics, Principal
Charlie Krimmert, Project Manager
Rice Fergus Miller, Inc.
275 Fifth Street, Suite 100
Bremerton, WA 98337
Phone: (360) 377-8773

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

.1 Structural Engineer:

Reid Middleton, Inc.
728 134th St SW, Ste 200
Everett, WA 98204
Phone: 425-741-3800

.2 Mechanical Engineer:

Sider + Byers Associates, Inc.
150 Nickerson Street, Ste 305
Seattle, WA 98109
Phone: 206-285-2966

.3 Electrical Engineer:

Design West Engineering
412 E. Vanderbilt Way

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San Bernardino, CA 92408
Phone: 425-458-9700

§ 1.1.11.2 Consultants retained under Supplemental Services:

Civil Engineer:
Reid Middleton, Inc.
728 134th St SW, Ste 200
Everett, WA 98204
Phone: 425-741-3800

Cost Estimator:
RC Cost Group, Inc.
9727 Coppertop Loop, Ste 204
Bainbridge Island, WA 98110
Phone: 206-565-3286

Landscape Architect:
Lyon Landscape
2111 South C St.
Tacoma, WA 98402
Phone: 253-209-4053

§ 1.1.12 Other Initial Information on which the Agreement is based:

NA

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation in writing.. The Owner shall, within its budgetary limitations, adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon written protocols governing the transmission and use of, and reliance on, Instruments of Service or any other information or documentation in digital form.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to written protocols governing the use of, and reliance on, the information contained in the model, and without having those protocols set forth in RFM Electronic Data Release, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

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§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative acceptable to the Owner authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and advance written consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than two million dollars ($2,000,000.00) for each occurrence and four million dollars ($4,000,000.00) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than one million dollars ($1,000,000.00) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than one million dollars ($1,000,000.00) each accident, one million dollars ($1,000,000.00) each employee, and one million dollars ($1,000,000.00) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than five million dollars ($5,000,000.00) per claim and five million dollars ($5,000,000.00) in the aggregate.

§ 2.5.7 Additional Insured Obligations. To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5. The Architect shall also provide original endorsements naming the Owner and its officers, elected officials, employees, agents, and volunteers as additional insureds on the Comprehensive General Liability, Automobile Liability, umbrella or excess policies.

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ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner in writing, time limits established by the schedule shall not, except for reasonable cause as determined and agreed upon by the Architect and the Owner, be exceeded by the Architect or Owner. With the Owner's written approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.5 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

3.1.7 The Architect will provide three primary services prior to commencement of Schematic Design.

3.1.7.1 Programming and Needs Analysis: The Architect will review the Owners Program Requirements (Exhibit C) and lead a discussion during planning workshop to refine into functional space diagrams and a comprehensive building program. The needs analysis will include application to proposed site and adjacency diagrams.

3.1.7.2 Entitlements: The Architect in conjunction with the Civil Engineer will apply for a Conditional Use application with Island County providing conceptual site plans developed through the needs analysis work.

3.1.7.3 Cost Estimate: Based on the work documented in the Programming and Needs Analysis phase the Architect shall provide an estimate of the Owners Cost of the Work and support Owners Total Project Budget.

§ 3.2 Schematic Design Phase Services (Not in contract, can be added by amendment)

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any

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inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

§ 3.3 Design Development Phase Services (Not in contract, can be added by amendment)

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's written approval.

§ 3.4 Construction Documents Phase Services (Not in contract, can be added by amendment)

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the

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Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; and (2) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.5 Procurement Phase Services (Not in contract, can be added by amendment)

§ 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's written approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; and, (3) determining the successful bid or proposal, if any.

