

May

Fire Chiefs Update

Consent Report

Fourth Seat Coverage

April 47% of the time we had at station 36 (on duty)

March coverage was 54%

Fifth Seat Coverage

April 17% of the time we had at station 36

March coverage was 14 %

Sixth Seat Coverage

April 0.3% of the time we had at station 36

Recruitment Report

1 Ready for approval at March Meeting

1 Applications/Inquiries In process, not ready for approval

-Total Volunteers

April- 46

March – 45

Call Volume Report –see attached

April call volume calls for service 192

Year to date call volume 865 calls for service

Calls as of this time last year 778



SOUTH WHIDBEY FIRE / EMS

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

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

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

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

Zoom Audience: Chief Beck

Call to Order.

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

Approval of Agenda.

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

The motion carried unanimously.

Public input.

None

Consent Agenda.

Approval of Minutes.

Regular Meeting on January 12, 2023

Special Meeting on January 18, 2023

Regular Meeting on February 9, 2023

Special Meeting on February 16, 2023

Regular Meeting on March 9, 2023

Finance Officer's Reports.

Budget position Report

Treasurer's Report

Monthly Vouchers.

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

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

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

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

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

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

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

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

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

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

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

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

Total Warrants Approved \$765,005.16

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

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

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

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

The motion carried unanimously.

Member Update.

None

Unfinished Business.

Policy 1023 (Awards and Recognition)- Second Reading

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

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

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

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

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

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

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

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

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

The motion carried unanimously.

Policy 1007.4.8 (Captains Position)- Second Reading

Commissioner Towers stated no changes from the first reading.

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

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

The motion carried unanimously.

New Business.

Policy 1018 Disciplinary Actions

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

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

Standard of Cover Template

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

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

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

Commissioner Noblet inquired about the cost.

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

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

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

Capital Equipment Plan Template

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

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

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

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

Local Loan Program

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

Commissioner Noblet asked if the state backs the program.

Finance Officer Nguyen confirmed.

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

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

Commissioner Erickson requested additional information to support a decision.

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

Announcements

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

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

Chief Walsh confirmed.

Commissioner Comments.

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

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

Executive Session.

None

Action Taken as a result of Executive Session

Adjourn.

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

The motion carried unanimously.

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

Kathryn Nguyen,
District Board Secretary

2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 10:16:07 Date: 05/03/2023

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001 General Fund 01/01/2023 To: 12/31/2023

Revenues	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 91 00 00 Estimated Beginning Balance	0.00	1,108,242.32	(1,108,242.32)	0.0%
308 Beginning Balances	0.00	1,108,242.32	(1,108,242.32)	0.0%

310 Taxes

311 10 00 00 Property Taxes	5,805,897.08	637,524.58	5,168,372.50	11.0%
311 10 00 02 New Construction Tax	62,760.39	0.00	62,760.39	0.0%
311 10 00 03 Regular Property Taxes	493,909.76	0.00	493,909.76	0.0%
311 10 00 04 County Refund	389.62	0.00	389.62	0.0%
337 00 00 01 Leasehold Excise Tax	2,000.00	629.20	1,370.80	31.5%
337 00 00 02 Timber Tax	2,000.00	0.00	2,000.00	0.0%
310 Taxes	6,366,956.85	638,153.78	5,728,803.07	10.0%

330 State Generated Revenues

331 97 03 00 FEMA Public Assistance Grant	587,790.95	0.00	587,790.95	0.0%
334 01 30 00 WSP Basic FF Academy Reimbursement Program	1,000.00	0.00	1,000.00	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	1,220.00	554.00	666.00	45.4%
337 07 60 00 In-Lieu Tax - Ferries	3,923.10	0.00	3,923.10	0.0%
337 07 70 00 In-Lieu Tax - School District	1,620.00	0.00	1,620.00	0.0%
337 07 70 01 In-Lieu Tax- Port Of South Whidbey	0.00	0.00	0.00	0.0%
337 07 70 02 In-Lieu Tax- South Whidbey Parks	0.00	0.00	0.00	0.0%
330 State Generated Revenues	595,554.05	554.00	595,000.05	0.1%

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	254,644.13	98,791.51	155,852.62	38.8%
340 Charges For Services	254,644.13	98,791.51	155,852.62	38.8%

