



SOUTH WHIDBEY FIRE / EMS

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

BOARD OF FIRE COMMISSIONERS REGULAR MEETING November 10, 2022 – 5:30 pm Minutes – *DRAFT*

<https://us06web.zoom.us/j/87606433157?pwd=MmFidjFDWjQvdS9waHRsdllmbkp0dz09>

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

Audience: Jerry Beck

Zoom Audience: Chief Ney

I. Call to Order.

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

II. Approval of Agenda.

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

The motion carried unanimously.

III. Public input.

None

IV. Consent Agenda.

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

The motion carried unanimously.

V. Member Update.

a) Jerry Beck- Station 31 Volunteer Tender Ops

Chief Walsh stated that Jerry Beck had been a volunteer member of the department over the past several years. Jerry Beck will be a new Tender Operator if approved.

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

The motion carried unanimously.

VI. Unfinished Business –

a) Policy Updates

i) Fire Chief Performance Evaluation Form – Third Reading

Commissioner Towers said he was delighted with the form and is ready to approve it.

Commissioner Noblet stated that the Evaluation Form is a tracking system that will provide a review of accomplishments and improvements over the years.

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

The motion carried unanimously.

- b) Budget Review
Chief Walsh stated that the preliminary budget previously presented was missing some information due to the vacancy in the Finance Officer position. The budget was updated and ready for approval at the next meeting. Chief Walsh stated that a Special Meeting to approve the budget will be scheduled for the following week.

VII. New Business –

- a) Resolution 2022-15 Warrant Cancellation
Kathryn Nguyen explained that the warrant was issued to the Department of Retirement Systems with inadequate funds. A Department requires exact payment amounts to process reports. An updated payment will be processed for the corrected amount.
Commissioner Towers motioned to approve the Consent agenda; Commissioner Noblet seconded the motion.

The motion carried unanimously.

- b) Resolution 2022-16 Warrant Cancellation
Kathryn Nguyen stated that the billing address was incorrect when issued over a month ago and still needed to be received by the vendor. The correct address was input into the accounting system and would appear on the replicated check.
Commissioner Towers motioned to approve the Consent agenda; Commissioner Noblet seconded the motion.

The motion carried unanimously.

- c) Resolution 2022-17 New Fund
Chief Walsh stated that the Fund was established in the department's policy and accounting system by earmarking the funding. However, the fund accounts were not yet established at the county bank level. The contingency fund is to be established for any unforeseen expenses.
Commissioner Towers motioned to approve the Consent agenda; Commissioner Noblet seconded the motion.

The motion carried unanimously.

- d) Resolution 2022-18 New Fund
Chief Walsh stated that the Fund was to be established to assist in revenue losses due to economic cycles or time-related issues.
Commissioner Towers motioned to approve the Consent agenda; Commissioner Noblet seconded the motion.

The motion carried unanimously.

VIII. Committee Updates –

- a) ICom Board – Commissioner Erickson
Commissioner Noblet stated that there was no update to be resented at the time.
- b) Budget – Commissioner Towers
Commissioner Towers stated that the last committee budget meeting was scheduled for Monday.

IX. Announcements

Chief Walsh announced that the department extended an offer letter to Volunteer firefighter Hustead for a full-time firefighter position. Hustead accepted the offer.

X. Commissioner Comments.

Commissioner Noblet expressed his gratitude to all the members who participated in the events and calls that followed the weather storm.

X. Executive Session:

a. RCW 42.30.110(1)(f)

b. RCW 42.30.110(1)(i)

Commissioner Noblet called for an executive session at 5:55 pm for 10 minutes until 6:05 pm.

Commissioner Noblet called the meeting back to session at 6:05 pm.

XI. Action Taken as a result of Executive Session

No decisions were made.

XII. Adjourn.

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

The motion carried unanimously.

The Regular Meeting of the Board was adjourned at 6:11 pm.

Kathryn Nguyen,
District Board Secretary