§ 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:

.1 facilitating the distribution of Bidding Documents to prospective bidders;

.2 organizing and conducting a pre-bid conference for prospective bidders;

.3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,

.4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by:

.1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;

.2 organizing and participating in selection interviews with prospective contractors;

.3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,

.4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

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§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.6 Construction Phase Services (Not in contract, can be added by amendment)

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017 as modified, General Conditions of the Contract for Construction. If the Owner and Contractor further modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement in writing.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment which shall be the final retainage payment.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall initially interpret and make recommendations on matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Initial Interpretations and recommendations of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. The

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Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise

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with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work upon prior approval of Owner that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's written approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

.1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;

.2 issue Certificates of Substantial Completion;

.3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,

.4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)

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Supplemental Services	Responsibility (Architect, Owner, or not provided)
§ 4.1.1.1 Programming	Architect
§ 4.1.1.2 Multiple preliminary designs	NP
§ 4.1.1.3 Measured drawings	NP
§ 4.1.1.4 Existing facilities surveys	NP
§ 4.1.1.5 Site evaluation and planning	Architect
§ 4.1.1.6 Building Information Model management responsibilities	NP
§ 4.1.1.7 Development of Building Information Models for post construction use	NP
§ 4.1.1.8 Civil engineering	NP
§ 4.1.1.9 Landscape design	NP
§ 4.1.1.10 Architectural interior design	NP
§ 4.1.1.11 Value analysis	NP
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	NP
§ 4.1.1.13 On-site project representation	NP
§ 4.1.1.14 Conformed documents for construction	NP
§ 4.1.1.15 As-designed record drawings	NP
§ 4.1.1.16 As-constructed record drawings	NP
§ 4.1.1.17 Post-occupancy evaluation	NP
§ 4.1.1.18 Facility support services	NP
§ 4.1.1.19 Tenant-related services	NP
§ 4.1.1.20 Architect's coordination of the Owner's consultants	NP
§ 4.1.1.21 Telecommunications/data design	NP
§ 4.1.1.22 Security evaluation and planning	NP
§ 4.1.1.23 Commissioning	NP
§ 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3	NP
§ 4.1.1.25 Fast-track design services	NP
§ 4.1.1.26 Multiple bid packages	NP
§ 4.1.1.27 Historic preservation	NP
§ 4.1.1.28 Furniture, furnishings, and equipment design	NP
§ 4.1.1.29 Other services provided by specialty Consultants	NP
§ 4.1.1.30 Other Supplemental Services	NP

§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)

To be determined upon initiation of Schematic Design.

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

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(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)

To be determined upon initiation of Schematic Design.

§ 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement with prior written approval by Owner without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule as approved in writing by Owner.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner in writing with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

.1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;

.2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;

.3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;

.4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;

.5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;

.6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;

.7 Preparation for, and attendance at, a public presentation, meeting or hearing;

.8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;

.9 Evaluation of the qualifications of entities providing bids or proposals;

.10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,

.11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner in writing with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, following receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

.1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;

.2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;

.3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;

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.4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,

.5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

.1 One (1) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor

.2 Twenty (20) visits to the site by the Architect during construction

.3 One (1) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents

.4 One (1) inspections for any portion of the Work to determine final completion.

§ 4.2.4 Except for services , when approved in writing by the Owner, required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within Six (6) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services, when approved in writing by the Owner,.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation,

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ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 Unless otherwise provided in this Agreement, the Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests. The Owner is not, however, required to furnish these services for the Architect's benefit.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost or to the extent the Project is not completed, the estimated cost to the Owner to construct all elements of the Project designed or specified by the Architect approved in writing by the Owner and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and may be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost

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of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

.1 give written approval of an increase in the budget for the Cost of the Work;
.2 authorize rebidding or renegotiating of the Project within a reasonable time;
.3 terminate in accordance with Section 9.5;
.4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
.5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, upon written approval of Owner, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official

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regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, and for the purposes as specified in Section 7.3.1, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 Owner may use the Drawings and Specifications with respect to another project if (a) Owner engages Architect to perform architectural services with respect to the project at a reduced fee to be negotiated, or (b) Owner engages another licensed architect with respect to the project and agrees to hold Architect harmless and indemnify Architect from any claims arising out of Owner's subsequent use of the Drawings and Specifications. In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201–2017 as modified, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

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§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:
(Check the appropriate box.)