360 Misc Revenues

361 11 00 01 Investment Interest	6,000.00	4,922.33	1,077.67	82.0%
362 10 00 00 CPR Public Class Registration	800.00	2,680.00	(1,880.00)	335.0%
362 50 00 00 Lease & Rental Payments	0.00	0.00	0.00	0.0%
367 11 00 01 Donations and Gifts	0.00	500.00	(500.00)	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	17,149.63	(17,149.63)	0.0%
360 Misc Revenues	6,800.00	25,251.96	(18,451.96)	371.4%

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%

2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 10:16:07 Date: 05/03/2023

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001 General Fund

01/01/2023 To: 12/31/2023

	Amt Budgeted	Revenues	Remaining	
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380 Non Revenues

380 Non Revenues	0.00	0.00	0.00	0.0%
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390 Other Revenues

395 10 00 00 Sale Of Capital Assets	0.00	0.00	0.00	0.0%
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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%
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397 00 01 04 Transfer from Contingency	0.00	0.00	0.00	0.0%
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397 00 01 05 Transfer from Bond	0.00	0.00	0.00	0.0%
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397 22 00 02 Transfer From Capital Fund	0.00	0.00	0.00	0.0%
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397 Interfund Transfers	0.00	0.00	0.00	0.0%
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Fund Revenues:	7,223,955.03	1,870,993.57	5,352,961.46	25.9%
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	Amt Budgeted	Expenditures	Remaining	
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522 Fire Control

522 45 20 10 FICA Medicare Benefits-FF OT Training	0.00	0.22	(0.22)	0.0%
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522 45 20 20 L&I / Unemployment Premiums-FF OT Training	0.00	0.00	0.00	0.0%
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522 45 20 30 Healthcare Benefits-FF OT Training	0.00	0.00	0.00	0.0%
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522 45 20 40 Retirement Benefits-FF OT Training	0.00	0.00	0.00	0.0%
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522 Fire Control	0.00	0.22	(0.22)	0.0%
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010 ADMIN

522 Fire Control

522 10 10 10 Chief's Wages	146,205.00	53,139.88	93,065.12	36.3%
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522 10 10 20 Deputy Chiefs' Wages	256,075.48	88,544.98	167,530.50	34.6%
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522 10 10 30 Division Chief's Wages	120,699.45	40,961.34	79,738.11	33.9%
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522 10 10 40 Administration Wages	232,623.23	93,974.58	138,648.65	40.4%
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522 10 10 60 Commissioner's Stipends	12,288.00	2,560.00	9,728.00	20.8%
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522 10 10 85 Public Education Officer Wages	0.00	0.00	0.00	0.0%
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522 10 10 90 Disability	2,500.00	0.00	2,500.00	0.0%
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522 10 15 20 Deputy Chief Deferred Comp Match	10,459.60	2,833.71	7,625.89	27.1%
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522 10 15 21 Admin Deferred Compensation Match	4,652.46	782.59	3,869.87	16.8%
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522 10 20 10 FICA / Medicare Benefits-Admin	58,743.67	21,166.41	37,577.26	36.0%
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522 10 20 20 L&I / Unemployment Premiums-Admin	22,070.82	5,757.14	16,313.68	26.1%
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522 10 20 30 Admin Healthcare Benefits/ADD	193,713.07	94,498.14	99,214.93	48.8%
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522 10 20 40 Retirement Benefits-ADMIN	57,197.41	13,885.21	43,312.20	24.3%
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522 10 20 50 Tuition Reimbursement-Admin	2,500.00	1,175.00	1,325.00	47.0%
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522 10 31 10 Office Supplies	5,850.00	2,702.92	3,147.08	46.2%
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522 10 31 11 Printing - Newsletter	8,000.00	0.00	8,000.00	0.0%
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522 10 31 12 Maps & Mapping Supplies	100.00	0.00	100.00	0.0%
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522 10 31 20 Photographic Supplies	950.00	0.00	950.00	0.0%
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522 10 32 10 Fuel - Administration	13,000.00	7,493.27	5,506.73	57.6%
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2023 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund

01/01/2023 To: 12/31/2023

Expenditures	Amt Budgeted	Expenditures	Remaining	
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522 Fire Control

