



SOUTH WHIDBEY FIRE/EMS

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

Commissioners:
Michael Noblet
Jim Towers
Savannah Erickson

PUBLIC NOTICE

Regular Meeting of the Board of Commissioners Thursday, April 11, 2024, 5:30 PM

Join Zoom Meeting

<https://us06web.zoom.us/j/2208026387?pwd=WWNSR3JscUhZK3ZHU3JOV05ZOHF1UT09&omn=82826770312>

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.

Executive Session.

Conclude.

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
Time: April 11th, 2024 17:30 Pacific Time (US and Canada)



SOUTH WHIDBEY FIRE / EMS

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

**SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5579 Bayview Road, Langley, WA 98260
April 11, 2024 – 5:30pm
DRAFT Agenda**

Join Zoom Meeting

<https://us06web.zoom.us/j/2208026387?pwd=WWNSR3JscUhZk3ZHU3JOV05ZOHF1UT09&omn=82826770312>

Meeting ID: 220 802 6387

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I. Call to Order

II. Approval of Agenda

III. Public Input

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

Special Meeting on March 12th

Regular Meeting on March 14th

Finance Reports

Budget Position Report

Check Register

Treasurer's Report

Monthly Vouchers

Dated 3/1/2024 for Accounts Payable in the amount of \$210,978.04

Dated 3/7/2024 for Payroll EFT in the amount of \$56,151.05

Dated 3/8/2024 for Accounts Payable in the amount of \$31,069.20

Dated 3/12/2024 for Payroll EFT in the amount of \$1,253.95

Dated 3/15/2024 for Accounts Payable in the amount of \$20,213.51

Dated 3/22/2024 for Accounts Payable in the amount of \$21,372.29

Dated 3/22/2024 for Payroll EFT in the amount of \$57,098.95

Dated 3/1-3/31/2024 for Payroll Liabilities in the amount of \$314,900.49

Total Warrants \$713,037.48

Member Update

V. Unfinished Business

VI. New Business

Chief's Report

Engineering Report for securing generator

Estimate for installation of second propane tank at 34 (seismic preparation)
Division Chief/ Reorganization of Chiefs
Policy 1007 Chief Positions – First Reading
Resolution 2024-08 Bank Account Signer
Presentation on New Tenders

VII. Announcements

VIII. Comments from Commissioners

IX. Conclude

Nicole Hagen,
Board Secretary

2024 BUDGET POSITION

South Whidbey Fire EMS

Time: 09:44:20 Date: 04/08/2024

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001 General Fund 01/01/2024 To: 12/31/2024

Revenues	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 41 01 00 Estimated Beginning Balance	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.0%

310 Taxes

311 10 00 00 Property Taxes	6,132,547.68	55,341.04	6,077,206.64	0.9%
337 00 00 01 Leasehold Excise Tax	3,000.00	829.25	2,170.75	27.6%
337 00 00 02 Timber Tax	0.00	0.00	0.00	0.0%
310 Taxes	6,135,547.68	56,170.29	6,079,377.39	0.9%

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	0.00	766.00	(766.00)	0.0%
337 07 60 00 In-Lieu Tax - Ferries	3,923.00	11,769.30	(7,846.30)	300.0%
337 07 70 00 In-Lieu Tax - School District	1,386.00	0.00	1,386.00	0.0%
337 07 70 02 In-Lieu Tax- South Whidbey Parks	231.67	0.00	231.67	0.0%
330 State Generated Revenues	5,540.67	12,535.30	(6,994.63)	226.2%

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	279,055.68	120,872.00	158,183.68	43.3%
340 Charges For Services	279,055.68	120,872.00	158,183.68	43.3%

360 Misc Revenues

361 11 00 01 Investment Interest	30,000.00	5,624.23	24,375.77	18.7%
362 10 00 00 CPR Public Class Registration	4,000.00	1,800.00	2,200.00	45.0%
362 50 00 00 Lease & Rental Payments	0.00	0.00	0.00	0.0%
367 11 00 01 Donations and Gifts	0.00	0.00	0.00	0.0%
369 10 00 00 Sale Of Surplus	0.00	0.00	0.00	0.0%
369 40 00 00 Judgements/Settlements	0.00	0.00	0.00	0.0%
369 91 00 00 Other Revenue	0.00	86.19	(86.19)	0.0%
360 Misc Revenues	34,000.00	7,510.42	26,489.58	22.1%

380 Non Revenues

369 80 00 00 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
389 90 00 10 Other Custodial Activities	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%

390 Other Revenues

395 10 00 00 Sale Of Capital Assets	0.00	0.00	0.00	0.0%
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2024 BUDGET POSITION

South Whidbey Fire EMS

Time: 09:44:20 Date: 04/08/2024

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001 General Fund 01/01/2024 To: 12/31/2024

	Amt Budgeted	Revenues	Remaining	
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390 Other Revenues

390 Other Revenues	0.00	0.00	0.00	0.0%
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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 From Capital Fund	0.00	0.00	0.00	0.0%

397 Interfund Transfers	0.00	0.00	0.00	0.0%
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Fund Revenues:	6,454,144.03	197,088.01	6,257,056.02	3.1%
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	Amt Budgeted	Expenditures	Remaining	
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522 Fire Control

522 22 20 00 Fire Suppression And Emergency Medical Services - Personnel Benefits	0.00	116.10	(116.10)	0.0%
522 45 20 10 Fire Suppression And Emergency Medical Services - Personnel Benefits	0.00	18.74	(18.74)	0.0%
522 50 20 00 Fire Suppression And Emergency Medical Services - Personnel Benefits	0.00	14.98	(14.98)	0.0%
522 Fire Control	0.00	149.82	(149.82)	0.0%

010 ADMIN

522 Fire Control

522 10 10 10 Chief's Wages	161,805.00	44,338.54	117,466.46	27.4%
522 10 10 20 Deputy Chiefs' Wages	267,808.15	36,838.47	230,969.68	13.8%
522 10 10 30 Division Chief's Wages	119,876.19	34,039.78	85,836.41	28.4%
522 10 10 40 Administration Wages	210,478.89	47,967.14	162,511.75	22.8%
522 10 10 60 Commissioner's Stipends	36,864.00	2,304.00	34,560.00	6.3%
522 10 15 20 ChiefsDeferred Comp Match	10,989.79	1,592.99	9,396.80	14.5%
522 10 15 21 Admin Deferred Compensation Match	4,209.58	525.46	3,684.12	12.5%
522 10 20 10 FICA / Medicare Benefits-Admin	65,659.15	21,279.89	44,379.26	32.4%
522 10 20 20 L&I / Unemployment Premiums-Admin	25,074.39	10,825.20	14,249.19	43.2%
522 10 20 30 Admin Healthcare Benefits/ADD	201,576.72	6,288.45	195,288.27	3.1%
522 10 20 40 Retirement Benefits-ADMIN	49,291.47	3,537.63	45,753.84	7.2%
522 10 20 50 Tuition Reimbursement-Admin	0.00	0.00	0.00	0.0%
522 10 31 10 Office Supplies	5,255.00	1,067.72	4,187.28	20.3%
522 10 31 11 Printing - Newsletter	1,800.00	0.00	1,800.00	0.0%
522 10 31 12 Maps & Mapping Supplies	100.00	0.00	100.00	0.0%
522 10 31 20 Photographic Supplies	950.00	0.00	950.00	0.0%
522 10 32 10 Fuel - Administration	10,000.00	2,750.13	7,249.87	27.5%
522 10 35 10 Office Equipment	1,700.00	0.00	1,700.00	0.0%
522 10 35 20 Software	1,375.00	0.00	1,375.00	0.0%
522 10 35 30 Computer Hardware	4,705.00	1,476.56	3,228.44	31.4%
522 10 41 10 Legal Services	16,000.00	13,919.00	2,081.00	87.0%
522 10 41 20 Audit & Review Services	19,000.00	6,561.50	12,438.50	34.5%
522 10 41 30 Consulting Services	73,500.00	18,000.00	55,500.00	24.5%
522 10 41 33 Consulting- Website	3,600.00	3,600.00	0.00	100.0%

2024 BUDGET POSITION

South Whidbey Fire EMS

Time: 09:44:20 Date: 04/08/2024

Page: 3

001 General Fund 01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 10 41 40 Professional Services	1,000.00	19,483.88	(18,483.88)	1948.4%
522 10 42 10 Postage & Shipping	4,050.00	156.81	3,893.19	3.9%
522 10 42 20 Internet Connections/Whidbey Telecom	11,400.00	2,784.99	8,615.01	24.4%
522 10 42 30 Cell & Digital Telephones	28,444.00	6,731.41	21,712.59	23.7%
522 10 42 40 Wired Telephones & FAX/Whidbey Telecom	9,024.00	2,265.31	6,758.69	25.1%
522 10 42 50 Alarm Monitoring	625.00	1,142.42	(517.42)	182.8%
522 10 43 01 Admin Ferry Fees	270.00	125.00	145.00	46.3%
522 10 43 10 Commissioner Travel	500.00	0.00	500.00	0.0%
522 10 43 20 Career Staff Travel	1,700.00	0.00	1,700.00	0.0%
522 10 44 10 Administrative Advertising	1,500.00	1,101.00	399.00	73.4%
522 10 44 30 Volunteer Recruit./Retention Advertising	1,500.00	208.40	1,291.60	13.9%
522 10 45 10 Admin Equipment Leases	4,543.00	1,175.09	3,367.91	25.9%
522 10 46 10 Liability/Umbrella-Enduris	164,644.05	0.00	164,644.05	0.0%
522 10 47 10 Election Expenses	19,500.00	6,323.01	13,176.99	32.4%
522 10 47 20 Timber Tax	17.90	0.00	17.90	0.0%
522 10 47 30 Clean Water Utility Taxes	454.20	0.00	454.20	0.0%
522 10 48 10 Computer Repair & Maintenance	121,720.00	9,740.64	111,979.36	8.0%
522 10 48 20 Office Equipment Repair & Maintenance	1,290.00	0.00	1,290.00	0.0%
522 10 49 10 Memberships	8,882.00	4,475.00	4,407.00	50.4%
522 10 49 20 Subscriptions	62,964.21	10,840.28	52,123.93	17.2%
522 10 49 30 Information Services	5,588.70	2,226.50	3,362.20	39.8%
522 10 49 40 Software Recurring Licenses	41,303.72	2,510.02	38,793.70	6.1%
522 10 49 50 Investment/Bank Fees	600.00	139.74	460.26	23.3%
522 Fire Control	1,783,139.11	328,341.96	1,454,797.15	18.4%
010 ADMIN	1,783,139.11	328,341.96	1,454,797.15	18.4%

020 FIRE SUPPRESSION

522 Fire Control				
522 20 15 10 Volunteer Reimbursement	60,000.00	6,439.25	53,560.75	10.7%
522 20 15 20 Volunteer Deferred Compensation Match	5,000.00	250.00	4,750.00	5.0%
522 20 15 30 Volunteer Shift Reimbursement	40,000.00	700.00	39,300.00	1.8%
522 20 20 10 FICA/Medicare Benefits-Volunteers	11,092.50	671.27	10,421.23	6.1%
522 20 20 31 Accidental Death & Disability - VFIS	5,500.00	0.00	5,500.00	0.0%
522 20 20 32 Disability	2,000.00	0.00	2,000.00	0.0%
522 20 20 35 Volunteer AD&D Insurance	2,000.00	0.00	2,000.00	0.0%
522 20 20 41 Retirement Premium-Board Of Vol. FF's	1,230.00	3,870.00	(2,640.00)	314.6%
522 20 20 42 Retirement Premium-LOSAP	33,000.00	30,376.00	2,624.00	92.0%
522 20 20 50 Tuition Reimbursement-Part Time FFs & Volunteers	0.00	0.00	0.00	0.0%
522 20 23 10 Physicals	10,250.00	830.00	9,420.00	8.1%
522 20 23 20 Vaccinations	3,500.00	0.00	3,500.00	0.0%
522 20 23 30 Testing	10,000.00	0.00	10,000.00	0.0%
522 20 23 40 Fitness Equipment	4,614.94	0.00	4,614.94	0.0%
522 20 24 40 Trusteed Plans (WFCA)	1,200.00	423.59	776.41	35.3%
522 20 28 10 Recognition Awards	4,960.00	43.82	4,916.18	0.9%
522 20 28 20 Special Recognition & Activities	7,599.00	854.86	6,744.14	11.2%
522 20 28 30 Incidents, Special Projects & Out Of Area Meals	2,350.00	0.00	2,350.00	0.0%