[X] Arbitration pursuant to Section 8.3 of this Agreement

[ ] Litigation in a court of competent jurisdiction
[ ] Other: *(Specify)*

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of Superior Court, of the County in which the Project is located, as amended, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator selected pursuant to the Mandatory Arbitration Rules with both parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. The prevailing party in the arbitration, shall be entitled to its reasonable attorney fees and costs including expert witness fees.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity

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administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 Following the arbitrator's issuance of a ruling/award, either party shall have 30 calendar days from the date of the ruling/award to file and serve a demand for a bench trial de novo in the Superior Court of the County in which the Project is located. The court shall determine all questions of law and fact without empanelling a jury for any purpose. If the party demanding the trial de novo does not improve its position from the arbitrator's ruling/award following a final judgment, that party shall pay all costs, expenses and attorney fees to the other party, including all costs, attorney fees and expenses associated with any appeals.

§ 8.3.4 Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for either party for any dispute regarding this Agreement, and its interpretation, application or breach, regardless of whether the dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 8.4 Indemnification. The Architect shall indemnify and hold the Owner and the Owner's officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Architect, its employees and its consultants in the performance of professional services under this Agreement. The Architect specifically assumes potential liability for actions brought by the Architect's own employees against the Owner and, solely for the purpose of this indemnification and defense, the Architect specifically waives any immunity under the state industrial insurance law, Title 51 RCW. The Architect recognizes that this waiver was specifically entered into pursuant to the provisions of RCW

§ 8.5 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If through no fault of the Architect, the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage

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caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any reasonable and necessary expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If through no fault of the Architect, the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for reasonable and necessary expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, together with Reimbursable Expenses then due.

§ 9.7 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201–2017 as modified, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

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§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

.1 Hourly Not-To-Exceed Sum of One Hundred Seventeen Thousand Six Hundred and Thirty Five Dollars ($117,635)
(Insert amount)

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

Fee for Supplemental Services designated in Section 4.1.1 is included in the compensation noted in Section 11.1.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

To be negotiated prior to the execution of Additional Services.

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§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus zero percent (0%):
(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

§ 11.6.1 When any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Refer to Hourly Billing Rates included in as Exhibit B.

§ 11.8 Compensation for Reimbursable Expenses
§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

.1 Transportation and authorized out-of-town travel and subsistence;
.2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
.3 Permitting and other fees required by authorities having jurisdiction over the Project;
.4 Printing, reproductions, plots, and standard form documents;
.5 Postage, handling, and delivery;
.6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
.7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
.8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
.9 All taxes levied on professional services and on reimbursable expenses;
.10 Site office expenses;
.11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective when applicable; and,
.12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus twelve percent (12%) of the expenses incurred.

§ 11.9 Architect's Insurance. If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:
(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)

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Not applicable.

§ 11.10 Payments to the Architect
§ 11.10.1 Initial Payments
§ 11.10.1.1 An initial payment of zero ($0.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of zero ($0.00) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

§ 11.10.2 Progress Payments
§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect. Owner may withhold payments for disputed portions of invoices and such amounts shall not be considered unpaid until the dispute has been resolved. The Owner shall pay undisputed portions of such an invoice in a timely manner.
(Insert rate of monthly or annual interest agreed upon.)

1.% per month, or the maximum allowed by law, whichever is less.

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS
Special terms and conditions that modify this Agreement are as follows:
(Include other terms and conditions applicable to this Agreement.)

Rice Fergus Miller's liability, whether in tort or contract, for any cause of action shall be limited as follows; (a) for insured liabilities, to the amount of insurance then available to fund any settlement, award or verdict; (b) for uninsured liabilities, to one hundred percent (100%) of the fee earned by Rice Fergus Miller under this Agreement.

In consideration of the compensation and services negotiated under this agreement, Owner agrees to grant to the Architect the tax deductions under §179D of the Internal Revenue Code for the energy efficient building systems installed in this Project. This tax deduction does not provide any value to the Owner as a government, tribal or non-profit entity. Allocation of the 179D tax deduction to the Architect is solely for federal income tax purposes.

ARTICLE 13 SCOPE OF THE AGREEMENT
§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

.1 AIA Document B101™–2017 as modified, Standard Form Agreement Between Owner and Architect

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.2 RFM Electronic Data Release

.3 Exhibits:

(Check the appropriate box for any exhibits incorporated into this Agreement.)