522 10 35 10	Office Equipment	1,700.00	0.00	1,700.00	0.0%
522 10 35 20	Software	6,780.00	0.00	6,780.00	0.0%
522 10 35 30	Computer Hardware	12,197.40	7,631.81	4,565.59	62.6%
522 10 41 10	Legal Services	12,000.00	16,400.25	(4,400.25)	136.7%
522 10 41 20	Audit & Review Services	19,000.00	0.00	19,000.00	0.0%
522 10 41 30	Consulting Services	22,500.00	1,200.00	21,300.00	5.3%
522 10 41 33	Consulting Marketing Retention	0.00	0.00	0.00	0.0%
522 10 41 34	Consulting Website	3,600.00	0.00	3,600.00	0.0%
522 10 41 40	Professional Services	880.00	1,436.50	(556.50)	163.2%
522 10 41 70	Photography	500.00	0.00	500.00	0.0%
522 10 42 10	Postage & Shipping	11,550.00	589.43	10,960.57	5.1%
522 10 42 20	Internet Connections/Whidbey Telecom	11,400.00	4,764.02	6,635.98	41.8%
522 10 42 30	Cell & Digital Telephones	33,540.00	15,867.81	17,672.19	47.3%
522 10 42 40	Wired Telephones & FAX/Whidbey Telecom	9,540.00	3,282.32	6,257.68	34.4%
522 10 42 50	Alarm Monitoring	2,100.00	0.00	2,100.00	0.0%
522 10 43 01	Admin Ferry Fees	270.00	108.50	161.50	40.2%
522 10 43 10	Commissioner Travel	500.00	133.13	366.87	26.6%
522 10 43 20	Career Staff Travel	7,300.00	0.00	7,300.00	0.0%
522 10 44 10	Administrative Advertising	1,500.00	405.00	1,095.00	27.0%
522 10 44 30	Volunteer Recruit./Retention Advertising	2,950.00	909.50	2,040.50	30.8%
522 10 45 10	Admin Equipment Leases	7,668.00	1,361.04	6,306.96	17.7%
522 10 46 10	Liability/Umbrella-Enduris	149,550.00	0.00	149,550.00	0.0%
522 10 47 10	Election Expenses	12,500.00	0.00	12,500.00	0.0%
522 10 47 20	Timber Tax	0.00	0.00	0.00	0.0%
522 10 47 30	Clean Water Utility Taxes	448.33	453.93	(5.60)	101.2%
522 10 48 10	Computer Repair & Maintenance	143,996.62	91,367.87	52,628.75	63.5%
522 10 48 20	Office Equipment Repair & Maintenance	1,290.00	0.00	1,290.00	0.0%
522 10 49 10	Memberships	8,182.00	4,958.80	3,223.20	60.6%
522 10 49 20	Subscriptions	54,675.08	18,957.37	35,717.71	34.7%
522 10 49 30	Information Services	7,797.50	806.50	6,991.00	10.3%
522 10 49 40	Software Recurring Licenses	27,549.04	11,764.47	15,784.57	42.7%
522 10 49 50	Investment/Bank Fees	610.00	0.00	610.00	0.0%

522 Fire Control	1,721,702.16	611,873.42	1,109,828.74	35.5%
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010 ADMIN	1,721,702.16	611,873.42	1,109,828.74	35.5%
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020 FIRE SUPPRESSION

522 Fire Control

522 20 15 10	Volunteer Reimbursement	75,000.00	35,355.25	39,644.75	47.1%
522 20 15 20	Volunteer Deferred Compensation Match	4,000.00	1,125.00	2,875.00	28.1%
522 20 15 30	Volunteer Shift Reimbursement	30,000.00	0.00	30,000.00	0.0%
522 20 20 10	FICA/Medicare Benefits-Volunteers	10,710.00	2,367.94	8,342.06	22.1%
522 20 20 31	Accidental Death & Disability - VFIS	3,250.00	0.00	3,250.00	0.0%
522 20 20 41	Retirement Premium-Board Of Vol. FF's	4,500.00	150.00	4,350.00	3.3%
522 20 20 42	Retirement Premium-LOSAP	35,000.00	32,790.00	2,210.00	93.7%
522 20 20 50	Tuition Reimbursement-Part Time FFs & Volunteers	0.00	0.00	0.00	0.0%
522 20 23 10	Physicals	9,535.00	150.00	9,385.00	1.6%
522 20 23 20	Vaccinations	3,360.00	0.00	3,360.00	0.0%

2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 10:16:07 Date: 05/03/2023

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001 General Fund 01/01/2023 To: 12/31/2023