2024 BUDGET POSITION

South Whidbey Fire EMS

Time: 09:44:20 Date: 04/08/2024

Page: 4

001 General Fund

01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 20 31 10	Fire Operations Supplies	7,270.00	1,901.26	5,368.74 26.2%
522 20 31 11	Fire Rehab Supplies	2,070.00	0.00	2,070.00 0.0%
522 20 31 12	Fire Safety Supplies	450.00	0.00	450.00 0.0%
522 20 31 20	Medical Operations Supplies	16,117.00	1,307.36	14,809.64 8.1%
522 20 31 30	Marine Rescue Operations Supplies	1,531.00	0.00	1,531.00 0.0%
522 20 31 60	Uniforms & Badges	60,165.00	9,401.76	50,763.24 15.6%
522 20 32 10	Fuel - Fire Apparatus	21,450.00	7,000.97	14,449.03 32.6%
522 20 32 20	Fuel - Medical Apparatus	15,000.00	3,865.95	11,134.05 25.8%
522 20 32 30	Fuel - Marine Apparatus	1,700.00	0.00	1,700.00 0.0%
522 20 32 40	Fuel - Technical Rescue Apparatus	500.00	0.00	500.00 0.0%
522 20 34 01	Wildland Food	64.82	0.00	64.82 0.0%
522 20 34 02	Wildland Communication Equipment	1,517.26	0.00	1,517.26 0.0%
522 20 34 03	Wildland Personal Safety Equipment	1,364.95	0.00	1,364.95 0.0%
522 20 34 04	Wildland Equipment and Supplies	31.76	0.00	31.76 0.0%
522 20 35 10	Fire Equipment	52,457.00	820.54	51,636.46 1.6%
522 20 35 11	Rehab Equipment	118.00	0.00	118.00 0.0%
522 20 35 12	Fire Safety Equipment	320.00	0.00	320.00 0.0%
522 20 35 20	Medical Equipment	3,700.00	469.49	3,230.51 12.7%
522 20 35 30	Marine Rescue Equipment	5,750.00	572.17	5,177.83 10.0%
522 20 35 40	Technical Rescue Equipment	8,080.00	0.00	8,080.00 0.0%
522 20 35 50	Communications Equipment	10,250.00	1,921.40	8,328.60 18.7%
522 20 35 60	Personal Safety Equipment	56,505.00	19,569.30	36,935.70 34.6%
522 20 41 10	Hose Testing	13,419.00	0.00	13,419.00 0.0%
522 20 41 20	Apparatus Testing/Certification	7,340.00	0.00	7,340.00 0.0%
522 20 41 30	SCBA Flow Testing/Certification	7,912.50	0.00	7,912.50 0.0%
522 20 41 40	Biohazard Waste Disposal	144.00	0.00	144.00 0.0%
522 20 42 10	Dispatch Services	105,053.76	26,511.96	78,541.80 25.2%
522 20 45 10	Operations Equipment Leases	2,500.00	0.00	2,500.00 0.0%
522 20 45 20	Operations Rents And Fees	18,837.51	18,837.41	0.10 100.0%
522 22 10 00	Full Time Firefighter Wages	1,353,407.29	345,816.81	1,007,590.48 25.6%
522 22 10 01	Authorized Overtime Full Time Firefighters	88,200.00	30,346.28	57,853.72 34.4%
522 22 15 20	Firefighter Deferred Compensation Match	29,568.63	3,890.17	25,678.46 13.2%
522 22 20 10	FICA Medicare Benefits-FT Firefighters	115,361.99	45,513.88	69,848.11 39.5%
522 22 20 20	L&I/ Unemployment Premiums- FT Firefighters	137,681.68	53,233.94	84,447.74 38.7%
522 22 20 30	Full Time Firefighters Healthcare Benefits/AD&D	438,010.20	194,480.57	243,529.63 44.4%
522 22 20 40	Retirement Benefits Full Time Firefighters	78,652.54	39,578.32	39,074.22 50.3%
522 Fire Control		2,866,797.33	849,498.33	2,017,299.00 29.6%
020 FIRE SUPPRESSION		2,866,797.33	849,498.33	2,017,299.00 29.6%

030 FIRE PREVENTION & INVESTIGATION

522 Fire Control				
522 30 31 51	Fire Prevention Supplies	3,075.00	0.00	3,075.00 0.0%
522 30 31 60	Public Education Operating Supplies	12,790.00	872.30	11,917.70 6.8%
522 30 31 61	Public Education Equipment	4,000.00	0.00	4,000.00 0.0%
522 30 32 10	Public Education Fuel	150.00	0.00	150.00 0.0%
522 30 49 00	Special Projects	6,500.00	0.00	6,500.00 0.0%

2024 BUDGET POSITION

South Whidbey Fire EMS

Time: 09:44:20 Date: 04/08/2024

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001 General Fund

01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 30 49 01 Authorized Overtime-Fire Prevention/Public Education	5,000.00	940.02	4,059.98	18.8%
522 Fire Control	31,515.00	1,812.32	29,702.68	5.8%
030 FIRE PREVENTION & INVESTIGATION	31,515.00	1,812.32	29,702.68	5.8%

045 TRAINING EMPLOYEE

522 Fire Control

522 45 10 01 Authorized Overtime-Training	36,824.00	98.22	36,725.78	0.3%
522 45 31 00 Administration Training Supplies	108.00	0.00	108.00	0.0%
522 45 31 10 Fire Training Supplies	12,213.00	3,107.66	9,105.34	25.4%
522 45 31 20 Medical Training Supplies	4,770.00	0.00	4,770.00	0.0%
522 45 31 21 Medical Training Supplies - WEMSC Grant	554.00	0.00	554.00	0.0%
522 45 31 30 Marine Training Supplies	250.00	0.00	250.00	0.0%
522 45 31 40 Technical Rescue Training Supplies	250.00	0.00	250.00	0.0%
522 45 32 10 Fuel - Training	500.00	0.00	500.00	0.0%
522 45 35 10 Fire Training Equipment	20,000.00	9,845.15	10,154.85	49.2%
522 45 35 20 Medical Training Equipment	705.00	0.00	705.00	0.0%
522 45 35 30 Marine Training Equipment	250.00	0.00	250.00	0.0%
522 45 41 10 Training Professional Services	20,500.00	0.00	20,500.00	0.0%
522 45 43 00 Administrative Training Travel	3,650.00	0.00	3,650.00	0.0%
522 45 43 01 Administrative Lodging & Food	10,000.00	183.58	9,816.42	1.8%
522 45 43 02 Training Ferry Fees	650.00	0.00	650.00	0.0%
522 45 43 10 Fire Training Travel	5,050.00	171.95	4,878.05	3.4%
522 45 43 11 Fire Lodging & Food	11,695.00	0.00	11,695.00	0.0%
522 45 43 20 Medical Training Travel	200.00	0.00	200.00	0.0%
522 45 43 21 Medical Lodging & Food	3,600.00	0.00	3,600.00	0.0%
522 45 43 50 Maintenance Training Travel	3,300.00	0.00	3,300.00	0.0%
522 45 43 51 Maintenance Lodging & Food	3,100.00	0.00	3,100.00	0.0%
522 45 49 00 Administration Tuition & Registration	5,050.00	1,020.00	4,030.00	20.2%
522 45 49 10 Fire Tuition & Registration	22,183.00	600.00	21,583.00	2.7%
522 45 49 11 Fire Training Projects & Workshops	12,720.00	0.00	12,720.00	0.0%
522 45 49 20 Medical Tuition & Registration	10,990.80	7,422.16	3,568.64	67.5%
522 45 49 21 Medical Training Projects	1,040.00	728.00	312.00	70.0%
522 45 49 30 Marine Tuition & Registration	274.40	0.00	274.40	0.0%
522 45 49 31 Marine Rescue Training Projects	23,500.00	0.00	23,500.00	0.0%
522 45 49 50 Maintenance Tuition & Registration	2,870.95	1,501.00	1,369.95	52.3%
522 45 49 60 Health & Wellness Training - Registration	2,500.00	899.00	1,601.00	36.0%
522 Fire Control	219,298.15	25,576.72	193,721.43	11.7%
045 TRAINING EMPLOYEE	219,298.15	25,576.72	193,721.43	11.7%

050 FACILITIES

522 Fire Control

522 50 10 00 Maintenance Employees Wages	166,028.54	43,972.70	122,055.84	26.5%
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2024 BUDGET POSITION

South Whidbey Fire EMS

Time: 09:44:20 Date: 04/08/2024

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001 General Fund 01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 50 10 01	Maintenance Employees Authorized Overtime	4,000.00	0.00	4,000.00 0.0%
522 50 15 20	Maintenance Deferred Compensation Match	3,400.57	312.77	3,087.80 9.2%
522 50 20 10	FICA/Medicare Benefits-Maintenance Employees	13,267.33	5,495.24	7,772.09 41.4%
522 50 20 20	L&I/Unemployment Premiums-Maintenance Employees	7,535.28	974.48	6,560.80 12.9%
522 50 20 30	Maintenance Healthcare Benefits/AD&D	78,027.96	0.00	78,027.96 0.0%
522 50 20 40	Retirement Benefits-Maintenance Employees	16,203.72	341.36	15,862.36 2.1%
522 50 31 10	Janitorial Supplies	4,650.00	1,569.95	3,080.05 33.8%
522 50 31 20	Maintenance Parts & Supplies	8,050.00	1,245.82	6,804.18 15.5%
522 50 32 10	Fuel - Maintenance	2,900.00	415.40	2,484.60 14.3%
522 50 35 10	Small Tools	2,500.00	0.00	2,500.00 0.0%
522 50 35 20	Furnishings	1,400.00	0.00	1,400.00 0.0%
522 50 35 30	Appliances	1,000.00	0.00	1,000.00 0.0%
522 50 41 20	Yard Maintenance	22,584.00	2,023.01	20,560.99 9.0%
522 50 41 30	Building Maintenance Services	31,735.38	9,983.93	21,751.45 31.5%
522 50 45 10	Maintenance Equipment Rental & Leases	6,000.00	0.00	6,000.00 0.0%
522 50 47 10	Electricity Consumed	43,685.00	12,115.44	31,569.56 27.7%
522 50 47 20	LPG Gas Consumed	8,010.90	4,116.09	3,894.81 51.4%
522 50 47 30	Water Consumed	5,986.00	1,280.29	4,705.71 21.4%
522 50 47 40	Waste Disposal Used	5,637.92	1,086.17	4,551.75 19.3%
522 50 48 10	Facilities Repair & Maintenance	9,900.00	1,951.47	7,948.53 19.7%
522 Fire Control		442,502.60	86,884.12	355,618.48 19.6%
050 FACILITIES		442,502.60	86,884.12	355,618.48 19.6%

060 VEHICLE & EQUIP MAINTENANCE

522 Fire Control				
522 60 43 01	Maintenance Ferry Fees	1,000.00	0.00	1,000.00 0.0%
522 60 48 10	Fire Equipment Repair & Maintenance	28,337.04	10,466.85	17,870.19 36.9%
522 60 48 11	Fire Apparatus Repair & Maintenance	100,000.00	12,257.79	87,742.21 12.3%
522 60 48 12	Administrative Vehicle Repair & Maintenance	12,500.00	7,302.50	5,197.50 58.4%
522 60 48 20	Medical Equipment Repair & Maintenance	797.00	541.82	255.18 68.0%
522 60 48 21	Medical Vehicle Repair & Maintenance	8,400.00	276.32	8,123.68 3.3%
522 60 48 30	Marine Equipment Repair & Maintenance	500.00	0.00	500.00 0.0%
522 60 48 31	Marine Vehicle Repair & Maintenance	20,650.00	0.00	20,650.00 0.0%
522 60 48 40	Technical Rescue Equipment Repair & Maintenance	500.00	0.00	500.00 0.0%
522 60 48 41	Technical Rescue Vehicle Repair & Maintenance	950.00	0.00	950.00 0.0%
522 60 48 50	Training Equipment Repair & Maintenance	500.00	0.00	500.00 0.0%
522 60 48 60	Maintenance Equipment Repair & Maintenance	1,750.00	675.60	1,074.40 38.6%
522 60 48 61	Maintenance Vehicle Repair & Maintenance	1,450.00	55.52	1,394.48 3.8%
522 60 49 70	Collision/Accident	5,999.98	0.00	5,999.98 0.0%

2024 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund 01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 Fire Control	183,334.02	31,576.40	151,757.62	17.2%
060 VEHICLE & EQUIP MAINTENANCE	183,334.02	31,576.40	151,757.62	17.2%

062 CAPITAL FACILITIES

591 Debt Service

591 22 71 01 Principle Payments	200,000.00	0.00	200,000.00	0.0%
592 22 83 01 Interest Payments	120,910.00	0.00	120,910.00	0.0%
591 Debt Service	320,910.00	0.00	320,910.00	0.0%

594 Capital Expenditures

594 22 30 00 Communications Equipment	493,786.00	206,542.73	287,243.27	41.8%
594 22 35 00 Fire Training Equipment- Capital	0.00	0.00	0.00	0.0%
594 22 35 10 Fire Equipment- Capital	108,000.00	0.00	108,000.00	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	0.00	0.00	0.00	0.0%
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	500.00	0.00	500.00	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	750.00	0.00	750.00	0.0%
594 22 63 36 Station 36 - 5579 Bayview Road	27,000.00	0.00	27,000.00	0.0%
594 22 63 37 Maintenance Facility - 2874 Verlane Street	0.00	0.00	0.00	0.0%
594 22 64 03 Medical Equipment- Capital	0.00	0.00	0.00	0.0%
594 22 64 32 Computers / IT Capital	0.00	0.00	0.00	0.0%
594 Capital Expenditures	630,036.00	206,542.73	423,493.27	32.8%

062 CAPITAL FACILITIES	950,946.00	206,542.73	744,403.27	21.7%
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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	443,080.00	2,451.26	440,628.74	0.6%
594 Capital Expenditures	443,080.00	2,451.26	440,628.74	0.6%

064 CAPITAL VEHICLES	443,080.00	2,451.26	440,628.74	0.6%
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2024 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund 01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining
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070 OTHER

580 Non Expenditures

588 10 00 00	Prior Period Adjustment	0.00	0.00	0.00	0.0%
589 00 00 10	Non Expenditure - Suspense	0.00	0.00	0.00	0.0%
589 90 00 00	Payroll Deduction Clearing	0.00	83,948.32	(83,948.32)	0.0%
580 Non Expenditures		0.00	83,948.32	(83,948.32)	0.0%

597 Interfund Transfers

597 00 00 02	Transfer To Capital Fund	0.00	0.00	0.00	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	0.00	0.00	0.0%

070 OTHER	0.00	83,948.32	(83,948.32)	0.0%
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Fund Expenditures:	6,920,612.21	1,616,781.98	5,303,830.23	23.4%
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Fund Excess/(Deficit):	(466,468.18)	(1,419,693.97)		
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2024 BUDGET POSITION

South Whidbey Fire EMS

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003 Reserve Fund 01/01/2024 To: 12/31/2024

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 91 10 00 Estimated Beginning Balance	344,242.22	53,603.24	290,638.98	15.6%
308 Beginning Balances	344,242.22	53,603.24	290,638.98	15.6%

360 Misc Revenues

361 11 00 02 Investment Interest	500.00	89.89	410.11	18.0%
360 Misc Revenues	500.00	89.89	410.11	18.0%

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:	344,742.22	53,693.13	291,049.09	15.6%
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	Amt Budgeted	Expenditures	Remaining	
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597 Interfund Transfers

597 00 01 03 Transfer from Reserve to General	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	344,742.22	53,693.13		
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2024 BUDGET POSITION

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004 Contingency Fund 01/01/2024 To: 12/31/2024