[X] Other Exhibits incorporated into this Agreement:

(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)

Exhibit A: Fee Detail
Exhibit B: Hourly Rates
Exhibit C: Owners Project Requirements
Exhibit D: Conceptual Site Layout

This Agreement entered into as of the day and year first written above.

OWNER *(Signature)*	**ARCHITECT** *(Signature)*
BY:	BY: Gunnar R. Gladics, Principal
(Printed name and title)	*(Printed name, title, and license number if required)*

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RFM - Fee Detail: Exhibit A

South Whidbey New Station

RICE fergus MILLER

Project Number: 2026153.00
Contract: AIA B101 Agreement

Series #	Phase Name	Consultant Type	Fee Type	
000	**Task 0: Project and Contract Management**			
	Rice Fergus Miller	Architect	Fixed	$9,500
	Sub-Total		**Fixed**	**$9,500**
100	**Task 1: Entitlements and Property Investigations**			
	Rice Fergus Miller	Architect	Hourly NTE	$22,300
	Reid Middleton	Civil Eng.	Hourly NTE	$3,100
	Reid Middleton	CUP and permits	Hourly NTE	$4,300
	Reid Middleton	Survey	Fixed	$0
	Geo Tech?	Geo Tech	Hourly NTE	$0
	Sub-Total		**Hourly NTE**	**$29,700**
100	**Task 2: Programming and Concept Design**			
	Rice Fergus Miller	Architect	Hourly NTE	$27,600
	Reid Middleton	Civil Engineer	Hourly NTE	$9,300
	Reid Middleton	Structural Engineer	Hourly NTE	$4,600
	Lyon Landscape	Landscape Architect	Hourly NTE	$1,600
	Sider+Beyer	Mechanical/Plumbing Eng.	Hourly NTE	$3,500
	Design West	Electrical/IT	Hourly NTE	$11,370
	Sub-Total		**Fixed**	**$57,970**
100	**Task 3: Concept Cost Estimate**			
	Rice Fergus Miller	Architect	Hourly NTE	$7,900
	Reid Middleton	Civil Engineer	Hourly NTE	$2,500
	Reid Middleton	Structural Engineer	Hourly NTE	$1,200
	Lyon Landscape	Landscape Architect	Hourly NTE	$1,000
	Sider+Beyer	Mechanical/Plumbing Eng.	Hourly NTE	$1,000
	Design West	Electrical/IT	Hourly NTE	$2,590
	RC Cost Group	Cost Estimator	Hourly NTE	$4,275
	Sub-Total		**Fixed**	**$20,465**

Total Professional Fees	**Fixed & Hourly NTE**	**$117,635**
Reimbursable Expenses Allowance		**$2,500**

RFM reserves the right to modify sub costs through the duration of the project to complete the work within the agreed upon fee total.

Reviewed: GG
Date: 10/26/2026

RICEfergusMILLER
ARCHITECTURE INTERIORS PLANNING

275 5th St, Suite 100, Bremerton, WA 98337
1011 W 1st Avenue, Suite B, Spokane, Washington 99201
Phone: (360) 377-8773
rfmarch.com

2026 Hourly Billing Rates

Date of Proposal: October 26, 2026
Project: S. Whidbey Fire Station
Project No.: 2026153

The hourly billing rates shall be annually adjusted in accordance with normal salary review practices of Rice Fergus Miller.

Principal in Charge:	$ 250.00 - $ 300.00
Senior Planner:	$ 150.00 - $ 250.00
Project Manager:	$ 170.00 - $ 270.00
Project Architect:	$ 120.00 - $ 220.00
Project Designer:	$ 100.00 - $ 170.00
Senior Interior Designer:	$ 170.00 - $ 220.00
Interior Designer:	$ 100.00 - $ 170.00
Administrative Support Staff:	$ 100.00 - $ 200.00

EXHIBIT C

Rice Fergus Miller – Owners Pre-Program Requirements

Received 9/18/26 via email

STATION 32

PROJECT

1. An outlying station with apparatus bays for an engine (with possible ladder truck in future), tender and ambulance.
2. Accommodations for five firefighters with possible future expansion to six in the future, quarters to be designed for six.
3. Station will not be open to the public.
4. Station will have limited training facilities.
5. Station must fit into a neighborhood of 5 and 10 acre rural residences.
6. Station should be understated and not stand out.
7. Living quarters should take into account that the station is located on a busy arterial road with considerable road noise.
8. Station should be designed to the highest seismic standard that can be afforded in the budget.
9. Station must be built within a $11.5million budget allowance including well, water system, landscaping, construction supervision, building design, power phone and internet hook ups, Owner Furnished equipment and furniture and contingency fund.