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 20 23 30	Testing	3,550.00	0.00	3,550.00 0.0%
522 20 23 40	Fitness Equipment	0.00	0.00	0.00 0.0%
522 20 23 50	Fitness Supplies	0.00	0.00	0.00 0.0%
522 20 24 20	Board of Volunteer Firefighters - Liability Insura	2,500.00	0.00	2,500.00 0.0%
522 20 24 30	LOSAP - Life Insurance	0.00	0.00	0.00 0.0%
522 20 24 40	Trusteed Plans (WFCA)	1,200.00	585.74	614.26 48.8%
522 20 28 10	Recognition Awards	9,820.00	4,354.34	5,465.66 44.3%
522 20 28 20	Special Recognition & Activities	12,745.00	688.30	12,056.70 5.4%
522 20 28 30	Incidents, Special Projects & Out Of Area Meals	3,290.00	128.91	3,161.09 3.9%
522 20 28 40	Health & Wellness Activities	0.00	0.00	0.00 0.0%
522 20 31 10	Fire Operations Supplies	7,770.00	1,220.14	6,549.86 15.7%
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	89.02	360.98 19.8%
522 20 31 20	Medical Operations Supplies	15,533.00	4,397.91	11,135.09 28.3%
522 20 31 30	Marine Rescue Operations Supplies	1,806.00	0.00	1,806.00 0.0%
522 20 31 40	Technical Rescue Operations Supplies	0.00	0.00	0.00 0.0%
522 20 31 60	Uniforms & Badges	34,655.00	5,860.34	28,794.66 16.9%
522 20 32 10	Fuel - Fire Apparatus	32,450.00	17,050.70	15,399.30 52.5%
522 20 32 20	Fuel - Medical Apparatus	12,100.00	4,868.42	7,231.58 40.2%
522 20 32 30	Fuel - Marine Apparatus	6,700.00	42.18	6,657.82 0.6%
522 20 32 40	Fuel - Technical Rescue Apparatus	1,000.00	155.33	844.67 15.5%
522 20 35 10	Fire Equipment	21,500.00	2,582.01	18,917.99 12.0%
522 20 35 11	Rehab Equipment	118.00	0.00	118.00 0.0%
522 20 35 12	Fire Safety Equipment	345.00	0.00	345.00 0.0%
522 20 35 20	Medical Equipment	3,720.00	862.75	2,857.25 23.2%
522 20 35 30	Marine Rescue Equipment	11,250.00	900.64	10,349.36 8.0%
522 20 35 40	Technical Rescue Equipment	6,880.00	0.00	6,880.00 0.0%
522 20 35 50	Communications Equipment	192,300.00	923.66	191,376.34 0.5%
522 20 35 60	Personal Safety Equipment	166,125.00	38,039.10	128,085.90 22.9%
522 20 41 10	Hose Testing	750.00	0.00	750.00 0.0%
522 20 41 20	Apparatus Testing/Certification	8,650.00	0.00	8,650.00 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	264.00	41.44	222.56 15.7%
522 20 42 10	Dispatch Services	97,270.96	24,317.74	72,953.22 25.0%
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	17,751.84	18,288.78	(536.94) 103.0%
522 22 10 00	Full Time Firefighter Wages	1,243,823.49	401,274.37	842,549.12 32.3%
522 22 10 01	Authorized Overtime Full Time Firefighters	75,000.00	48,043.78	26,956.22 64.1%
522 22 15 20	Firefighter Deferred Compensation Match	27,312.95	1,795.02	25,517.93 6.6%
522 22 20 10	FICA Medicare Benefits-FT Firefighters	104,472.03	35,199.09	69,272.94 33.7%
522 22 20 20	L&I/ Unemployment Premiums- FT Firefighters	62,895.84	20,084.84	42,811.00 31.9%
522 22 20 30	Full Time Firefighters Healthcare Benefits/AD&D	407,751.54	138,605.75	269,145.79 34.0%
522 22 20 40	Retirement Benefits Full Time Firefighters	69,921.15	34,882.81	35,038.34 49.9%
522 Fire Control		2,851,508.30	877,221.30	1,974,287.00 30.8%
020 FIRE SUPPRESSION		2,851,508.30	877,221.30	1,974,287.00 30.8%

2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 10:16:07 Date: 05/03/2023

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001 General Fund

01/01/2023 To: 12/31/2023

Expenditures	Amt Budgeted	Expenditures	Remaining	
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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	8,560.00	1,127.92	7,432.08	13.2%
522 30 31 61	Public Education Equipment	3,710.00	0.00	3,710.00	0.0%
522 30 32 10	Public Education Fuel	150.00	0.00	150.00	0.0%
522 30 49 00	Special Projects	5,550.00	0.00	5,550.00	0.0%
522 30 49 01	Authorized Overtime-Fire Prevention/Public Education	5,000.00	0.00	5,000.00	0.0%
522 Fire Control		26,045.00	1,127.92	24,917.08	4.3%