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 91 11 00 Estimated Beginning Balance	170,707.41	171,939.83	(1,232.42)	100.7%
308 Beginning Balances	170,707.41	171,939.83	(1,232.42)	100.7%

360 Misc Revenues

361 11 00 03 Investment Interest	1,500.00	288.33	1,211.67	19.2%
360 Misc Revenues	1,500.00	288.33	1,211.67	19.2%

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:	172,207.41	172,228.16	(20.75)	100.0%
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	Amt Budgeted	Expenditures	Remaining	
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597 Interfund Transfers

597 00 01 04 Transfer from Contingency to General	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	172,207.41	172,228.16		
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2024 BUDGET POSITION

South Whidbey Fire EMS

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300 General Investment Fund 01/01/2024 To: 12/31/2024

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 41 00 00 Estimated Beginning Balance	1,260,720.92	2,975,152.58	(1,714,431.66)	236.0%
308 Beginning Balances	1,260,720.92	2,975,152.58	(1,714,431.66)	236.0%

397 Interfund Transfers

397 00 00 02 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:	1,260,720.92	2,975,152.58	(1,714,431.66)	236.0%
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	Amt Budgeted	Expenditures	Remaining	
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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	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

070 OTHER	0.00	0.00	0.00	0.0%
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Fund Expenditures:	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	1,260,720.92	2,975,152.58		
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2024 BUDGET POSITION TOTALS

South Whidbey Fire EMS

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	6,454,144.03	197,088.01	3.1%	6,920,612.21	1,616,781.98	23%
003 Reserve Fund	344,742.22	53,693.13	15.6%	0.00	0.00	0%
004 Contingency Fund	172,207.41	172,228.16	100.0%	0.00	0.00	0%
300 General Investment Fund	1,260,720.92	2,975,152.58	236.0%	0.00	0.00	0%
	<u>8,231,814.58</u>	<u>3,398,161.88</u>	<u>41.3%</u>	<u>6,920,612.21</u>	<u>1,616,781.98</u>	<u>23.4%</u>

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
325	03/06/2024	Claims	1	EFT	WA D/Revenue	806.86	Written From Use Tax Report
352	03/11/2024	Payroll	1	EFT	WA D/Retirement Systems	2,067.71	Pay Cycle(s) 02/08/2024 To 02/08/2024 - DEFERRED COMP; Pay Cycle(s) 02/08/2024 To 02/08/2024 - DCP Roth
353	03/11/2024	Payroll	1	EFT	WA D/Retirement Systems	5,198.74	Pay Cycle(s) 02/22/2024 To 02/22/2024 - DEFERRED COMP; Pay Cycle(s) 02/22/2024 To 02/22/2024 - DEFERRED COMP-Maint; Pay Cycle(s) 02/22/2024 To 02/22/2024 - DCP Roth; Pay Cycle(s) 03/07/2024 To 03/07/
355	03/12/2024	Payroll	1	0	WA D/Retirement Systems	85,351.49	Pay Cycle(s) 11/01/2023 To 02/29/2024 - LEOFF 2
356	03/12/2024	Claims	1	0	WA D/Retirement Systems	630.54	Interest due Oct2023 thru
357	03/12/2024	Payroll	1	0	WA D/L&I Employer Services	37,331.34	4TH Quarter L&I: 10/01/2023 - 12/31/2023
361	03/13/2024	Payroll	1	EFT	Internal Revenue Service	22,858.21	941 Deposit for Pay Cycle(s) 03/07/2024 - 03/07/2024
362	03/13/2024	Payroll	1	EFT	Internal Revenue Service	251.54	941 Deposit for Pay Cycle(s) 03/12/2024 - 03/12/2024
406	03/18/2024	Payroll	1	EFT	Internal Revenue Service	23,586.97	941 Deposit for Pay Cycle(s) 03/22/2024 - 03/22/2024
286	03/01/2024	Claims	1	663019	Bound Tree Medical, LLC.	100.33	Inv. #85254826
287	03/01/2024	Claims	1	663020	Canon Financial Services, Inc.	263.16	Inv. # 32071157
288	03/01/2024	Claims	1	663021	Health & Safety Institute HSI	61.66	Inv. #1977686
289	03/01/2024	Claims	1	663022	I-COM	26,511.96	Inv. #Q2 2024-10
290	03/01/2024	Claims	1	663023	Masimo America's Inc	541.82	Inv. # 3306105
291	03/01/2024	Claims	1	663024	Motorola Solutions	168,899.80	Inv. #8281819778
292	03/01/2024	Claims	1	663025	Port of South Whidbey	5,528.71	Inv. # 6318
293	03/01/2024	Claims	1	663026	Puget Sound Energy	288.92	Acct. #220008900312
294	03/01/2024	Claims	1	663027	Savage Screen Printing	6,471.80	Inv. #27887196, 27887056 & 27887198
295	03/01/2024	Claims	1	663028	Skagit Farmers Supply	2,189.88	Inv.# 2012547 & 2012607
296	03/01/2024	Claims	1	663029	Springbrook Software	120.00	Inv. # TM INV-000472B
326	03/08/2024	Claims	1	663030	Corey Oil & Propane, LLC	310.43	Inv.#101356
327	03/08/2024	Claims	1	663031	Day Wireless Systems	1,921.40	Inv. #INV815253
328	03/08/2024	Claims	1	663032	Health & Safety Institute HSI	107.91	Inv. # 1979278, 1980364 & 1980611
329	03/08/2024	Claims	1	663033	ISOOutsource	6,802.80	Inv. # CW291769, CW291781 & CW292213
330	03/08/2024	Claims	1	663034	Island Auto Supply	523.14	Inv. # 701616 & 701989
331	03/08/2024	Claims	1	663035	Island Disposal, Inc.	365.20	Inv. #79899905144, 79894655144 & 79895225144
332	03/08/2024	Claims	1	663036	LLPA	12,000.00	Inv. #SW-0324 & SW-0224
333	03/08/2024	Claims	1	663037	Les Schwab Tire	1,435.58	Inv. #41300437104
334	03/08/2024	Claims	1	663038	McGavick Graves, P.S.	4,588.50	Inv. #39192
335	03/08/2024	Claims	1	663039	Mukilteo Coffee Co.	31.20	Inv. # 674321 & 674260
336	03/08/2024	Claims	1	663040	Municipal Emergency Services	565.76	Inv. # IN2014732
337	03/08/2024	Claims	1	663041	Orca Information INC	110.00	Inv. # 37953
338	03/08/2024	Claims	1	663042	Puget Sound Energy	2,025.46	Acct. # 220008899761, 200010928238, 200010928691, 20013858705 & 220017845409
339	03/08/2024	Claims	1	663043	T-Mobile	281.82	Acct. #972274840
342	03/07/2024	Payroll	1	663075	Aflac	3,054.60	Pay Cycle(s) 01/01/2024 To 02/29/2024 - AFLAC (Post-Tax)
363	03/15/2024	Claims	1	663085	Robert Coleman Absolute Pest Control	596.20	Inv. #14968

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
364	03/15/2024	Claims	1	663086	Amazon Capital Services	1,097.99	Inv# 1YCL-1Y3H-4MQF, 1L36-VDJ9-K3CL, 1TLF-M3XK-L1J4 & 1DK4-CYWR-TYPN
365	03/15/2024	Claims	1	663087	Bay City Supply	657.66	Inv. #354648
366	03/15/2024	Claims	1	663088	Clinton Water District	47.21	Inv. #02282024
367	03/15/2024	Claims	1	663089	Dell Marketing L.P.	510.75	Inv. #10731402158
368	03/15/2024	Claims	1	663090	FirstNet - AT&T MOBILITY	1,886.67	Inv. #287296038392X02272024
369	03/15/2024	Claims	1	663091	G12 Communications LLC	431.66	Inv. #134615
370	03/15/2024	Claims	1	663092	Phase	752.25	Inv.#240222
371	03/15/2024	Claims	1	663093	Puget Sound Energy	1,985.05	Acct. #220017726922
372	03/15/2024	Claims	1	663094	Snure Law Office, PSC	800.00	Inv.# 03012024
373	03/15/2024	Claims	1	663095	Sound Business Center	25.02	Inv. #206112
374	03/15/2024	Claims	1	663096	Sound Publishing Inc ADS	80.00	Acct. #SW-214996
375	03/15/2024	Claims	1	663097	South Whidbey School District #206	9,491.32	Inv. #FIRE-2024-02, FIRE-2024-05 & FIRE-2024-06
376	03/15/2024	Claims	1	663098	US Bank Visa	1,760.15	Inv. #02262024
377	03/15/2024	Claims	1	663099	Vistaire Water System	91.58	Acct. #R32917-193-1000
410	03/22/2024	Claims	1	663100	Amazon Capital Services	452.64	Inv. # 11LD-DWRT-W16R, 1CHG-7JDK-1MK3, 1WLQ-KRLF-RLTF, 1R3C-GY17-KKTW & 1XXM-1HD6-KDMY
411	03/22/2024	Claims	1	663101	Bay City Supply	142.64	Inv. #354648A
412	03/22/2024	Claims	1	663102	Clinton Water District	47.00	Acct. #134
413	03/22/2024	Claims	1	663103	Fed Ex	8.78	Inv. #8-439-52069
414	03/22/2024	Claims	1	663104	Fire Chief Equipment	2,288.06	Inv. #0920234
415	03/22/2024	Claims	1	663105	Gardner Electronics	2,943.06	Inv. #03032024
416	03/22/2024	Claims	1	663106	Jake D Greve	300.00	Boot Reimbursement
417	03/22/2024	Claims	1	663107	Hanson's Building Supply	43.82	Inv. #2403-294995
418	03/22/2024	Claims	1	663108	ISOsource	7,457.20	Inv. # CW292738 & CW292739
419	03/22/2024	Claims	1	663109	Island Auto Supply	52.20	Inv. #702942
420	03/22/2024	Claims	1	663110	A Waste Connections Comp. LEMAY Mobile Shredding	143.00	Inv. #4831400S185
421	03/22/2024	Claims	1	663111	Langley, City of	368.36	Acct. #1171.1
422	03/22/2024	Claims	1	663112	Mukilteo Coffee Co.	31.20	Inv# 674404 & #674481
423	03/22/2024	Claims	1	663113	Plante Moran	4,500.00	Inv. #10177112
424	03/22/2024	Claims	1	663114	Saratoga Water District	80.00	Acct. #20320
425	03/22/2024	Claims	1	663115	Skagit Farmers Supply	199.63	Inv. #68065
426	03/22/2024	Claims	1	663116	Thrifty Cleaners	46.13	Inv. #03012024
427	03/22/2024	Claims	1	663117	Uline, Inc	208.79	Inv. #175187023
428	03/22/2024	Claims	1	663118	WA State Auditor's Office	764.50	Inv. # L159955
429	03/22/2024	Claims	1	663119	WA State Ferries	43.00	Inv. #RK421528
430	03/22/2024	Claims	1	663120	Whidbey Telecom	1,252.28	Acct. #119643
431	03/20/2024	Claims	1	663121	Board of Volunteer Firefighters	3,870.00	2024 Remittance Form
432	03/20/2024	Claims	1	663122	VFIS Benefits Div. (LOSAP)	30,376.00	LOSAP 2024 Investment Deposit & Administrative Services
438	03/26/2024	Payroll	1	663123	Aflac	2,200.08	Pay Cycle(s) 03/01/2023 To 03/31/2023 - AFLAC (Post-Tax)
379	03/14/2024	Payroll	1	663124	Trusted Plans Service Corp.	53,655.29	Pay Cycle(s) 02/01/2024 To 02/29/2024 - Medical/Dental; Pay Cycle(s) 02/01/2024 To 02/29/2024 - Life Insurance
436	03/22/2024	Payroll	1	663125	Trusted Plans Service Corp.	43,661.12	Pay Cycle(s) 03/01/2024 To 03/31/2024 - Medical/Dental; Pay Cycle(s) 03/01/2024 To 03/31/2024 - Life Insurance
299	03/07/2024	Payroll	10	EFT	Blake Benenati	2,640.94	

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300	03/07/2024	Payroll	10	EFT	Brian Boyd	2,776.44	
301	03/07/2024	Payroll	10	EFT	Chavo Camargo	1,445.60	
302	03/07/2024	Payroll	10	EFT	Ian G Carter	3,036.90	
303	03/07/2024	Payroll	10	EFT	Katheryne Crowe	1,532.62	
304	03/07/2024	Payroll	10	EFT	Karley Diffie	2,514.51	
305	03/07/2024	Payroll	10	EFT	Joseph M Dilley	3,553.81	
306	03/07/2024	Payroll	10	EFT	Savannah Erickson	472.44	
307	03/07/2024	Payroll	10	EFT	Jake D Greve	1,217.67	
308	03/07/2024	Payroll	10	EFT	Nicole Hagen	971.16	
309	03/07/2024	Payroll	10	EFT	Robert Husom	3,425.19	
310	03/07/2024	Payroll	10	EFT	Mary Kaye Johansen	1,683.34	
311	03/07/2024	Payroll	10	EFT	Leah Kalahiki	3,482.45	
312	03/07/2024	Payroll	10	EFT	Vicki Lange	2,724.30	
313	03/07/2024	Payroll	10	EFT	Peter Lund	2,818.72	
314	03/07/2024	Payroll	10	EFT	Sean C McDougald	2,298.07	
315	03/07/2024	Payroll	10	EFT	Alexandra McMahon	2,592.07	
316	03/07/2024	Payroll	10	EFT	Terrence Ney	3,435.86	
317	03/07/2024	Payroll	10	EFT	Michael W Noblet	708.64	
318	03/07/2024	Payroll	10	EFT	Steven S Osborne	1,223.12	
319	03/07/2024	Payroll	10	EFT	James A. Towers	469.46	
320	03/07/2024	Payroll	10	EFT	Lewis J Townsend	1,666.36	
321	03/07/2024	Payroll	10	EFT	Christopher Turner	2,025.58	
322	03/07/2024	Payroll	10	EFT	Cooper Ullmann	1,420.67	
323	03/07/2024	Payroll	10	EFT	Nicholas S Walsh	3,770.99	
324	03/07/2024	Payroll	10	EFT	Carlee Wilkie	2,244.14	
344	03/12/2024	Payroll	10	EFT	Chavo Camargo	448.16	
345	03/12/2024	Payroll	10	EFT	Ian G Carter	333.62	
346	03/12/2024	Payroll	10	EFT	Peter Lund	472.17	
383	03/22/2024	Payroll	10	EFT	Blake Benenati	1,908.00	
384	03/22/2024	Payroll	10	EFT	Brian Boyd	2,964.38	
385	03/22/2024	Payroll	10	EFT	Chavo Camargo	1,844.06	
386	03/22/2024	Payroll	10	EFT	Ian G Carter	2,842.11	
387	03/22/2024	Payroll	10	EFT	Katheryne Crowe	2,034.20	
388	03/22/2024	Payroll	10	EFT	Karley Diffie	2,768.49	
389	03/22/2024	Payroll	10	EFT	Joseph M Dilley	3,569.01	
390	03/22/2024	Payroll	10	EFT	Jake D Greve	1,796.74	
391	03/22/2024	Payroll	10	EFT	Nicole Hagen	980.12	
392	03/22/2024	Payroll	10	EFT	Robert Husom	2,508.27	
393	03/22/2024	Payroll	10	EFT	Mary Kaye Johansen	2,031.66	
394	03/22/2024	Payroll	10	EFT	Leah Kalahiki	2,675.90	
395	03/22/2024	Payroll	10	EFT	Vicki Lange	2,777.71	
396	03/22/2024	Payroll	10	EFT	Peter Lund	1,981.79	
397	03/22/2024	Payroll	10	EFT	Sean C McDougald	2,927.53	
398	03/22/2024	Payroll	10	EFT	Alexandra McMahon	2,960.12	
399	03/22/2024	Payroll	10	EFT	Terrence Ney	3,451.31	
400	03/22/2024	Payroll	10	EFT	Steven S Osborne	2,098.14	
401	03/22/2024	Payroll	10	EFT	Lewis J Townsend	1,225.80	
402	03/22/2024	Payroll	10	EFT	Christopher Turner	1,973.21	
403	03/22/2024	Payroll	10	EFT	Cooper Ullmann	1,814.80	
404	03/22/2024	Payroll	10	EFT	Nicholas S Walsh	3,791.37	
405	03/22/2024	Payroll	10	EFT	Carlee Wilkie	4,174.23	