EXTERIOR

1. Property to be kept in natural condition to the extent possible, maintaining or introducing natural barriers between adjoining properties. Must have minimal impact on neighboring properties and should not block sun from nursery business to the north.
2. Landscaping to be resistant to wildfire and to comply with state proposed vegetation set backs from structures. Landscaping should be low maintenance.
3. Provision for a well with necessary setbacks and water system for a rural fire station with a minimum of 7500 gallons of storage. Water treatment to be considered if necessary.
4. Apron to include hammerhead so vehicles can be turned without blocking road.
5. Exterior of building should be fireproof with no exposed timber products.
6. Building exterior should minimize maintenance.
7. Building should be passive solar design.
8. Building to be fitted Solar panels to minimize power bills.

9. Emergency generator for full station load with fuel for five days.
10. Parking for twelve vehicles. Parking to be out of site from road, gated and fenced.

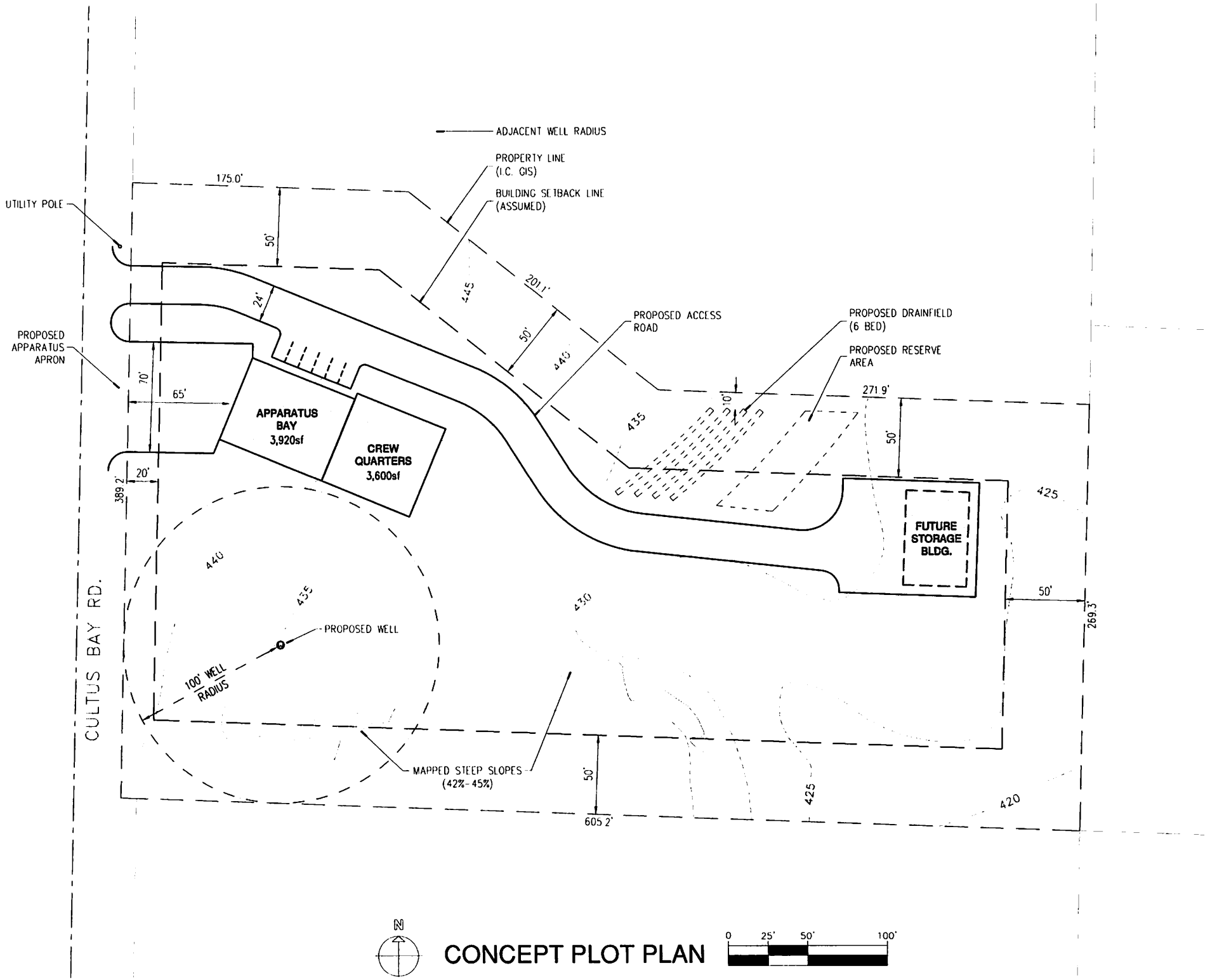
APPARATUS BAYS AND SUPPORT AREAS

1. Medical locker adjacent to Ambulance Bay -Suitable for potential ALS service in the future.
2. Decontamination area with extractor, washing machine, drying locker for six sets of turnouts, drying rack for gloves and boots and storage for cleaning materials.
3. Bunker Grae area with space for 20 each 22 inch gear racks with access to both apparatus bays and accommodation area,
4. 160 ft^2 workshop space with work bench, tool locker.
5. Approximately 250ft^2 storage space
6. Head with shower.
7. Training area in bays(with apparatus out) for Ladder and Rescue Training with plywood on walls for rappelling. Window from mezzanine level with exterior pad for ladder training. (similar to Central Kitsap stations)