030 FIRE PREVENTION & INVESTIGATION	26,045.00	1,127.92	24,917.08	4.3%
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045 TRAINING EMPLOYEE

522 Fire Control

522 45 10 01	Authorized Overtime-Training	36,824.00	0.00	36,824.00	0.0%
522 45 31 00	Administration Training Supplies	454.00	0.00	454.00	0.0%
522 45 31 10	Fire Training Supplies	8,956.64	3,692.24	5,264.40	41.2%
522 45 31 20	Medical Training Supplies	5,185.00	42.50	5,142.50	0.8%
522 45 31 21	Medical Training Supplies - WEMSC Grant	1,222.00	0.00	1,222.00	0.0%
522 45 31 30	Marine Training Supplies	200.00	0.00	200.00	0.0%
522 45 31 40	Technical Rescue Training Supplies	0.00	0.00	0.00	0.0%
522 45 32 10	Fuel - Training	400.00	357.47	42.53	89.4%
522 45 35 00	Administration Training Equipment	0.00	0.00	0.00	0.0%
522 45 35 10	Fire Training Equipment	11,627.00	0.00	11,627.00	0.0%
522 45 35 20	Medical Training Equipment	1,580.99	0.00	1,580.99	0.0%
522 45 35 30	Marine Training Equipment	0.00	0.00	0.00	0.0%
522 45 35 40	Technical Rescue Training Equipment	0.00	0.00	0.00	0.0%
522 45 41 10	Training Professional Services	11,300.00	4,250.00	7,050.00	37.6%
522 45 43 00	Administrative Training Travel	3,955.00	167.00	3,788.00	4.2%
522 45 43 01	Administrative Lodging & Food	20,500.00	471.77	20,028.23	2.3%
522 45 43 02	Training Ferry Fees	650.00	240.05	409.95	36.9%
522 45 43 10	Fire Training Travel	500.00	0.00	500.00	0.0%
522 45 43 11	Fire Lodging & Food	12,065.00	0.00	12,065.00	0.0%
522 45 43 20	Medical Training Travel	50.00	0.00	50.00	0.0%
522 45 43 21	Medical Lodging & Food	3,600.00	0.00	3,600.00	0.0%
522 45 43 30	Marine Training Travel	0.00	0.00	0.00	0.0%
522 45 43 31	Marine Lodging & Food	0.00	0.00	0.00	0.0%
522 45 43 40	Technical Rescue Training Travel	0.00	0.00	0.00	0.0%
522 45 43 41	Technical Rescue Lodging & Food	0.00	0.00	0.00	0.0%
522 45 43 50	Maintenance Training Travel	790.00	0.00	790.00	0.0%
522 45 43 51	Maintenance Lodging & Food	2,750.00	0.00	2,750.00	0.0%
522 45 49 00	Administration Tuition & Registration	11,375.00	75.00	11,300.00	0.7%
522 45 49 10	Fire Tuition & Registration	41,057.00	440.09	40,616.91	1.1%
522 45 49 11	Fire Training Projects & Workshops	12,200.00	450.00	11,750.00	3.7%
522 45 49 20	Medical Tuition & Registration	12,380.00	232.50	12,147.50	1.9%
522 45 49 21	Medical Training Projects	784.00	502.00	282.00	64.0%
522 45 49 22	Medical Tuition - CBT Grant	0.00	0.00	0.00	0.0%
522 45 49 30	Marine Tuition & Registration	200.00	54.88	145.12	27.4%

2023 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund

01/01/2023 To: 12/31/2023

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 45 49 31 Marine Rescue Training Projects	1,000.00	0.00	1,000.00	0.0%
522 45 49 40 Technical Rescue Tuition & Registration	6,400.00	0.00	6,400.00	0.0%
522 45 49 41 Technical Rescue Training Projects	0.00	0.00	0.00	0.0%
522 45 49 50 Maintenance Tuition & Registration	2,020.95	0.00	2,020.95	0.0%
522 45 49 60 Health & Wellness Training - Registration	0.00	0.00	0.00	0.0%
522 Fire Control	210,026.58	10,975.50	199,051.08	5.2%
045 TRAINING EMPLOYEE	210,026.58	10,975.50	199,051.08	5.2%

