***Regular Meeting of the Board of Commissioners***

***Thursday, April 10, 2025 at 4:00pm***

**Minutes- Approved**

Join Zoom Meeting

<https://us06web.zoom.us/j/2208026387?pwd=WWNSR3JscUhZK3ZHU3JOV05ZOHF1UT09&omn=86260833825>

Meeting ID: 220 802 6387

Passcode: 926342

One tap mobile

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**Attendees:** Commissioner Noblet, Commissioner Erickson, Commissioner Towers, Chief Nick Walsh, Shari Schroeder.

**Audience:**  Chris Turner, Mary Kaye Johansen, Lt. Leah Kalahiki, Peter Lund, Josiah Cantrell, Kat Crowe, Vicki Lange and Chief Joseph Dilley.

1. **Call to Order**

Commissioner Noblet calls the regular meeting to order at 4:00pm.

1. **Approval of Agenda**

Commissioner Towers motions to approve agenda. Commissioner Erickson seconded.

**The motion carried unanimously.**

1. **Public Input**

No public input

1. **Consent Agenda** All matters listed within the Consent Agenda have been distributed to each member of South Whidbey Fire/EMS’s Board of Commissioners for reading and study. They are considered routine and will be enacted by one motion of the Commissioners with no separate discussion. If a separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

**Approval of Minutes**

Regular Meeting March 20th

**Finance Reports**

Budget Position Report

Check Register

Treasurer’s Report

**Monthly Vouchers**

*3/4/2025 #250302001-250302010 for Accounts Payable in the amount of $41,267.63*

*3/6/2025 EFT for Payroll in the amount of $71,738.35*

*3/6/2025 #250304001 for Payroll Liabilities in the amount of $1,821.56*

*3/6/2025 #250305001-250305002 for Accounts Payable in the amount of $5,974.83*

*3/13/2025 #250306001 for Payroll Liabilities in the amount of $44,536.78*

*3/13/2025 #250401001-250401014 for Accounts Payable in the amount of $15,239.56*

*3/20/2025 EFT for Payroll in the amount of $ 67,679.33*

*3/21/2025 # 250310001-250310015 for Accounts Payable in the amount of $18,722.14*

*3/27/2025 #250311001-250311003 for Payroll Liabilities in the amount of $4,881.90*

*3/28/2025 #250312001-250312009 for Accounts Payable in the amount of $7,598.43*

*3/1-3/31/2025 EFT for Payroll Liabilities in the amount of $99,528.78*

*Total Warrants Approved $378,989.29*

Commissioner Erickson motions to approve Consent Agenda. Commissioner Towers seconded.

**The motion carried unanimously.**

1. **Member Update**

N/A

1. **Old Business**

Second Reading of Policy 326 Safe Haven for Newborns

Chief Walsh mentioned minor adjustments in verbiage using generic terminology to describe items and services.

Commissioner Erickson motions to approve. Commissioner Towers seconded.

**The motion carried unanimously.**

1. **New Business**

First Reading of Policy 103.9 Credit Card Use

Amendments to this policy derive from audit suggestions for a more detailed and clarified accounting of funds. Credit limit is okay to extend if needed in an emergency and the addition of a designee if needed to approve purchases.

Resolution 2025-09 Public Records Index

Chief Walsh explains how this is resolution protects the department. Vicki Lange presented data on how a Public Record Index would be an extreme cost to the department and that it would be difficult to achieve in any reasonable time frame. Dept. looking into laser fiche to streamline public records.

Commissioner Towers motions to approve. Commissioner Erickson seconded.

**The motion carried unanimously.**

Resolution 2025-10 Sole Source Declaration for Training Center

Chief Dilley presented documentation in support for the Training Center to the Board of Commissioners. Could be operational by December 2025. Commissioners understand the need for the training facility and commend Chief Dilley in his research and careful considerations. Commissioner Noblet would like to see a press release about the new Training Center.

Commissioner Erickson motions to approve. Commissioner Towers seconded.

**The motion carried unanimously.**

Chiefs Report

Chief Walsh goes over April call volume and response times. Fourth and Fifth Seat coverage was down this month, while MERV was up. Anticipate completion of Station 34 remodel this Spring. Several upcoming events this April include SW Prepares Conference, Easter Egg Hunt and Leavenworth Wildland Fire Fighter Challenge.

1. **Announcement**

N/A

1. **Comments from Commissioners**

Commissioner Towers would like to see the budget for the Training Center as well as projected completion of all capital items for 2025.

1. **Executive Session**

***RCW 42.30.110 (1)(i)*** *To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency*.

Commissioner Noblet calls Executive Session to order at 5:00pm.

Commissioner Noblet calls Regular Session back to order at 5:15pm

**No action taken as a result of the Executive Session.**

1. **Conclude**

Commissioner Towers motions to adjourn. Commissioner Erickson seconded.

Commissioner Noblet adjourns regular meeting at 5:15pm

Shari Schroeder,

Board Secretary