000
001 General Fund

200.46
712,837.02

	Claims:	319,316.44
	Payroll:	393,721.04

CHECK REGISTER

South Whidbey Fire EMS

Time: 09:45:04 Date: 04/08/2024

03/01/2024 To: 03/31/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
-------	------	------	--------	-------	----------	--------	------

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

02/01/2024 To: 02/29/2024

Time: 09:52:35 Date: 04/08/2024

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	-157,265.87	55,849.50	538,412.20	-639,828.57	26,850.07	201,082.79	-4,059.19	-415,954.90
003 Reserve Fund	53,693.13	0.00		53,693.13	0.00	0.00	0.00	53,693.13
004 Contingency Fund	172,228.16	0.00		172,228.16	0.00	0.00	0.00	172,228.16
300 General Investment Fund	2,975,152.58	0.00		2,975,152.58	0.00	0.00	0.00	2,975,152.58
	<u>3,043,808.00</u>	<u>55,849.50</u>	<u>538,412.20</u>	<u>2,561,245.30</u>	<u>26,850.07</u>	<u>201,082.79</u>	<u>-4,059.19</u>	<u>2,785,118.97</u>

TREASURER'S REPORT

Account Totals

South Whidbey Fire EMS

02/01/2024 To: 02/29/2024

Time: 09:52:35 Date: 04/08/2024

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 General Fund-Island County Mai	1,109,427.68	64,551.80	547,050.06	626,929.42	-4,059.19	227,692.75	850,562.98
5 Capital Reserve Investment	1,708,387.51	0.00	0.00	1,708,387.51	0.00	0.00	1,708,387.51
7 Keybank (Direct Deposit)	95.53	0.00	0.00	95.53	0.00	0.00	95.53
10 Heritage (Direct Deposit)	-24.01	112,609.80	112,674.24	-88.45	0.00	240.11	151.66
11 Reserve Fund	53,693.13	0.00	0.00	53,693.13	0.00	0.00	53,693.13
12 Contingency Fund	172,228.16	0.00	0.00	172,228.16	0.00	0.00	172,228.16
Total Cash:	3,043,808.00	177,161.60	659,724.30	2,561,245.30	-4,059.19	227,932.86	2,785,118.97
	3,043,808.00	177,161.60	659,724.30	2,561,245.30	-4,059.19	227,932.86	2,785,118.97

TREASURER'S REPORT

Outstanding Vouchers

South Whidbey Fire EMS

02/01/2024 To: 02/29/2024

As Of: 02/29/2024 Date: 04/08/2024

Time: 09:52:35 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	97	01/24/2023	Tr Rec	1		Central Whidbey Island Fire & Rescue	3,913.00	shows an invoice number of 266. But no invoice can
2024	297	02/28/2024	Tr Rec	1		Misc Vendors	60.00	CPR/FA Registration
2024	298	02/29/2024	Tr Rec	1		US Bank Visa	86.19	NASPO Contract Payment Q4 Year 2023
Receipts Outstanding:							4,059.19	
2023	1677	12/04/2023	Payroll	1	EFT	WA D/Retirement Systems	54.18	Pay Cycle(s) 10/05/2023 To 10/05/2023 - DEFERRED COMP- Maint
2023	1295	09/14/2023	Payroll	1	EFT	WA D/Retirement Systems	2,750.20	Pay Cycle(s) 08/01/2023 To 08/31/2023 - PERS 2
2023	1290	10/02/2023	Payroll	1	EFT	Vimly Benefits Solutions	1,454.04	Pay Cycle(s) 08/24/2023 To 08/24/2023 - IAFF MERP Dues; Pay Cycle(s) 09/07/2023 To 09/07/2023 - IAFF MERP Dues; Pay Cycle(s) 09/21/2023 To 09/21/2023 - IAFF MERP Dues
2024	241	02/14/2024	Payroll	1	EFT	WA D/Retirement Systems	28,152.89	Pay Cycle(s) 05/01/2023 To 05/31/2023 - PERS 2; Pay Cycle(s) 06/01/2023 To 06/30/2023 - LEOFF 2; Pay Cycle(s) 06/01/2023 To 06/30/2023 - PERS 2; Pay Cycle(s) 07/01/2023 To 07/31/2023 - LEOFF 2; Pay Cy
2024	475	02/14/2024	Payroll	1	0	Internal Revenue Service	22,282.78	941 Deposit for Pay Cycle(s) 02/08/2024 - 02/08/2024
2023	1293	09/14/2023	Payroll	1	EFT	WA D/Retirement Systems	127.93	Pay Cycle(s) 08/10/2023 To 08/10/2023 - DEFERRED COMP- Maint
2023	1300	09/14/2023	Payroll	1	EFT	WA D/Retirement Systems	2,623.45	Pay Cycle(s) 09/21/2023 To 09/21/2023 - DEFERRED COMP
2024	382	02/14/2024	Payroll	1	EFT	Internal Revenue Service	40,665.49	941 Deposit for Pay Cycle(s) 12/14/2023 - 12/14/2023; 941 Deposit for Pay Cycle(s) 12/28/2023 - 12/28/2023
2024	474	02/06/2024	Payroll	1	0	Internal Revenue Service	19,532.73	941 Deposit for Pay Cycle(s) 01/25/2024 - 01/25/2024
2024	210	02/08/2024	Payroll	1	0	WA D/Retirement Systems	3,215.99	Pay Cycle(s) 10/19/2023 To 10/19/2023 - DEFERRED COMP; Pay Cycle(s) 10/19/2023 To 10/19/2023 - DEFERRED COMP- Maint
2024	203	02/07/2024	Payroll	1	EFT	WA D/Retirement Systems	11,934.97	Pay Cycle(s) 11/16/2023 To 11/16/2023 - DEFERRED COMP; Pay Cycle(s) 11/30/2023 To 11/30/2023 - DEFERRED COMP; Pay Cycle(s) 12/14/2023 To 12/14/2023 - DEFERRED COMP; Pay Cycle(s) 12/28/2023 To 12/28/20
2023	1669	12/04/2023	Payroll	1	EFT	WA D/Retirement Systems	3,029.50	Pay Cycle(s) 11/04/2023 To 11/04/2023 - DRS 457 (Deferred Comp)

TREASURER'S REPORT

Outstanding Vouchers

South Whidbey Fire EMS

02/01/2024 To: 02/29/2024

As Of: 02/29/2024 Date: 04/08/2024

Time: 09:52:35 Page: 4

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	1676	12/04/2023	Payroll	1	EFT	WA D/Retirement Systems	2,765.59	Pay Cycle(s) 10/05/2023 To 10/05/2023 - DEFERRED COMP
2024	285	02/22/2024	Claims	1	EFT	WA D/Retirement - PERS	241.56	Pay Cycle(s) 11/01/2023 To 11/30/2023 - PERS 2, LATE FEE. Pay Cycle(s) 11/01/2023 To 11/30/2023 - LEOFF, LATE FEE; 11 R 1, 2023 correction payment for revised total.
2023	1301	09/14/2023	Payroll	1	EFT	WA D/Retirement Systems	63.21	Pay Cycle(s) 09/21/2023 To 09/21/2023 - DEFERRED COMP- Maint
2023	1291	09/14/2023	Payroll	1	EFT	WA D/Retirement Systems	1,272.09	Pay Cycle(s) 08/10/2023 To 08/10/2023 - DRS 457 (Deferred Comp)
2023	1292	09/14/2023	Payroll	1	EFT	WA D/Retirement Systems	2,534.61	Pay Cycle(s) 08/10/2023 To 08/10/2023 - DEFERRED COMP
2022	1022	08/11/2022	Payroll	1	661596	Lianne Kniest	36.01	Q2 Volunteer Points
2022	1069	08/10/2022	Claims	1	661605	Champion Bolt & Supply Inc	45.80	INV #750665
2022	1145	08/24/2022	Claims	1	661663	Cooper Ullman	20.00	Fair Meal Reimbursement
2023	45	01/19/2023	Claims	1	662117	Nicole Hagen	300.00	Boot Reimbursement
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	Health & Safety Institute HSI	43.21	Inv. #1834113
2023	1074	08/10/2023	Payroll	1	662590	Charles C. Baker	149.84	July 21- Aug 4 Payroll
2023	1082	08/10/2023	Payroll	1	662591	Anne M Collins	250.03	July 21- Aug 4 Payroll
2023	1089	08/10/2023	Payroll	1	662592	Tom P Gideon	271.97	July 21- Aug 4 Payroll
2023	1094	08/10/2023	Payroll	1	662593	Robert Hinkelman	48.03	July 21- Aug 4 Payroll
2023	1116	08/10/2023	Payroll	1	662594	Mari St Amand	26.78	July 21- Aug 4 Payroll
2023	1126	08/10/2023	Payroll	1	662595	Carson Wrightson	36.01	July 21- Aug 4 Payroll
2023	1164	08/23/2023	Claims	1	662626	Neil A Rixe	32.00	Fair Reimbursement
2023	1345	10/02/2023	Claims	1	662683	Motor Trucks International	3,876.07	INV# 11w5188
2023	1618	11/24/2023	Claims	1	662804	Frontier Ford Penninsula Auto World, INC	398.36	ACCT# 4206
2023	1625	11/24/2023	Claims	1	662811	Shimada, Paul	80.00	CPR Instructor Fee
2023	1626	11/24/2023	Claims	1	662812	Sirennnet.Com	1,614.56	INV# 271717
2023	1814	12/01/2023	Payroll	1	662826	Ian G Carter	1,973.83	pay period 11/16 through 1130, 2023
2024	12	01/05/2024	Claims	1	662889	Traci L Haynie	200.00	Boot Reimbursement
2024	67	01/11/2024	Payroll	1	662919	South Whidbey Firefighters Union	714.90	Pay Cycle(s) 01/11/2024 To 01/11/2024 - FF Association Dues
2024	118	01/26/2024	Claims	1	662945	Cascade Fire & Safety	5,496.65	Inv. #166298CM
2024	168	02/09/2024	Payroll	1	662970	Charles C. Baker	27.24	

TREASURER'S REPORT

Outstanding Vouchers

South Whidbey Fire EMS

02/01/2024 To: 02/29/2024

As Of: 02/29/2024 Date: 04/08/2024
Time: 09:52:35 Page: 5

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	190	02/09/2024	Payroll	1	662975	Carson Wrightson	422.96	
2024	204	02/07/2024	Payroll	1	662976	South Whidbey Firefighters Union	1,334.48	Pay Cycle(s) 12/28/2023 To 12/28/2023 - FF Association Dues; Pay Cycle(s) 12/14/2023 To 12/14/2023 - FF Association Dues
2024	219	02/16/2024	Claims	1	662994	ImageTrend Inc	2,936.11	Inv. PS-INV105744
2024	236	02/14/2024	Payroll	1	663004	IAFF Local Union 5212	115.80	Pay Cycle(s) 02/08/2024 To 02/08/2024 - FF Union Dues
2024	237	02/14/2024	Payroll	1	663005	South Whidbey Firefighters Union	714.90	Pay Cycle(s) 02/08/2024 To 02/08/2024 - FF Association Dues
2024	272	02/23/2024	Claims	1	663008	CDW Government, Inc.	5,823.79	Inv. #PJ87677
2024	276	02/23/2024	Claims	1	663012	IFSTA / Fire Protection Publications	3,041.41	Inv. #258210
2024	279	02/23/2024	Claims	1	663015	Mukilteo Coffee Co.	36.80	Inv. #674102 & 674175
2024	280	02/23/2024	Claims	1	663016	US Fire Equipment LLC	2,663.75	Inv. #15894
2024	283	02/21/2024	Payroll	1	663018	Trusteed Plans Service Corp.	52,174.37	Pay Cycle(s) 01/01/2024 To 01/31/2024 - Medical/Dental; Pay Cycle(s) 01/01/2024 To 01/31/2024 - Life Insurance
							227,692.75	
2023	1096	08/10/2023	Payroll	10	EFT	Cory S Jennings	24.01	July 21- Aug 4 Payroll
2024	177	02/09/2024	Payroll	10	EFT	Cory S Jennings	204.10	
2024	176	02/09/2024	Payroll	10	EFT	Nina Holmstrom	12.00	
							240.11	
							227,932.86	

Fund	Claims	Payroll	Total
001 General Fund	26,850.07	201,082.79	227,932.86
	26,850.07	201,082.79	227,932.86

TREASURER'S REPORT

Signature Page

South Whidbey Fire EMS

Time: 09:52:35 Date: 04/08/2024

02/01/2024 To: 02/29/2024

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

Expenditure Approval Document

Date of Approval: April 11, 2024

Fund: 638

Warrants Approved from March 1 2024 – March 31 2024

Date	Check	Vendor	Amount
3/1/2024	240301001-240301011	Accounts Payable	\$210,978.04
3/7/2024	EFT	Payroll	\$56,151.05
3/8/2024	240303001-240303014	Accounts Payable	\$31,069.20
3/12/2024	EFT	Payroll	\$1,253.95
3/15/2024	240311001-240311015	Accounts Payable	\$20,213.51
3/22/2024	240314001-240314021	Accounts Payable	\$21,372.29
3/22/2024	EFT	Payroll	\$57,098.95
3/1-3/31/2024	EFT	Payroll Liabilities	\$314,900.49
Total Warrants Approved			\$713,037.48

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.