050 FACILITIES

522 Fire Control				
522 50 10 00 Maintenance Employees Wages	155,985.71	54,284.01	101,701.70	34.8%
522 50 10 01 Maintenance Employees Authorized Overtime	3,000.00	505.05	2,494.95	16.8%
522 50 15 20 Maintenance Deferred Compensation	3,199.71	0.00	3,199.71	0.0%
522 50 20 10 FICA/Medicare Benefits-Maintenance Employees	12,238.91	4,130.16	8,108.75	33.7%
522 50 20 20 L&I/Unemployment Premiums-Maintenance Employees	7,251.30	1,479.94	5,771.36	20.4%
522 50 20 30 Maintenance Healthcare Benefits/AD&D	65,320.69	27,290.50	38,030.19	41.8%
522 50 20 40 Retirement Benefits-Maintenance Employees	20,526.17	0.00	20,526.17	0.0%
522 50 20 50 Tuition Reimbursement-Maintenance Employees	0.00	0.00	0.00	0.0%
522 50 31 10 Janitorial Supplies	8,400.00	1,427.83	6,972.17	17.0%
522 50 31 20 Maintenance Parts & Supplies	5,064.00	173.54	4,890.46	3.4%
522 50 32 10 Fuel - Maintenance	4,500.00	3,798.77	701.23	84.4%
522 50 35 10 Small Tools	3,600.00	3,662.34	(62.34)	101.7%
522 50 35 20 Furnishings	600.00	124.67	475.33	20.8%
522 50 35 30 Appliances	250.00	0.00	250.00	0.0%
522 50 41 10 Janitorial Services	30,892.00	6,956.00	23,936.00	22.5%
522 50 41 20 Yard Maintenance	25,000.00	11,469.52	13,530.48	45.9%
522 50 41 30 Building Maintenance Services	38,848.00	11,197.35	27,650.65	28.8%
522 50 45 10 Maintenance Equipment Rental & Leases	6,000.00	0.00	6,000.00	0.0%
522 50 47 10 Electricity Consumed	48,117.80	14,778.65	33,339.15	30.7%
522 50 47 20 LPG Gas Consumed	8,760.90	4,644.93	4,115.97	53.0%
522 50 47 30 Water Consumed	5,866.00	1,523.94	4,342.06	26.0%
522 50 47 40 Waste Disposal Used	4,220.00	660.94	3,559.06	15.7%
522 50 48 10 Facilities Repair & Maintenance	9,900.00	1,799.30	8,100.70	18.2%
522 Fire Control	467,541.19	149,907.44	317,633.75	32.1%
050 FACILITIES	467,541.19	149,907.44	317,633.75	32.1%

060 VEHICLE & EQUIP MAINTENANCE

522 Fire Control				
522 60 43 01 Maintenance Ferry Fees	1,000.00	456.15	543.85	45.6%
522 60 48 10 Fire Equipment Repair & Maintenance	31,027.04	6,846.51	24,180.53	22.1%

2023 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund

01/01/2023 To: 12/31/2023

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 60 48 11	Fire Apparatus Repair & Maintenance	80,020.00	51,820.78	28,199.22 64.8%
522 60 48 12	Administrative Vehicle Repair & Maintenance	8,000.00	210.77	7,789.23 2.6%
522 60 48 20	Medical Equipment Repair & Maintenance	2,785.00	0.00	2,785.00 0.0%
522 60 48 21	Medical Vehicle Repair & Maintenance	8,400.00	238.31	8,161.69 2.8%
522 60 48 30	Marine Equipment Repair & Maintenance	2,000.00	0.00	2,000.00 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	76.47	423.53 15.3%
522 60 48 60	Maintenance Equipment Repair & Maintenance	3,500.00	47.17	3,452.83 1.3%
522 60 48 61	Maintenance Vehicle Repair & Maintenance	1,450.00	0.00	1,450.00 0.0%
522 60 49 70	Collision/Accident	5,999.98	1,228.78	4,771.20 20.5%
522 Fire Control		166,782.02	60,924.94	105,857.08 36.5%
060 VEHICLE & EQUIP MAINTENANCE		166,782.02	60,924.94	105,857.08 36.5%

062 CAPITAL

591 Debt Service

591 22 71 01	Principle Payments	185,000.00	0.00	185,000.00 0.0%
592 22 83 01	Interest Payments	134,160.00	0.00	134,160.00 0.0%
591 Debt Service		319,160.00	0.00	319,160.00 0.0%