8. Vertical ladder access to mezzanine.
9. Apron with hammerhead to allow turning vehicles without backing onto Cultus Bay Road.
10. Apron to have low level lighting to ensure adjacent residences are not impacted by night operations.
11. Bays to be suitable for washing vehicles inside. (not steeply sloped floors)
12. Station to have a well and water system for a rural station without water main connection. Storage to be a minimum of 7,500 gallons.

ACCOMODATION AREA

1. Off limits to public except for lobby and powder room.
2. Lobby to be visible from road and have space for initial treatment of public responding to the station for treatment.
3. Sleeping quarters for five in single rooms with individual climate control. Each room to be approximately 120ft^2 with four lockers in an anteroom and bed, small desk, chair and easy chair in bedroom. Anteroom to have doors to corridor and bedroom to minimize noise.
4. Two bathrooms for fire personnel in sleeping area. One ADA compliant powder room adjacent to lobby.

5. Laundry with two washers and driers, sink and counter space,
6. Living, dining, kitchen open plan area (approx. 800 ft^2). Kitchen to have an adjacent pantry with lockers for individual dry food storage. Two large residential freezer/fridge combinations. Viking range and oven. Dining to have seating for eight. Living area to have seating for eight with large screen TV. Living area to be adjacent to a deck with space for and outside eating.
7. Workroom with six work stations, suitable for report writing, training and meetings.
8. Small office for lieutenant,
9. Gym minimum 16 ft by 30 feet with roll up door to exterior slab.
10. Station Alerting system (U.S. Digital) sound and lighting.