Finance Officer: _____
Mary Kaye Johansen

Fire Chief: _____
Nick Walsh

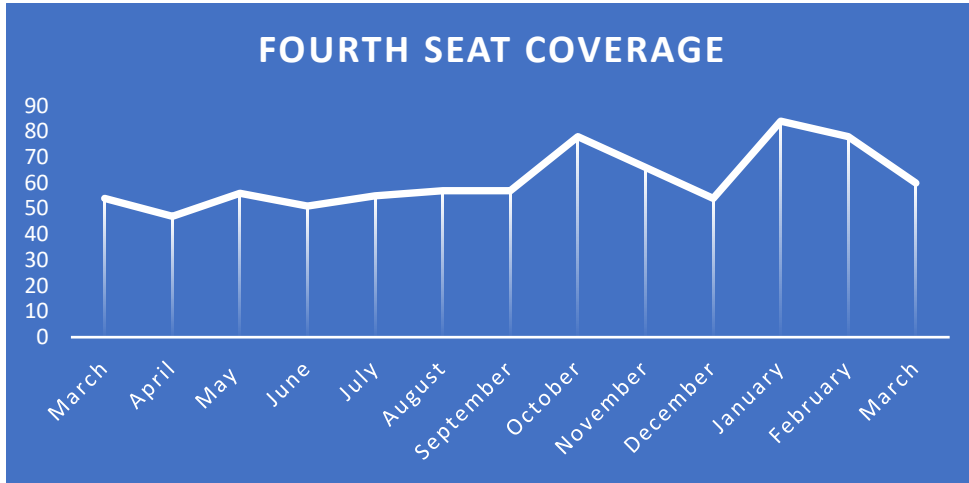
Commissioner: _____
Michael Noblet

Commissioner: _____
Savannah Erickson

Commissioner: _____
Jim Towers

Serving the communities of Bayview - Clinton - Freeland - Langley - Maxwelton – Saratoga
Our mission: "To protect and prepare the South Whidbey community through service and education."

STAFFING REPORTS



Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov
84	78	60								

Fourth seat coverage was at 60%

Fifth seat coverage was at 39%

RECRUITMENT AND RETENTION

New volunteers in process

- 9-Currently in Fire Academy

- 3-Applications in process

- Next interview panel is in April

UPCOMING EVENTS

Spring Open House – April 13th

Washington State Fire Training Academy Graduation April 19th

Awards Banquet – April 20th

In order to prevent damage from smaller level earthquakes, building codes have been created to provide a minimum criteria of seismic activity protection. The International Building Code was first created in 2000, and has since been updated several times, with the latest version being created in 2012. Currently, all 50 states in the US have adopted the IBC codes in some form or another. However, certain jurisdictions only adhere to earlier versions of the IBC, such as the 2006 or 2009 version. When in doubt, always check to see what IBC code your state has. In general, states along fault lines and near the coast have the latest IBC code, as they are the most likely to experience high levels of seismic activity. Various maps are available online which show what areas of the United States are most prone to seismic activity.

Just as the building codes have been updated throughout the years, generator sets have added several devices to help dampen the effects of seismic activity. Excessive amounts of torsional vibration can completely destroy internal combustion engines, and generator sets. Some of the common anti-vibration devices are described below, each plays an important role in keeping a standby or emergency generator safe from seismic activity.

Spring isolators are typically used with generator sets where very low vibration is acceptable. There are 2 main types of spring isolators; a housed spring mounted isolator, and an open spring isolator. Housed spring isolators have an adjustable damping mechanism, and are ideal for generator sets that may be unbalanced or have slower startup and shutdown times. They are designed to provide restraint in a horizontal direction for a generator set, so there is less swaying of the generator from side to side. Open spring isolators can give you a lower vibration frequency in all directions, however, they cannot provide the same dampening effect on the generator as a housed spring isolator.

Elastomeric isolators are another type of dampening device that many generator manufacturers use. They are much more customizable, as they are typically made from natural rubber, neoprene, or silicone. This allows for manufacturers to mold them to fit what the specific generator need may be. Elastomeric isolators are typically placed at the base of the mount of the generator set, often below the fuel tank.

In areas where seismic activity is a concern, it is critical that an emergency generator have vibration isolators. If an earthquake, or serious natural disaster were to occur, it is much more likely that the emergency power system will need to be used. By ensuring your emergency generator has all of the necessary parts to function during a disaster, you can count on your generator to perform when it is needed most.

Whidbey's T&T Construction, Inc
 PO Box 561
 Clinton, WA 98236 US
 +1 3606307009
 whidbeystandt@gmail.com
 whidbeystandtconstruction.com



Estimate

ADDRESS

Arthur Fleming
 Spyderman Excavating
 820 Camano Ave
 Langley, Wa. 98260

ESTIMATE # 1333

DATE 02/13/2024

EXPIRATION DATE 03/14/2024

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
		Bore for gas sleeve at Langley Fire Station.			
	Move In Fee		1	250.00	250.00T
	Bore	Bore	1	3,500.00	3,500.00T
	HDF 2-40	2" Sch40 conduit p/ft installed.	30	6.00	180.00T
	Sales	Cut and remove approx 2x3 ft of concrete.			500.00T

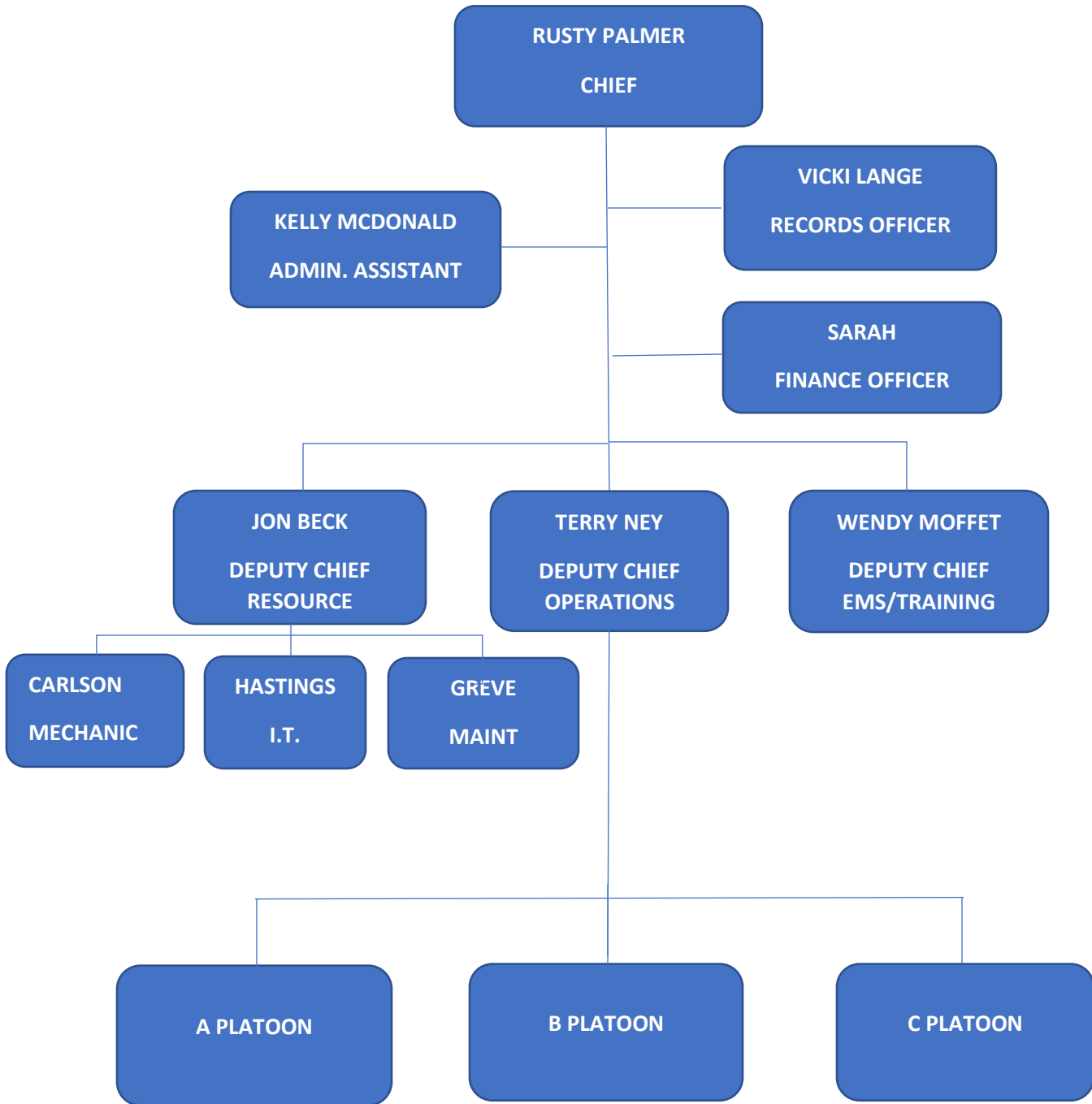
*Estimate does not include replacing the concrete.

