



# SOUTH WHIDBEY FIRE / EMS

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## BOARD OF FIRE COMMISSIONERS REGULAR MEETING April 12, 2023 – 5:30 pm Minutes – *DRAFT*

**In Attendance:** Commissioner Noblet, Commissioner Towers, Chief Walsh, and Kathryn Nguyen

**Audience:** Chief Ney, Sean McDougald, Alexandra McMahon, Christopher Greaves

**Zoom Audience:** Chief Beck

**Call to Order.**

Commissioner Towers called the meeting to order at 5:30 pm

**Approval of Agenda.**

Commissioner Noblet motioned to approve the agenda; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

**Public input.**

None

**Consent Agenda.**

Approval of Minutes.

*Regular Meeting on January 12, 2023*

*Special Meeting on January 18, 2023*

*Regular Meeting on February 9, 2023*

*Special Meeting on February 16, 2023*

*Regular Meeting on March 9, 2023*

Finance Officer's Reports.

*Budget position Report*

*Treasurer's Report*

Monthly Vouchers.

*Dated 03/03/2023 for Payroll EFT in the amount of \$1,708.00*

*Dated 03/08/2023 for Payroll Liabilities EFT in the amount of \$44,662.35*

*Dated 03/08/2023 for Accounts Payable Voucher 230302001 in the amount of \$8,800.00*

*Dated 03/09/2023 for Payroll EFT in the amount of \$56,811.25*

*Dated 03/13/2023 for Payroll Liabilities Voucher 230303001 in the amount of \$6,782.46*

*Dated 03/14/2023 for Payroll EFT in the amount of \$21,697.48*

*Dated 03/15/2023 for Payroll Liabilities EFT in the amount of \$32,727.30*

*Dated 03/17/2023 for Accounts Payable Voucher 230305001-230305061 in the amount of \$289,591.59*

*Dated 03/23/2023 for Payroll EFT in the amount of \$51,453.94*

*Dated 03/23/2023 for Payroll Liabilities EFT and Voucher 230306001-230401047 in the amount of \$66,981.89*

*Dated 04/06/2023 for Payroll EFT in the amount of \$57,911.71*

*Dated 04/10/2023 for Accounts Payable EFT and Voucher 230401001-230401047 in the amount of \$125,877.19*

***Total Warrants Approved \$765,005.16***

Commissioner Erickson asked for clarification regarding line items above the expected 33% spending.

Finance Officer Nguyen explained that the fuel line items would need a mid-year adjustment. Additional line items above the expected spending are due to high single-item purchases. The line items will level out at the end of the year, requiring no adjustment.

Commissioner Noblet requested future budget explanation documents to include the percentage and dollar figures.

Commissioner Noblet motioned to approve the Consent agenda; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

**Member Update.**

None

**Unfinished Business.**

*Policy 1023 (Awards and Recognition)- Second Reading*

Chief Walsh explained how numerous questions regarding acceptable spending levels and specific items related to Awards and Recognition were brought to his attention. Finance Officer Nguyen consulted with the state auditors' office and IRS laws and regulations. The Policy includes acceptable spending specifications, including de minimus purchases for awards and funds spent solely on department employees. Chief Walsh stated that the department would need to explore alternative options to fund additional spending that is not permitted in Policy 1023. Possible solutions involve adopting an Association.

Commissioner Erickson asked if the Policy would need revision if such Association was created.

Chief Walsh explained that the Association would be a separate entity and use the Association funds for items not permitted in Policy 1023.

Commissioner Erickson expressed concern about the public knowledge of making staff nominations and suggested outreach to draw attention to the topic.

Chief Walsh stated that the department's website addresses public nomination, but it is not common knowledge.

Commissioner Towers recalled that the past Association required vigorous efforts and time.

Commissioner Noblet questioned the possibility of re-opening the previous Association.

Chief Walsh stated that the department would research appropriate legal options.

Commissioner Erickson motioned to approve the first reading of Policy 1023; Commissioner Noblet seconded the motion.

**The motion carried unanimously.**

*Policy 1007.4.8 (Captains Position)- Second Reading*

Commissioner Towers stated no changes from the first reading.

Commissioner Erickson requested the title change from "Captain Fire" to Fire Captain.

Commissioner Noblet motioned to approve Policy 1007.4.7; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

**New Business.**

*Policy 1018 Disciplinary Actions*

Commissioner Noblet said he noticed a few grammatical errors and would sit down with Chief Walsh for corrections.

Commissioner Erickson requested additional time to review the Policy due to limited time upon delivery.

*Standard of Cover Template*

Chief Walsh presented a draft Standard of Cover from another Agency. The department is developing a standard of coverage to address future fundamental funding for equipment, staffing levels, and real estate.

Commissioner Erickson asked when the previous standard of cover was created.

The most recent standard of cover was an EMS standard with suggested actions.

Commissioner Noblet inquired about the cost.

Chief Walsh stated that a company provided a quote for \$53,000.00. The department is interested in developing the standard of cover internally. Buy-in and implementation would increase with an internal document.

Commissioner Erickson asked if the cover plan would be a one-time document or require future revisions. Chief Walsh said it might need future revisions depending on internal and external changes.

Commissioner Towers expressed his desire for the document to be created internally.

#### *Capital Equipment Plan Template*

Chief Walsh presented the Capital Equipment Plan. The template displays the future projected cost increase associated with vehicle replacement. The 2023 budget did not fund the replacement of engines. Replacing necessary engines is not feasible in the current period.

Commissioner Towers stated that the Board must address the funding source and engine types specifications. Will have to research the comparison of regular engines versus electric engines.

Commissioner Erickson expressed her concern about sustaining an electric engine. Power outages could cause adverse capability in fire service.

Chief Beck explained that the current facility structure does not provide suitable charging capabilities to sustain electric engines.

#### *Local Loan Program*

Finance Officer Nguyen presented the Local Program to the Board, addressing potential funding opportunities for new engines. The state Treasurer's office funds the program, providing local governments with low-interest leasing leases. A leasing term for an engine would be ten years at a fixed interest year. Leases through the Local Program are a non-voted general obligation.

Commissioner Noblet asked if the state backs the program.

Finance Officer Nguyen confirmed.

Commissioner Erickson inquired about the department's financial ability to afford a lease through the Local Program.

Chief Walsh explained that the estimated annual lease payments to fund three engines would be \$400,000.00. Utilizing lease funds would mitigate the price of engines by locking in current period prices rather than purchasing engines in a later year with a higher cost due to increasing inflation.

Commissioner Erickson requested additional information to support a decision.

Commissioner Towers stated his desire to consider the program but would like to evaluate the Capital Facility Plan to determine the basic levels and timing for equipment.

#### **Announcements**

Chief Walsh stated that the department extended two full-time firefighter offers, which were accepted. Final background steps were in the process. Due to an unusually low applicant pool, the department must focus on increasing diverse pools and advertising.

Commissioner Towers asked if the new members would bring the department staffing level to 15.

Chief Walsh confirmed.

#### **Commissioner Comments.**

Commissioner Towers stated that Board elections were approaching, and he plans to run for position one.

Commissioner Erickson provided an ICOM update. The first text to 911 was sent on March 2, 2023.

#### **Executive Session.**

None

#### **Action Taken as a result of Executive Session**

#### **Adjourn.**

Commissioner Towers motioned to adjourn the meeting; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

The Regular Meeting of the Board was adjourned at 7:03 pm.

Kathryn Nguyen,  
District Board Secretary