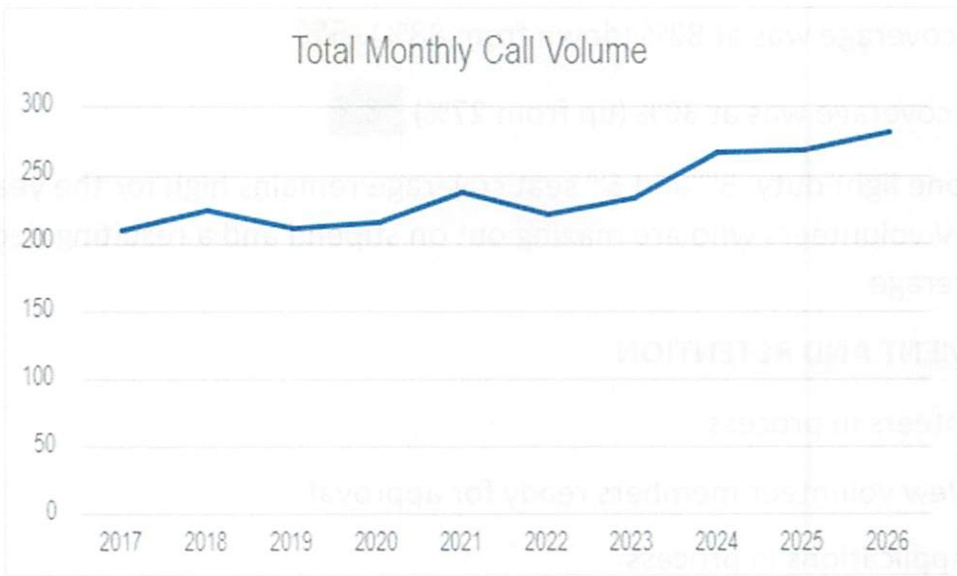


CONCEPT PLOT PLAN

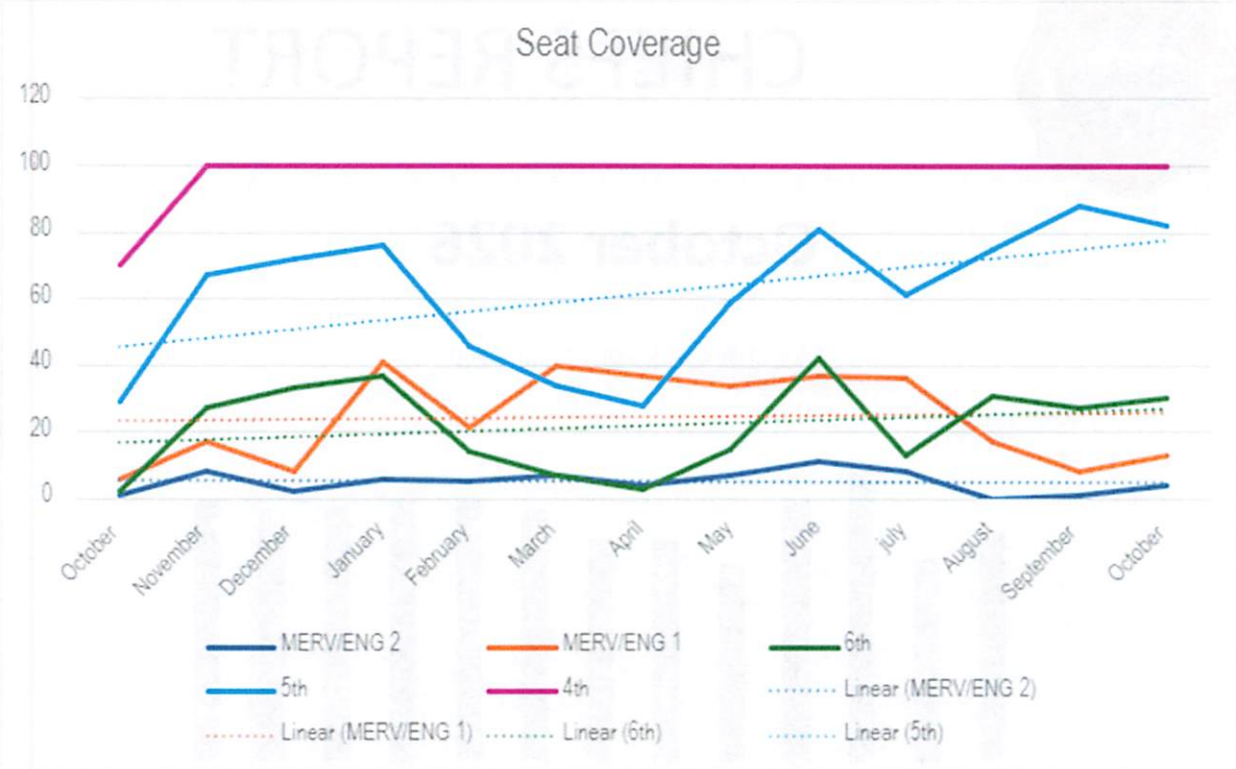
CHIEFS REPORT

October 2026





STAFFING AND VOLUNTEER ENGAGEMENT



STAFFING REPORTS

Fourth seat coverage was at 100%

Fifth seat coverage was at 82% (down from 88%) **-6%**

Sixth seat coverage was at 30% (up from 27%) **+3%**

We have one light duty. 5th and 6th seat coverage remains high for the year. We have MERV volunteers who are maxing out on stipend and a resulting decrease in MERV coverage