SUBTOTAL 4,430.00
 TAX 389.84
TOTAL \$4,819.84

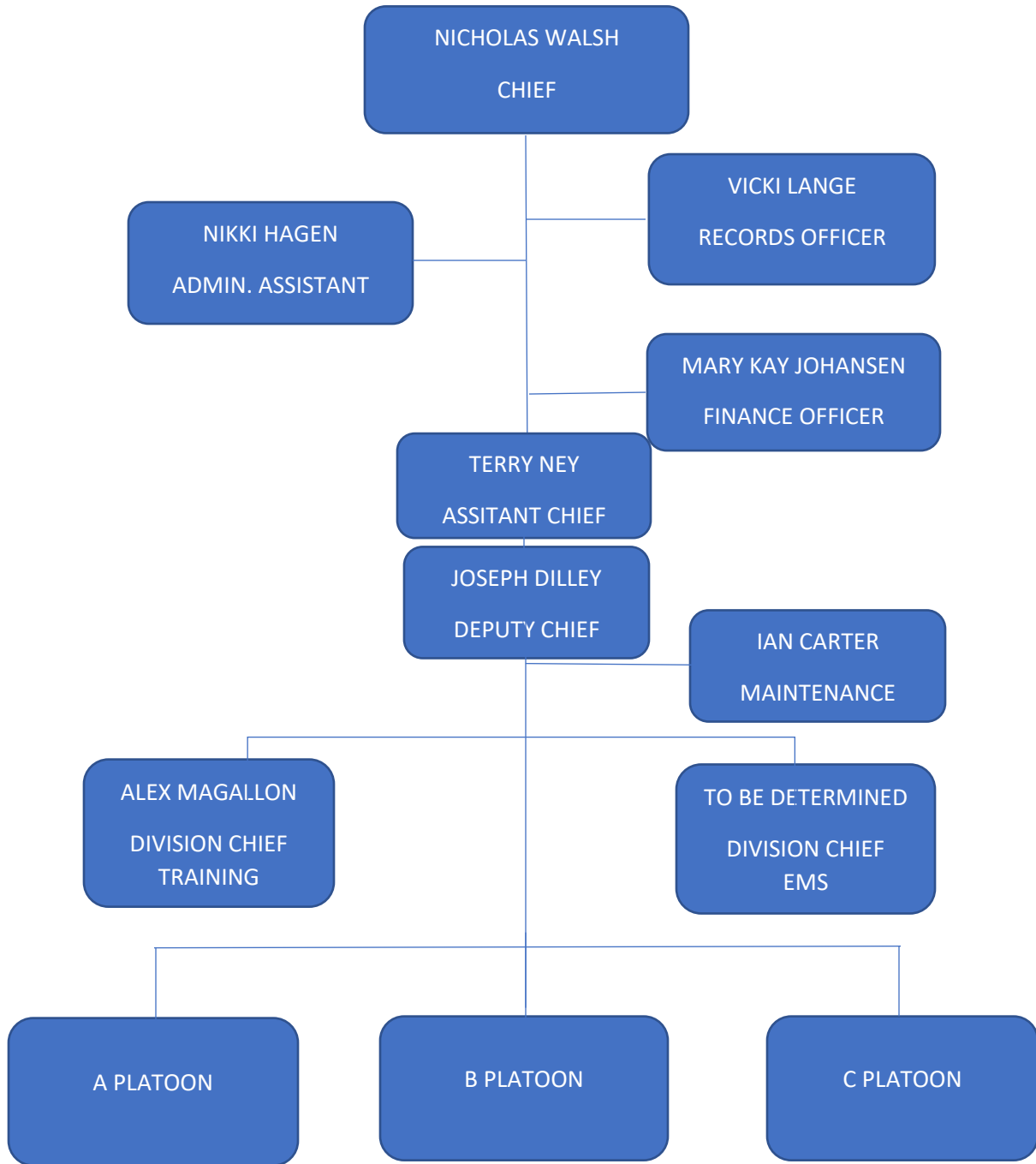
Accepted By

Accepted Date

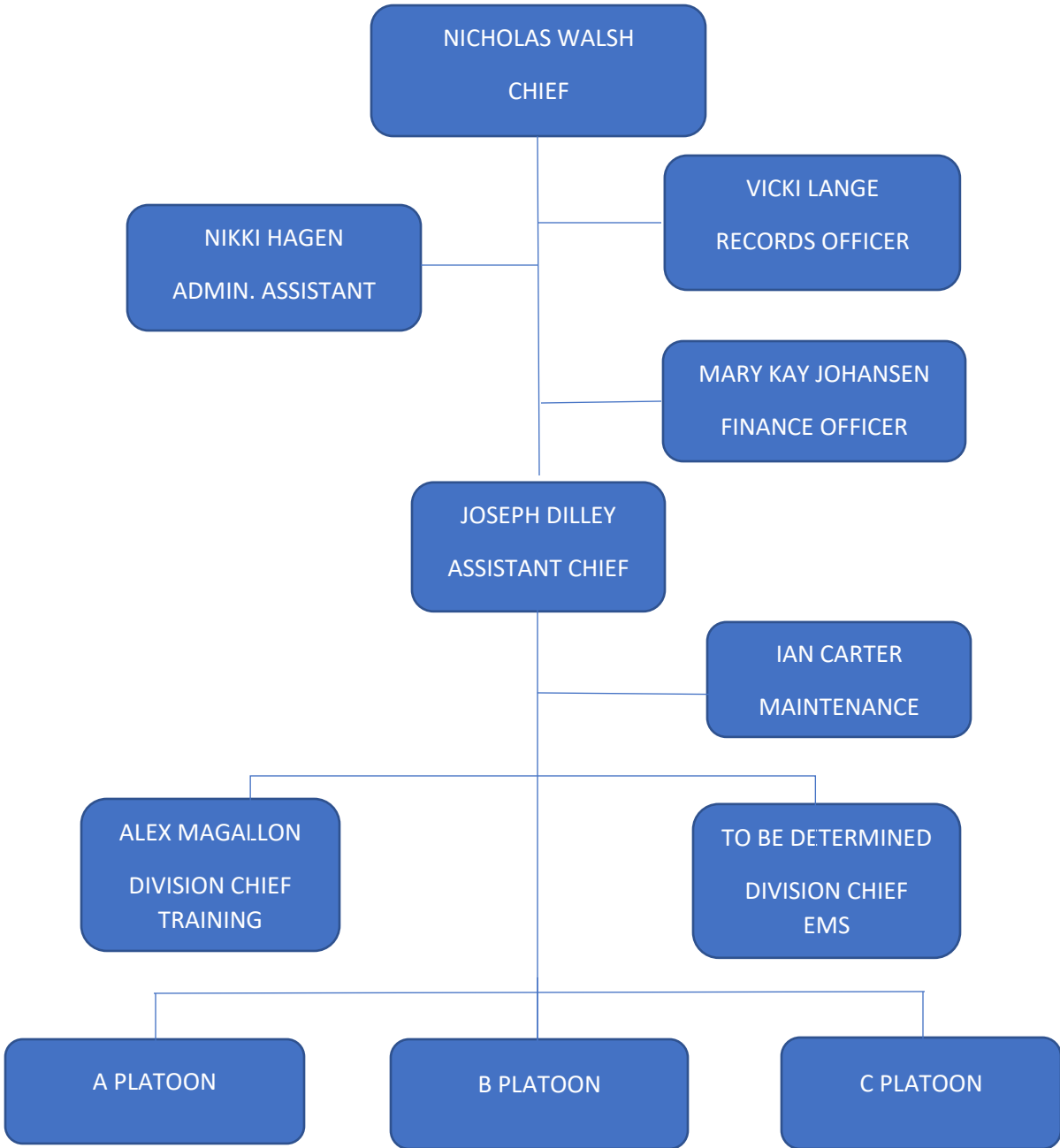
JANUARY 2022



JUNE 2024



FEBRUARY 2025



SWFE Administration Reorganization Summary

April 2024

The proposed reorganization benefits both South Whidbey Fire EMS staff and the public by protecting financial resources through fewer positions of Deputy Chief and instituting a streamlined chain of command which flows from the Assistant Chief to the Fire Chief.

Moving Chief Dilley from Division Chief to Deputy Chief between now and when Chief Ney retires in January 2025 compensates Dilley more fairly for the role he has filled since Chief Beck retired in late 2023. During that period, Chief Dilley will work closely with Chief Ney to ensure a smooth transition of duties through February of 2025, the month when Deputy Chief Dilley is promoted to Assistant Chief.

By changing Deputy to Assistant Chief, the position lines up with the regional practice of calling the second in charge the Assistant Chief.

Summary of Proposed Administrative Changes

Assistant Chief: Under the proposed reorganization, Chief Ney will hold the title of Assistant Chief, making him second in command resulting in a clearer sequence of responsibilities. With the reorganization, the Assistant Chief position continues to command operations staff, oversee division and deputy chiefs, and lead the prevention division.

Deputy Chief: With the proposed reorganization, Chief Dilley becomes deputy chief and works beside Chief Ney until he retires in January 2025. This allows Chief Dilley a smooth succession to Assistant Chief in February 2025. With that, the deputy chief position is eliminated.

Division Chief: The proposed reorganization changes Deputy Chief to Division Chief and results in a Division Chief of Training and a Division Chief of EMS. Both chiefs report to and are supervised by the Assistant Chief.

Primary responsibilities of each Deputy Chief are conveyed by their titles: Training and EMS. Possible other responsibilities are to be determined by the Fire Chief and Assistant Chief as needed.

2024 Financial Impacts of Proposed Reorganization

	Salary	Def Comp LEOFF	P/R Taxes	
Dilley	132,374.91	7,042.35	10,126.68	
Magallon	82,720.63	6,055.15	6,328.13	@ 7.5 mos.
Ney	<u>136,754.99</u>	<u>10,010.47</u>	<u>10,461.76</u>	
Totals	351,850.52	23,107.96	26,916.56	
Budget	<u>387,684.34</u>	<u>25,014.32</u>	<u>29,076.33</u>	
Under Budget	<u>(35,833.82)</u>	<u>(1,906.36)</u>	<u>(2,159.76)</u>	<u>(39,899.94)</u>

Changes in Step and Grade Resulting from Reorganization

Name	Current Step/Grade	Salary	New Step/Grade	Salary
Ney, T	Grade 10 step 4	\$134,955.58	Grade 10 Step 5	\$137,654.69
Dilley, J	Grade 9 Step 5	\$124,719.00	Grade 10 Step 4	\$134,955.58
Magallon, A	N/A	N/A	Grade 9 Step 8	\$132,353.00

1007.4 JOB DESCRIPTIONS

1007.4.1 ASSISTANT FIRE CHIEF

JOB TITLE: Assistant Chief, Operations

SUPERVISOR'S TITLE: Fire Chief

FLSA STATUS: Exempt, Salaried

POSITION DESCRIPTION: The Assistant Chief is a member of the Fire Chief's senior management team. Under direction of the Fire Chief, the Assistant Chief oversees and manages the Operations Division of the organization, which includes fire suppression, emergency medical services, fire prevention, technical rescue, marine rescue, support services volunteer and part time staff, and all operations related functions. The Assistant Chief serves a duty officer, on rotation as assigned. The Assistant Chief acts as the Fire Chief in his/her absence.

ESSENTIAL DUTIES

1. Supervises all activities of fire suppression, the EMS program, the fire prevention/public education program, the technical rescue team and the marine rescue team.
2. Supervises subordinate officers, including the Division Chiefs, EMS, station Captains, and Fire Prevention Officer. Makes assignments and/or delegates authority as necessary to accomplish tasks. Performs subordinate evaluations to ensure continuous performance improvement.
3. Participates in the development of the annual District budget and manages budget items as assigned.
4. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.
5. Recruits, retains, and supports volunteer fire and EMS personnel.
6. Manages the District response plans and updates run cards as necessary.

OTHER FUNCTIONS/DUTIES

1. Performs as the Duty Officer (24 hour shifts for a 7-day cycle) as assigned. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.
- ~~2. Designated as the District Infection Control Officer.~~
- ~~3~~2. Performs other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

1. Education and Experience:

- a. Education: An Associate Degree from an accredited college or university, in fire science, or a related field.
- b. Experience: Five years of full-time firefighting experience, with at least two years of supervisory or management experience at a Captain or Battalion Chief level.
- c. Equivalency: An equivalent combination of education and experience may be considered.

2. Knowledge of:

- a. Contemporary leadership principles and practices applicable to a modern, decentralized, service-oriented organization including personnel management, supervision, training, and performance ~~evaluation, budget~~evaluation, budget development and administration, and program development and administration.
- b. District policies, procedures, protocols, chain of command, Washington State law pertaining to the District, and pertinent federal, state, and local laws that relate to the district, and the application of each.
- c. Operational characteristics, services, and activities of an emergency services program including fire suppression, fire prevention, emergency medical services, marine and technical rescue, hazardous materials, and disaster preparedness, response and recovery.
- d. Apparatus and equipment design, use, and required maintenance.
- e. Incident Command administration techniques.
- f. Problem solving techniques and methodology.
- g. Methods and techniques of public relations.
- h. Public safety computer systems.

3. Skill to:

- a. Operate an emergency vehicle.
- b. Teach the application of District policies, procedures, and protocols.
- c. Make presentations to and deal with the public and personnel.
- d. Successfully work with employees and volunteers.

4. Ability to:

- a. Oversee and participate in the management of a modern fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and associated programs, services, and operations.
- b. Oversee, direct, and coordinate subordinate staff and volunteers.
- c. Select, supervise, train, and evaluate staff.

- d. Participate in the development and administration of division goals, objectives, and procedures.
- e. Prepare and administer division budgets.
- f. Prepare clear and concise administrative reports.
- g. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- h. Research, analyze, and evaluate new service delivery methods and techniques.
- i. Interpret and apply federal, state, and local laws, policies and procedures.
- j. Retain presence of mind and act quickly and calmly in emergency situations.
- k. Operate and effectively use specialized fire tools and equipment, including safety equipment.
- l. Operate modern office equipment and computers including applicable software applications.
- m. Maintain contact and preserve good relations with the public, respond to requests and inquiries, and work effectively with a variety of community groups. Establish and maintain effective working relationships with those contacted in the course of work.
- n. Communicate clearly and concisely, both orally and in writing.

SPECIAL CONDITIONS OF EMPLOYMENT

1. The incumbent must live-reside within the boundaries of the Fire Districts 20 minute drive time of station 36.
2. Possession of a valid Washington State Driver's License (within 1 month of appointment).
3. Possession of the following certifications and credentials:
 - a. Fire Officer II
 - b. Incident Safety Officer
 - c. Completion of NIMS 300 & 400 training (within 1 year of appointment)
 - d. Washington Emergency Medical Technician (within 6 months of appointment)
 - e. IFSTA Level I Instructor (within 1 year of appointment)
 - f. Washington Emergency Vehicle Driver Training certification (within 3 months of appointment)

PHYSICAL REQUIREMENTS

1. Work is generally performed in the office setting with occasional travel to attend meeting or conduct District business. Duty Officer work includes response to emergency scenes, both small

scale and large scale, and disasters. The employee is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The employee occasionally works in high or precarious places, and is occasionally exposed to airborne particles, fumes, toxic or caustic chemicals, extreme cold/heat, vibration, high noise levels, risk of electrical shock or radiation, or exposure to hostile individuals.

2. The employee is required to wear personal protective equipment including turnout gear, boots, helmet, goggles/face protection, gloves, and self-contained breathing apparatus.

3. The employee may work extended periods of time, including evenings, nights, and weekends.

4. The employee's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; occasionally bend, kneel, stoop, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift and/or carry moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle for both normal travel and emergency response; and the ability to operate specialized vehicles and equipment.

5. The employee must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

6. The employee must hear in the normal audio range with or without correction.

ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the Assistant Chief position and certify that I can perform these functions.

Signature

Date

1007.4.2 ~~DEPUTY FIRE DIVISION~~ CHIEF, TRAINING OFFICER

JOB TITLE: Deputy Chief, Training

SUPERVISOR'S TITLE: ~~Fire Assistant~~ Chief

FLSA STATUS: Exempt, Salaried

POSITION DESCRIPTION: The ~~Deputy-Division~~ Chief is a member of the Fire Chief's senior management team. Under direction of the ~~Fire Assistant~~ Chief, the ~~Deputy-Division~~ Chief oversees and manages the Training Division of the organization. The ~~Deputy-Division~~ Chief plans, organizes, coordinates, and administers the District training and safety programs in accordance with District policies/procedures, laws of the State of Washington, national standards for training and safety. The ~~Deputy-Division~~ Chief serves a duty officer, on rotation as assigned. ~~The Deputy Chief may act as the Fire Chief in his/her absence.~~

ESSENTIAL DUTIES

1. Plan, develop, organize design and deliver a ~~competency-based~~ competency-based training program that maintains a state of operational readiness for the District responders in all response services, develop an annual training and safety work plan, and write and maintain training and safety standard operating procedures to ensure program integrity.
2. Develop and maintain a training manual that includes measurable performance criteria for each certification/accreditation level, and comprehensive files/documents by which to track members participation in training activities.
3. Participates in the development of the annual District budget and manages budget items as assigned.
4. Coordinates and participates as needed in pre-academies and annual recruit academies.
5. Coordinate and track entry of new volunteers, exit and re-entry of volunteer members.
6. Supervises subordinate staff, makes assignments and/or delegates authority as necessary. Performs subordinate evaluations to ensure continuous performance improvement.

OTHER FUNCTIONS/DUTIES

1. Performs as the Duty Officer (24 hour shifts for a 7-day cycle) as assigned. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.
- ~~2. Functions as the District IT manager.~~
- ~~3~~2. Represent the District at training meetings on a county, regional, and state level.
- ~~4~~3. Designated as the District Safety Officer.
- ~~5~~4. Plan, coordinate and manage the District promotional examinations for line officers as needed.
- ~~6~~5. Performs other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

1. Education and Experience

- a. Education: An Associate Degree from an accredited college or university, in fire science, or a related field.
- b. Experience: Five years of full-time firefighting experience, with at least two years of supervisory or management experience at a Captain or Battalion Chief level.
- c. Equivalency: An equivalent combination of education and experience may be considered.

