**SOUTH WHIDBEY FIRE/EMS**

**REGULAR MEETING**

**5579 Bayview Road, Langley, WA 98260**

**November 14, 2024 – 5:30pm**

**Minutes**

Join Zoom Meeting

<https://us06web.zoom.us/j/2208026387?pwd=WWNSR3JscUhZK3ZHU3JOV05ZOHF1UT09&omn=89398519973>

Meeting ID: 220 802 6387

Passcode: 926342

One tap mobile

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**In attendance:** Commissioner Erickson, Commissioner Noblet, Commissioner Towers (via Zoom) Chief Walsh and Shari Schroeder.

**Audience:** Chief Ney, Chief Magallon and Mary Kaye Johansen, Chief Dilley, Deb Kindinger, Amanda Robinson and Kristina Baylor.

1. **Call to Order**

Commissioner Erickson called the regular meeting to order at 5:34pm.

1. **Approval of Agenda**

Commissioner Noblet motions to approve agenda; Commissioner Towers seconded the motion.

**The motion carried unanimously**

1. **Public Input**

None

1. **State Auditors Exit Conference**

PowerPoint presentation of SWFE Exit Conference by Island County auditing staff Deb Kindinger, Amanda Robinson and Kristina Baylor.

1. **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 Sept. 12th

Special Meeting Sept. 14th

Special Meeting Oct. 5th

BVFF Meeting Oct. 10th

Regular Meeting Oct. 10th

**Member Update**

None

**Finance Reports**

Budget Position Report

Check Register

Treasurer’s Report

**Monthly Vouchers**

*10/2/2024 #241003001 – 241003010 for Accounts Payable in the amount of $6,869.97*

*10/3/2024 for EFT Payroll in the amount of $64,651.50*

*10/11/2024 #241004001 – 241004016 for Accounts Payable in the amount of $33,761.49*

*10/17/2024 for EFT Payroll in the amount of $62,726.48*

*10/18/2024 for EFT Volunteer Payroll in the amount of $21,110.19*

*10/21/2024 #241005001 – 241005011 for Accounts Payable in the amount of $38,614.06*

*10/31/2024 for EFT Payroll in the amount of $64,467.08*

*10/1-10/31/2024 for EFT Payroll Liabilities in the amount of $177,032.24*

*Total Warrants Approved $469,233.01*

Commissioner Noblet motions to approve Consent Agenda; Commissioner Towers seconded the motion.

**The motion carried unanimously.**

1. **Unfinished Business**
2. **New Business**

Resolution 2024-13 Investment Officer

Resolution amended to include year 2025. Commissioner Noblet motions to approve amended Resolution 2024-13; Commissioner Towers seconded the motion.

**The motion carried unanimously.**

Resolution 2024-14 Surplus Gym Equipment

Commissioner Noblet motions to approve; Commissioner Towers seconded the motion.

**The motion carried unanimously.**

Resolution 2024-15 Adopting 2025 Budget

Chief Walsh clarified budget costs for Station 32 includes the purchase of property. 2025 Budget approved as amended to include salary matrix.

Commissioner Noblet motions to approve; Commissioner Towers seconded the motion.

**The motion carried unanimously.**

Chief’s Report

Continued overall increase in call volume by year with slight decrease for the month of October. Fourth and Fifth seat coverage up. 7 volunteer applicants in various stages of onboarding. There are 3 upcoming events in the month of December.

Island County Fire Marshall

Fire Commissioners to compose a letter encouraging Island County to re-establish office for a Fire Marshall. Letter is to be shared with North Whidbey, Central Whidbey and Camano Fire Stations. Commissioner Noblet motions to approve; Commissioner Towers seconded the motion.

**The motion carried unanimously.**

Windermere Buyer Brokerage Service Agreement

Chief Walsh requests approval to move forward with purchase agreement. Chief Walsh to provide information on who pays seller commissions. Commissioner Noblet motions to approve; Commissioner Towers seconded the motion.

**The motion carried unanimously.**

Salary Matrix

Matrix is to ensure we are in line with competitive wages and salaries. Comparable data with other districts completed.

1. **Announcements**

None

1. **Comments from Commissioners**

Commissioner Erickson enjoyed attending the WFCA Conference and found it informative and helpful. Commissioner Noblet commended the efforts of fireman in assisting pet rescues.

1. **Executive session**

***RCW42.30.110(1)(g)***

*To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW*[*42.30.140*](http://app.leg.wa.gov/RCW/default.aspx?cite=42.30.140)*(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;*

**Executive Session**

***RCW 42.30.110(1)(b)(c)****. (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price; (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;*

Commissioner Erickson called executive session to order at 6:30pm.

Commissioner Erickson requested an additional 10 minutes to executive session.

Commissioner Erickson called regular session back to order at 7:10pm.

1. **Action taken as a result of the Executive Session**

A special meeting was scheduled for the performance review.

**XII. Conclude**

Commissioner Noblet calls to adjourn meeting; Commissioner Towers seconded the motion.

**The motions carried unanimously**.

Commissioner Erickson adjourned the regular Board of Commissioners meeting at 7:22pm.

Shari Schroeder

Board Secretary