RECRUITMENT AND RETENTION

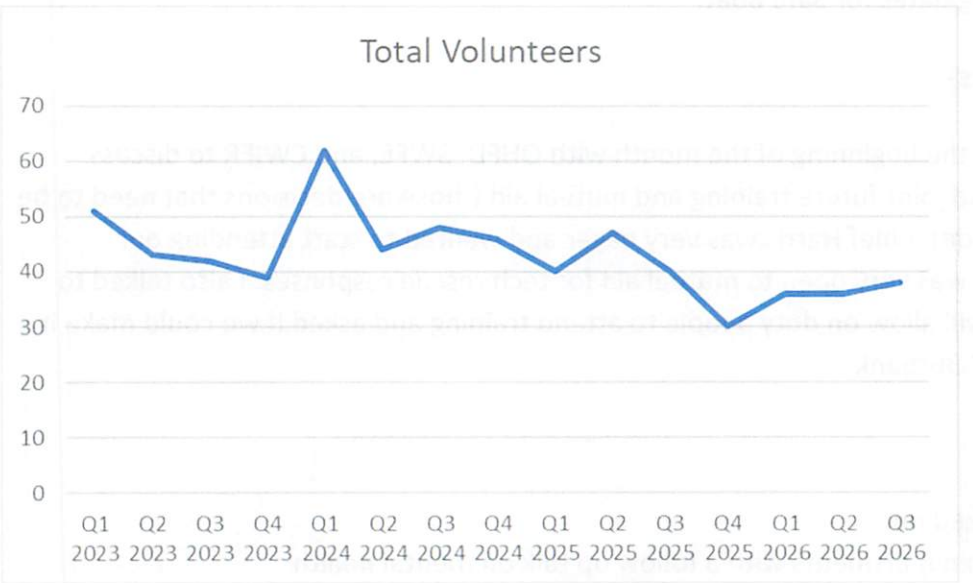
New volunteers in process

1- New volunteer members ready for approval

5- Applications in process

0- Volunteer resignations

TOTAL NUMBER OF VOLUNTEERS



VOLUNTEER PARTICIPATION BY TOTAL HOURS PER QUARTER



Operations-

- Received Approval from the MPD to start training on Medical Transports, will begin training at the end of November and beginning of December.
- SWFE continues to work on an agreement with the City of Langley for fire inspections.
- Covered multiple sport events with the High School as medical support.

- EMT academy is going well
- Working on training dates for Safe Boat.

Special Operations-

We had a meeting at the beginning of the month with OHFD, SWFE, and CWIFR to discuss standardizing gear and joint future training and mutual aid (those are decisions that need to be made in your pay grade). Chief Harris was very eager and wanted to start attending our monthly training and was very open to mutual aid for tech rescue responses. I also talked to Chief Meek, and he will allow on duty people to attend training and asked if we could make it more centralized. BC Burbank

Training Division-

For October, we worked on:
Forcible entry at both departments with a follow up talk on mental health
EMS on Breathing issues
SCBA Quarterlies
Basic Active Shooter drill using our MCI procedures at both departments
3 Ffs, 1 Lt, & 1BC from SWFE and 1 FF & 1 BC from CWIFR attended the PNW Fire Conference in Kitsap County
1 Lt attended the NFA for Special Operations Program Management
1 Lt completed ICS 300
1 FF attended an ICS class on Emergency Operations Center/Incident Command System Interface

Resource-

- Aid 3 (ambulance) had the autoloader repaired.
- New Firewalls have been installed.
- The new SAFE boat is nearly completed, and sea trials will begin within the week.
- Continuing to prepare for the weather that keeps incoming.

Upcoming Events

Santas Sleigh, December 3,4,5

Christmas Party, December 12th