2. Knowledge of:

- a. Contemporary leadership principles and practices applicable to a modern, decentralized, service-oriented organization including personnel management, supervision, training, and performance ~~evaluation, budget~~evaluation, budget development and administration, and program development and administration.
- b. District policies, procedures, protocols, chain of command, Washington State law pertaining to the District, and pertinent federal, state, and local laws that relate to the district, and the application of each.
- c. Operational characteristics, services, and activities of an emergency services program including fire suppression, fire prevention, emergency medical services, marine and technical rescue, hazardous materials, and disaster preparedness, response and recovery.
- d. Training program development and administration, and modern instructional techniques and methodologies.
- e. Incident Command administration techniques.
- f. Problem solving techniques and methodology.
- g. Methods and techniques of public relations.
- h. Principles of business letter writing and report preparation.
- i. Public safety computer systems, training program software, and technical audio-video equipment beyond a basic level.

3. Skill to:

- a. Operate an emergency vehicle.
- b. Teach the application of District policies, procedures, and protocols.
- c. Make presentations to and deal with the public and personnel.
- d. Successfully work with employees and volunteers.

4. Ability to:

- a. Oversee and participate in the management of a modern fire suppression, fire prevention, emergency medical services, disaster preparedness, marine and technical rescue, hazardous materials response, and associated programs, services, and operations.
- b. Oversee, direct, and coordinate subordinate staff and volunteers.
- c. Select, supervise, train, and evaluate staff.
- d. Participate in the development and administration of division goals, objectives, and procedures.

- e. Prepare and administer division budgets.
- f. Prepare clear and concise administrative reports.
- g. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- h. Research, analyze, and evaluate new training delivery methods and techniques.
- i. Interpret and apply federal, state, and local laws, policies and procedures.
- j. Retain presence of mind and act quickly and calmly in emergency situations.
- k. Operate and effectively use specialized fire tools and equipment, including safety equipment.
- l. Operate modern office equipment and computers including applicable software applications.
- m. Maintain contact and preserve good relations with the public, respond to requests and inquiries, and work effectively with a variety of community groups. Establish and maintain effective working relationships with those contacted in the course of work.
- n. Communicate clearly and concisely, both orally and in writing.

SPECIAL CONDITIONS OF EMPLOYMENT

1. The incumbent must live-reside within the boundaries of the Fire Districts 20 minute drive time of station 36.
2. Possession of a valid Washington State Driver's License (within 1 month of appointment).
3. Possession of the following certifications and credentials:
 - a. Fire Officer II (within 1 year of appointment)
 - b. Incident Safety Officer
 - c. Completion of NIMS 300 & 400 training (within 1 year of appointment)
 - d. Washington Emergency Medical Technician (within 6 months of appointment)
 - e. IFSTA Level II Instructor (within 1 year of appointment)
 - f. Washington Emergency Vehicle Driver Training certification (within 3 months of appointment)

PHYSICAL REQUIREMENTS

1. Work is generally performed in the office setting with occasional travel to attend meeting or conduct District business. Duty Officer work includes response to emergency scenes, both small scale and large scale, and disasters. The employee is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The employee occasionally works in high or precarious places, and is occasionally exposed to airborne particles, fumes, toxic or caustic

chemicals, extreme cold/heat, vibration, high noise levels, risk of electrical shock or radiation, or exposure to hostile individuals.

2. The employee is required to wear personal protective equipment including turnout gear, boots, helmet, goggles/face protection, gloves, and self-contained breathing apparatus.

3. The employee may work extended periods of time, including evenings, nights, and weekends.

4. The employee's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; occasionally bend, kneel, stoop, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift and/or carry moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle for both normal travel and emergency response; and the ability to operate specialized vehicles and equipment.

5. The employee must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

6. The employee must hear in the normal audio range with or without correction.

ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the Deputy Chief, Training position and certify that I can perform these functions.

Signature

Date

~~1007.4.3 DEPUTY FIRE CHIEF, RESOURCE OFFICER~~

~~JOB TITLE: Deputy Chief, Resources~~

~~SUPERVISOR'S TITLE: Fire Chief~~

~~FLSA STATUS: Exempt, Salaried~~

~~POSITION DESCRIPTION: The Deputy Chief is a member of the Fire Chief's senior management team. Under direction of the Fire Chief, the Deputy Chief oversees and manages the Resource Division of the organization. The Deputy Chief procures, tracks, maintains, tests, and manages District assets and property, including all apparatus, equipment, and facilities. The Deputy Chief serves a duty officer, on rotation as assigned. The Deputy Chief may act as the Fire Chief in his/her absence.~~

~~**ESSENTIAL DUTIES**~~

1. Develop, implement, and manage a maintenance schedule for all District-owned equipment, facilities, and property. Contract and manage small repair, maintenance, and construction projects, and public works projects authorized by the Chief.

2. Develop, implement, update, and manage an inventory system for tracking all District-owned assets in accordance with District policy and using recognized inventory management practices as outlined by the Washington State Auditor.

3. Ensures appropriate preventative maintenance, timely repair, security, and records maintenance for all District equipment, apparatus, facilities, and property. Manages and issues all safety equipment including PPE. Oversees required testing of all District equipment, apparatus, and facility infrastructure.

4. Procures District materials and goods, equipment, tools, and apparatus in accordance with District policy and Washington State RCWs.

5. Manages the division budget, writes and reviews specifications, researches pricing, deals with vendors, places orders, receives shipments, and accept products on behalf of the District.

6. Supervises subordinate staff, makes assignments and/or delegates authority as necessary. Performs subordinate evaluations to ensure continuous performance improvement.

OTHER FUNCTIONS/DUTIES

1. Performs as the Duty Officer (24 hour shifts for a 7-day cycle) as assigned. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.

2. Functions as the District communications manager and ensures the functionality of the District's radio system including annual review of lease contracts on the District's radio tower site.

3. Represent the District at resource meetings on a county, regional, and state level.

4. Assists in the training and development of volunteer staff members.

5. Performs other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

1. Education and Experience

a. Education: An Associate Degree from an accredited college or university, in fire science, or a related field.

b. Experience: Five years of full-time firefighting experience, with at least two years of supervisory or management experience at a Captain or Battalion Chief level.

c. Equivalency: An equivalent combination of education and experience may be considered.

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2. Knowledge of:

- a. Contemporary leadership principles and practices applicable to a modern, decentralized, service-oriented organization including personnel management, supervision, training, and performance evaluation, budget development and administration, and program development and administration.
- b. District policies, procedures, protocols, chain of command, Washington State law pertaining to the District, and pertinent federal, state, and local laws that relate to the district, and the application of each.
- c. Operational characteristics, services, and activities of an emergency services program including fire suppression, fire prevention, emergency medical services, marine and technical rescue, hazardous materials, and disaster preparedness, response and recovery.
- d. Resource management program development and administration including inventory management and tracking.
- e. Building construction and sound construction techniques.
- f. Laws relating to public agency purchasing and contracting.
- g. Apparatus and equipment design, use, maintenance, and testing procedures and schedules.
- h. Incident Command administration techniques.
- i. Problem solving techniques and methodology.
- j. Methods and techniques of public relations.
- k. Principles of business letter writing and report preparation.
- l. Public safety computer systems, maintenance software, inventory control software.

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3. Skill to:

- a. Operate an emergency vehicle.
- b. Conduct minor repairs of apparatus, equipment, and facilities.
- c. Teach the application of District policies, procedures, and protocols.
- d. Make presentations to and deal with the public and personnel.
- e. Successfully work with employees and volunteers.

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4. Ability to:

- a. Oversee and participate in the management of a modern fire suppression, fire prevention, emergency medical services, disaster preparedness, marine and technical rescue, hazardous materials response, and associated programs, services, and operations.

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- b. Oversee, direct, and coordinate subordinate staff and volunteers.
- c. Select, supervise, train, and evaluate staff.
- d. Participate in the development and administration of division goals, objectives, and procedures.
- e. Prepare and administer division budgets.
- f. Prepare clear and concise administrative reports.
- g. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- h. Research, analyze, and evaluate new apparatus and equipment designs and standards.
- i. Interpret and apply federal, state, and local laws, policies and procedures.
- j. Retain presence of mind and act quickly and calmly in emergency situations.
- k. Operate and effectively use specialized fire tools and equipment, including safety equipment.
- l. Operate modern office equipment and computers including applicable software applications.
- m. Maintain contact and preserve good relations with the public, respond to requests and inquiries, and work effectively with a variety of community groups. Establish and maintain effective working relationships with those contacted in the course of work.
- n. Communicate clearly and concisely, both orally and in writing.

SPECIAL CONDITIONS OF EMPLOYMENT

- 1. The incumbent must live within the boundaries of the Fire District.
- 2. Possession of a valid Washington State Driver's License (within 1 month of appointment).
- 3. Possession of the following certifications and credentials:
 - a. Fire Officer I
 - b. Incident Safety Officer
 - c. Completion of NIMS 300 & 400 training (within 1 year of appointment)
 - d. Washington Emergency Medical Technician (within 6 months of appointment)
 - e. IFSTA Level I Instructor (within 1 year of appointment)
 - f. Washington Emergency Vehicle Driver Training certification (within 3 months of appointment)

PHYSICAL REQUIREMENTS

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1. Work is generally performed in the office setting with occasional travel to attend meeting or conduct District business. Duty Officer work includes response to emergency scenes, both small scale and large scale, and disasters. The employee is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The employee occasionally works in high or precarious places, and is occasionally exposed to airborne particles, fumes, toxic or caustic chemicals, extreme cold/heat, vibration, high noise levels, risk of electrical shock or radiation, or exposure to hostile individuals.

2. The employee is required to wear personal protective equipment including turnout gear, boots, helmet, goggles/face protection, gloves, and self-contained breathing apparatus.

3. The employee may work extended periods of time, including evenings, nights, and weekends.

4. The employee's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; occasionally bend, kneel, stoop, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift and/or carry moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle for both normal travel and emergency response; and the ability to operate specialized vehicles and equipment.

5. The employee must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

6. The employee must hear in the normal audio range with or without correction.

ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the Deputy Chief, Resources position and certify that I can perform these functions.

Signature

Date

1007.4.4-3 DIVISION CHIEF, EMS

JOB TITLE: Division Chief, EMS

SUPERVISOR'S TITLE: Assistant Chief

FLSA STATUS: Exempt, Salaried

POSITION DESCRIPTION: The Division Chief is a member of the Fire Chief's senior management team. Under direction of the Assistant Chief, the Division Chief oversees and manages the Emergency Medical Services Division of the organization. The Division Chief coordinates all EMS functions of the District, including emergency, non-emergency, and administrative functions.

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ESSENTIAL DUTIES

1. Supervises all activities of the EMS program including medical response, certification of personnel, reporting, and quality assurance. Manages the MERV program and ensures vehicles are maintained at the required level to maintain AID unit designation. Ensures medical equipment is in a state of readiness.
2. Supervises subordinate officers, including Captains and Lieutenants assigned to the EMS Division. Makes assignments and/or delegates authority as necessary to accomplish tasks. Performs subordinate evaluations to ensure continuous performance improvement. Resolves personnel issues ~~and refers~~ ~~and refers~~ more complex issues to the Assistant Chief. Recruits, retains, and supports volunteer EMS personnel.
3. Participates in the development of the annual District budget and manages budget items as assigned.
4. Supervises regular training/drills to ensure personnel skills/certification maintenance. Coordinates and documents required OTEP training. Documents and enters personnel points earned by medical responders.
5. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.
6. Plan, coordinate, and instruct EMT classes as necessary.

OTHER FUNCTIONS/DUTIES

1. Performs as the Duty Officer (24 hour shifts for a 7-day cycle) as assigned. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.
2. May represent the District at County and Regional EMS Council meetings.
3. Pursue and coordinate the submittal of EMS grants.
4. Attends and participates in monthly officer meetings.
5. Performs other duties as assigned.

26. Designated as the District Infection Control Officer.

QUALIFICATIONS

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

1. Education and Experience

- a. Education: A high school diploma, or GED. An Associate Degree in a related field is highly desired.

b. Experience: Five years of progressively responsible medical experience, with at least two years of supervisory or management experience at a Captain level.

c. Equivalency: An equivalent combination of education and experience may be considered.

2. Knowledge of:

a. Contemporary leadership principles and practices applicable to a modern, decentralized, service-oriented organization including personnel management, supervision, training, and performance evaluation, -budget development and administration, and program development and administration.

b. District policies, procedures, protocols, chain of command, Washington State law pertaining to the District, and pertinent federal, state, and local laws that relate to the district, and the application of each.

c. Emergency medical services principles and techniques, laws, regulations, and ordinances.

d. Operational characteristics, services, and activities of an emergency services program including fire suppression, fire prevention, marine and technical rescue, hazardous materials, and disaster preparedness, response and recovery.

e. Medical training methodologies, techniques and strategies.

f. Medical equipment design, use, and required maintenance.

g. Incident Command administration techniques.

h. Problem solving techniques and methodology.

i. Methods and techniques of public relations.

j. Principles of business letter writing and report preparation.

k. Public safety computer systems.

3. Skill to:

a. Operate an emergency vehicle.

b. Teach the application of District policies, procedures, and protocols.

c. Evaluating and implementing new techniques in emergency medicine on a District level.

d. Make presentations to and deal with the public and personnel.

e. Successfully work with employees and volunteers.

4. Ability to:

- a. Oversee and participate in the management of a modern fire suppression, fire prevention, emergency medical services, disaster preparedness, marine and technical rescue, hazardous materials response, and associated programs, services, and operations.
- b. Oversee, direct, and coordinate subordinate staff and volunteers.
- c. Select, supervise, train, and evaluate staff.
- d. Participate in the development and administration of division goals, objectives, and procedures.
- e. Prepare and administer division budgets.
- f. Prepare clear and concise administrative reports.
- g. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- h. Research, analyze, and evaluate new service delivery methods and techniques.
- i. Interpret and apply federal, state, and local laws, policies and procedures.
- j. Retain presence of mind and act quickly and calmly in emergency situations.
- k. Operate and effectively use specialized fire tools and equipment, including safety equipment.
- l. Operate modern office equipment and computers including applicable software applications.
- m. Maintain contact and preserve good relations with the public, respond to requests and inquiries, and work effectively with a variety of community groups. Establish and maintain effective working relationships with those contacted in the course of work.
- n. Communicate clearly and concisely, both orally and in writing.