594 Capital Expenditures

594 20 35 12	Fire Safety Equipment - Capital	0.00	0.00	0.00 0.0%
594 20 35 13	Computer Hardware	0.00	0.00	0.00 0.0%
594 20 35 60	Personal Safety Equipment - Capital	37,500.00	0.00	37,500.00 0.0%
594 20 42 10	Dispatch Services - Capital	0.00	0.00	0.00 0.0%
594 22 30 00	Communications Equipment	606,000.00	0.00	606,000.00 0.0%
594 22 62 11	Station 32-33 Replacement	500,000.00	0.00	500,000.00 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	15,600.00	0.00	15,600.00 0.0%
594 22 63 31	Station 31 - 5535 Cameron Road	41,640.00	13,356.99	28,283.01 32.1%
594 22 63 32	Station 32 - 6435 Central Avenue	4,500.00	0.00	4,500.00 0.0%
594 22 63 33	Station 33 - 3405 French Road	0.00	0.00	0.00 0.0%
594 22 63 34	Station 34 - 820 Camano Avenue	100.00	0.00	100.00 0.0%
594 22 63 35	Station 35 - 3982 Saratoga Road	20,043.00	0.00	20,043.00 0.0%
594 22 63 36	Station 36 - 5579 Bayview Road	100,000.00	9,365.25	90,634.75 9.4%
594 22 63 37	Maintenance Facility - 2874 Verlane Street	41,555.00	0.00	41,555.00 0.0%
594 22 64 00	Bayview Facility Construction	0.00	0.00	0.00 0.0%
594 22 64 01	Bayview Facility Construction General Fund	0.00	0.00	0.00 0.0%
594 22 64 03	Medical Equipment- Capital	6,000.00	0.00	6,000.00 0.0%
594 22 64 31	Fire Apparatus	886,160.00	68,246.37	817,913.63 7.7%
594 22 64 32	Computers / IT Capital	61,750.00	11,725.01	50,024.99 19.0%

2023 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund 01/01/2023 To: 12/31/2023

Expenditures	Amt Budgeted	Expenditures	Remaining
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594 Capital Expenditures

594 22 64 33 Vehicles	125,553.00	22,125.68	103,427.32 17.6%
594 22 65 00 Bayview Facility Building Permit & Design Work	0.00	0.00	0.00 0.0%
594 45 35 10 Fire Training Equipment - Capital	0.00	0.00	0.00 0.0%
594 60 48 31 Marine Vehicle Repair - Capital	8,200.00	0.00	8,200.00 0.0%

594 Capital Expenditures	2,454,601.00	124,819.30	2,329,781.70 5.1%
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062 CAPITAL	2,773,761.00	124,819.30	2,648,941.70 4.5%
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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	(1,479.65)	1,479.65 0.0%

580 Non Expenditures	0.00	(1,479.65)	1,479.65 0.0%
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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%
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070 OTHER	0.00	(1,479.65)	1,479.65 0.0%
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Fund Expenditures:	8,217,366.25	1,835,370.39	6,381,995.86 22.3%
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Fund Excess/(Deficit):	(993,411.22)	35,623.18	
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2023 BUDGET POSITION

South Whidbey Fire EMS

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003 Reserve Fund 01/01/2023 To: 12/31/2023

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 41 10 00 Estimated Beginning Balance	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.0%

360 Misc Revenues

361 11 00 02 Investment Interest	0.00	0.00	0.00	0.0%
360 Misc Revenues	0.00	0.00	0.00	0.0%

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:	0.00	0.00	0.00	0.0%
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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):	0.00	0.00		
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2023 BUDGET POSITION

South Whidbey Fire EMS

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004 Contingency Fund 01/01/2023 To: 12/31/2023

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 91 11 00 Estimated Beginning Balance	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.0%

360 Misc Revenues

361 11 00 03 Investment Interest	0.00	0.00	0.00	0.0%
360 Misc Revenues	0.00	0.00	0.00	0.0%

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:	0.00	0.00	0.00	0.0%
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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):	0.00	0.00		
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2023 BUDGET POSITION

South Whidbey Fire EMS

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300 General Investment Fund 01/01/2023 To: 12/31/2023

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 41 00 00 Estimated Beginning Balance	0.00	1,208,387.51	(1,208,387.51)	0.0%
308 Beginning Balances	0.00	1,208,387.51	(1,208,387.51)	0.0%

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:	0.00	1,208,387.51	(1,208,387.51)	0.0%
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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):	0.00	1,208,387.51		
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2023 BUDGET POSITION