SPECIAL CONDITIONS OF EMPLOYMENT

1. The incumbent must live-reside within the boundaries of the Fire-Districts 20 minute drive time of station 36.
2. Possession of a valid Washington State Driver's License (within 1 month of appointment).
3. Possession of the following certifications and credentials:
 - a. Washington Emergency Medical Technician
 - b. Incident Safety Officer
 - c. Washington Emergency Vehicle Driver Training certification (within 3 months of appointment)
 - d. Completion of NIMS 300 training (within 1 year of appointment)

- e. Washington DOH Senior EMT Instructor (within 1 year of appointment)
- f. Advanced Leadership Issues in Emergency Medical Services (R151 NFA) (within 18 months of appointment)
- g. NFPA Officer I (within ~~18~~-12 months of appointment)

PHYSICAL REQUIREMENTS

1. Work is generally performed in the office setting with occasional travel to attend meeting or conduct District business. The employee may occasionally respond to emergency scenes, both small scale and large scale, and disasters. The employee is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The employee occasionally works in high or precarious places, and is occasionally exposed to airborne particles, fumes, toxic or caustic chemicals, extreme cold/heat, vibration, high noise levels, risk of electrical shock or radiation, or exposure to hostile individuals.
2. The employee is required to wear personal protective equipment including turnout gear, boots, helmet, goggles/face protection, gloves, and self-contained breathing apparatus.
3. The employee may work extended periods of time, including evenings, nights, and weekends.
4. The employee's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; occasionally bend, kneel, stoop, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift and/or carry moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle for both normal travel and emergency response; and the ability to operate specialized vehicles and equipment.
5. The employee must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.
6. The employee must hear in the normal audio range with or without correction.

ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the Division Chief, EMS position and certify that I can perform these functions.

Signature

Date

ISLAND COUNTY FIRE PROTECTION DISTRICT NO. 3

RESOLUTION NO. 2024-08
Authorizing Bank Account Signer

WHEREAS, The District wishes to add the Finance Officer, Mary Kaye Johansen, as a signer with full access to Heritage Bank and Key Bank accounts.

THEREFORE BE IT RESOLVED; the Board of Fire Commissioners for South Whidbey Fire/EMS authorizes the addition of the Finance Officer, Mary Kaye Johansen as a signer with full access on the Heritage Bank account and Key Bank Account #479681057994

ADOPTED at the regular meeting of the Board of Fire Commissioners, April 11, 2024.

By: _____
Savannah Erickson, Board Chair

ATTEST:

By: _____
Michael W. Noblet, Commissioner

By: _____
Jim Towers, Commissioner

By: _____
Nicole Hagen
District Secretary



SeaWestern Emergency Vehicles

123 South Front Street
Yakima, WA 98901

March 27, 2024

SeaWestern Emergency Vehicles, in partnership with and on behalf of Fouts Brothers, is pleased to present this proposal to South Whidbey Fire District for one (1) new Fouts 3000-gallon Kenworth Tender apparatus for your review and consideration.

One (1) Fouts 3000-gallon Kenworth tender per the attached Specifications and Drawings.

\$ 504,216.00 FOB SeaWestern Emergency Vehicles, Yakima, WA

Applicable Taxes are not included and are to be paid by the South Whidbey Fire District at the time of delivery.

Proposal Details:

Proposal is valid until April 27, 2024.

Build time is estimated at 270 days after receipt of order pending receipt of the Kenworth Chassis at the manufacturing facility. This unit will utilize a stock chassis which is subject to prior sale.

- Virtual Pre-Construction meeting held at South Whidbey Fire District.
- Delivery to and Familiarization at SeaWestern Emergency Vehicles, Yakima, WA, is included.
- Payment is due upon Delivery and acceptance at SeaWestern Emergency Vehicles, Yakima, WA, facility.
- Due to instability in the OEM pricing and manufacturing. It is possible that the OEM (Kenworth in this case) may levy surcharges, fees or price increases in the future that would be incremental to the price quoted above. Any increases in Chassis costs will be documented to South Whidbey Fire District and any price increases will be invoiced appropriately.
- The timeline quoted is a good faith estimate using all the information currently available. Future delays in chassis and other component deliveries are not the fault of Fouts Brothers or SeaWestern Emergency Vehicles and should not be held liable for any delays outside of our control.

Respectfully Submitted,

Blythe Hirst – Director of Sales – SeaWestern Emergency Vehicles

Company: SeaWestern Emergency Vehicles

Buyer: South Whidbey Fire District, WA

By: _____

By: _____

Print Name: _____

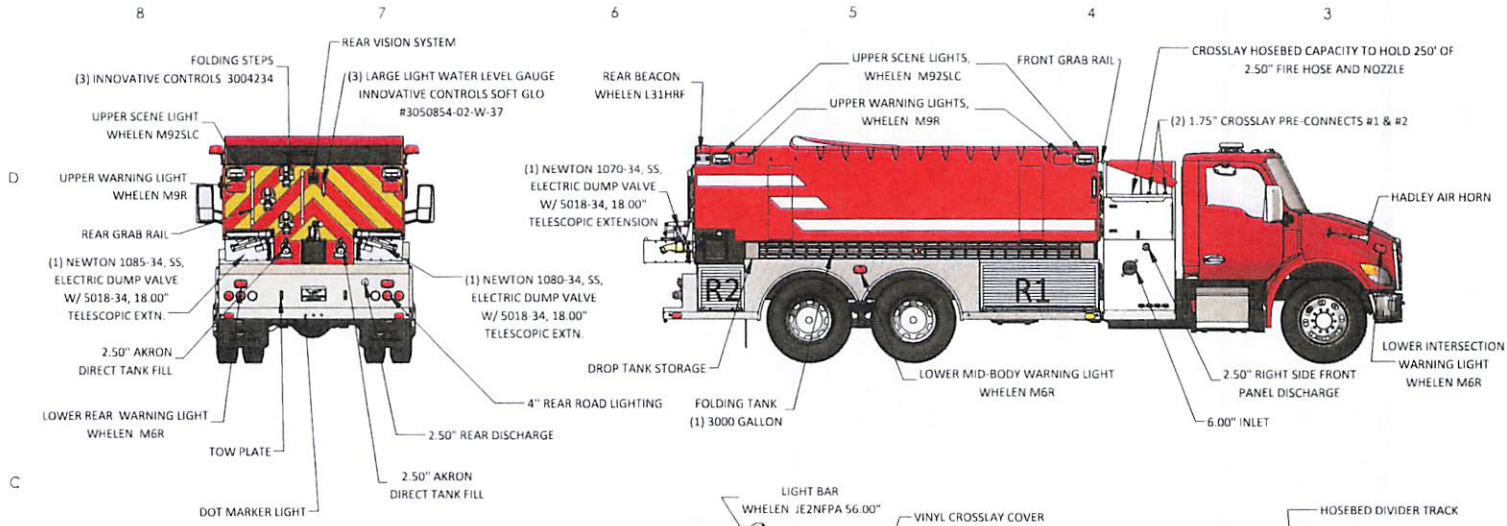
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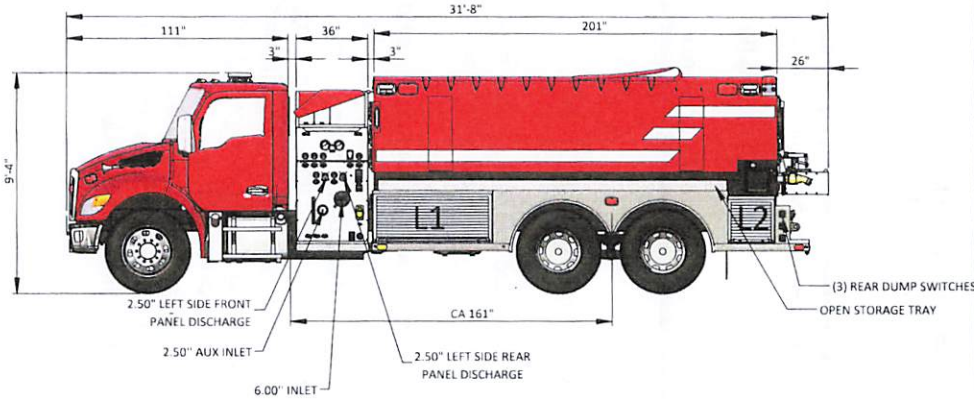
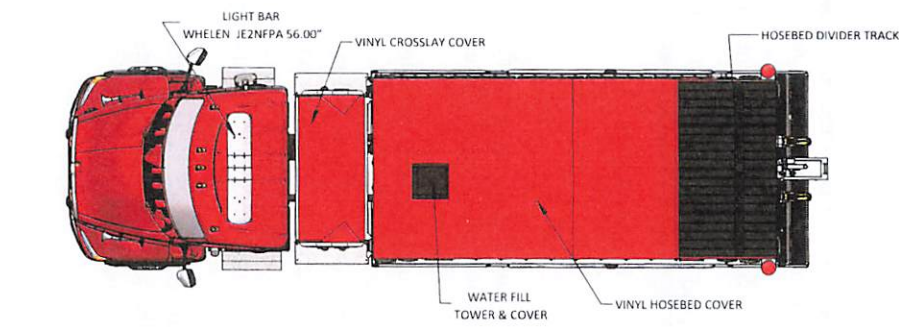
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2 CHASSIS INFO

CHASSIS	KENWORTH T-480, 2 DOOR, TANDEM AXLE
ENGINE	PA-9 380CV 450HP
TRANSMISSION	ALLISON, 3000 EVS, 5-SPEED
FRONT AXLE	14 600 LBS
REAR AXLE	40,000 LBS
PAINT COLOR	FOUTS BROS. RED

PUMP INFO

PUMP	HALL, MBP, 1000 GPM, SIDE MOUNT
INTAKES	
DRIVER SIDE	ONE (1) 6.00" & ONE (1) 2.50" AUX
OFFICER SIDE	ONE (1) 6.00"
DISCHARGES	
DRIVER SIDE	TWO (2) 2.50"
OFFICER SIDE	ONE (1) 2.50"
RIGHT SIDE REAR OF BODY	ONE (1) 2.50"
PRE-CONNECTS	TWO (2) 1.75"
PUMP MISC	
PUMP SHIRT SPECIFICATION	STATIONARY PUMPING
PRIMING SYSTEM	A TRIDENT 31.003 7 AIR OPERATED
PRESSURE GOVERNOR	FAC PUMPSO5 PBA01
TANK TO PUMP	ONE (1) 3.00"
TANK REFILL	ONE (1) 2.00"
W/INT. CROSSLAY COVER	RED IN COLOR
WATER LEVEL GAUGES	ONE (1) C SOFT-GLO 3050869 01-W-37 (PUMP PANEL)
	ONE (1) C SOFT-GLO 3050853 W-37 (CAB)
	THREE (3) C SOFT-GLO 3050854 02-W-37 (TANK)
	14 GAUGE 30AL SS, BRUSHED FINISH
PUMP PANEL MATERIAL	

TANK INFO

TANK WATER CAPACITY	3000 GALLONS
HOSEBED DIVIDER TRACKS	INSTALLED IN THE HOSEBED
HOSEBED COVER	VINYL, RED IN COLOR
DUMP VALVES	THREE (3) ELECTRIC DUMP VALVES WITH EXTENSION
DIRECT TANK FILL	TWO (2) 2.50", AKRON

BODY INFO

BODY TYPE	ATP 4-COMPARTMENTS
DOOR TYPE	AMDOOR ROLL-UP DOOR, SATIN FINISH
DROP TANK STORAGE	RH SIDE
OPEN STORAGE TRAY	LH SIDE
LH SIDE COMPARTMENTS	
L1	60.00"WX26.00"D X27.00"H = 24.375 CU FT
L2	24.00"WX26.00"D X24.00"H = 8.666 CU FT
RH SIDE COMPARTMENTS	
R1	60.00"WX26.00"D X27.00"H = 24.375 CU FT
R2	24.00"WX26.00"D X24.00"H = 8.666 CU FT
TOTAL VOLUME	66.082 CU FT
LOOSE EQUIPMENTS	
FOLDING TANK	ONE (1) 3000 GALLON, RED IN COLOR



DIMENSIONS SHOWN ARE APPROXIMATE AND SUBJECT TO CHANGE AS MAY BE FOUND NECESSARY DURING CONSTRUCTION. MINOR DETAILS MAY NOT BE SHOWN TO RETAIN CLARITY WITHIN THE DRAWING. THE DRAWING IS FOR REFERENCE PURPOSES ONLY. SPECIFICATIONS SHALL BE THE FINAL AUTHORITY OF WHAT IS SUPPLIED ON THE APPARATUS. OVERALL HEIGHT IS IN LOADED CONDITION. UNLOADED HEIGHTS MAY BE 4" ABOVE HEIGHTS SHOWN. THE EFFECTIVE DOOR OPENINGS WILL BE APPROX. 2" LESS THAN THE NOTED COMPARTMENT OPENINGS FOR ROLL-UP DOORS AND UP TO APPROX. 4" LESS FOR HINGED DOORS INCLUSION OF AN ITEM ON THE DRAWING DOES NOT CONSTITUTE INCLUSION OF THAT ITEM WITH THE FINAL DELIVERED UNIT IN THE EVENT THERE ARE DISCREPANCIES BETWEEN THE DRAWING AND THE SPECIFICATIONS. THE SPECIFICATIONS SHALL PREVAIL.

DECIMAL	: 1 0 062	ENG	REV	SCALE	DWG SIZE	DATE
FRACTIONAL	1/1216	CHRIS	R00	1:60	D	09 FEB 2024
FOR:	SOUTH WHIDBEY					
TITLE:	3000 GALLON SUPER TANKER					
PRODUCTION:	N/A					