South Whidbey Fire EMS

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301 Bond Fund		01/01/2023 To: 12/31/2023			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances					
308 41 20 00 Estimated Beginning Balance	0.00	86.60	(86.60)	0.0%	
308 Beginning Balances	0.00	86.60	(86.60)	0.0%	
Fund Revenues:	0.00	86.60	(86.60)	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
597 Interfund Transfers					
597 00 00 05 Transfer from Bond 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%	
Fund Excess/(Deficit):	0.00	86.60			

2023 BUDGET POSITION TOTALS

South Whidbey Fire EMS

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	7,223,955.03	1,870,993.57	25.9%	8,217,366.25	1,835,370.39	22%
003 Reserve Fund	0.00	0.00	0.0%	0.00	0.00	0%
004 Contingency Fund	0.00	0.00	0.0%	0.00	0.00	0%
300 General Investment Fund	0.00	1,208,387.51	0.0%	0.00	0.00	0%
301 Bond Fund	0.00	86.60	0.0%	0.00	0.00	0%
	7,223,955.03	3,079,467.68	42.6%	8,217,366.25	1,835,370.39	22.3%

TREASURER'S REPORT

Fund Totals

South Whidbey Fire EMS

03/01/2023 To: 03/31/2023

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	660,025.86	593,639.31	589,280.93	664,384.24	23,116.32	2,499.65	-3,913.00	686,087.21
300 General Investment Fund	1,208,387.51	0.00		1,208,387.51	0.00	0.00	0.00	1,208,387.51
301 Bond Fund	86.60	0.00		86.60	0.00	0.00	0.00	86.60
	<u>1,868,499.97</u>	<u>593,639.31</u>	<u>589,280.93</u>	<u>1,872,858.35</u>	<u>23,116.32</u>	<u>2,499.65</u>	<u>-3,913.00</u>	<u>1,894,561.32</u>

TREASURER'S REPORT

Account Totals

South Whidbey Fire EMS

03/01/2023 To: 03/31/2023

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 General Fund-Island County Mai	659,819.59	593,692.87	589,223.75	664,288.71	-3,913.00	25,615.97	685,991.68
5 Capital Reserve Investment	1,208,387.51	0.00	0.00	1,208,387.51	0.00	0.00	1,208,387.51
7 Keybank (Direct Deposit)	95.53	0.00	0.00	95.53	0.00	0.00	95.53
8 Bond Fund	86.60	0.00	0.00	86.60	0.00	0.00	86.60
10 Heritage (Direct Deposit)	110.74	109,862.45	109,973.19	0.00	0.00	0.00	0.00
Total Cash:	1,868,499.97	703,555.32	699,196.94	1,872,858.35	-3,913.00	25,615.97	1,894,561.32
	1,868,499.97	703,555.32	699,196.94	1,872,858.35	-3,913.00	25,615.97	1,894,561.32

TREASURER'S REPORT

Outstanding Vouchers

03/01/2023 To: 03/31/2023

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South Whidbey Fire EMS

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
Receipts Outstanding:							3,913.00	
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
2022	1475	11/02/2022	Payroll	1	661872	Paul H Shimada	80.35	Oct 15-Oct29 Payroll
2022	1698	12/14/2022	Payroll	1	662045	Mari St Amand	53.56	Nov25-Dec9
2023	45	01/19/2023	Claims	1	662117	Nicole Hagen	300.00	Boot Reimbursement
2023	137	02/09/2023	Payroll	1	662148	Kirsti Ranta	144.07	Jan 20-Feb 3 Payroll
2023	223	02/23/2023	Payroll	1	662191	South Whidbey Firefighters Union	714.90	Pay Cycle(s) 02/23/2023 To 02/23/2023 - FF Association Dues
2023	156	03/01/2023	Payroll	1	662193	IAFF Local Union 5212	231.60	Pay Cycle(s) 01/26/2023 To 01/26/2023 - FF Union Dues; Pay Cycle(s) 11/01/2022 To 11/30/2022 - FF Union Dues
2023	284	03/17/2023	Claims	1	662200	Robert Coleman Absolute Pest Control	691.92	INV# 11194; 11470
2023	289	03/17/2023	Claims	1	662205	Batteries Plus	330.75	INV#59064840
2023	293	03/17/2023	Claims	1	662209	CDW Government, Inc.	18,292.55	Customer # 7648524; INV# GQ43314; INV# GW75973
2023	298	03/17/2023	Claims	1	662214	Fed Ex	71.68	INV# 8-057-34863; 7-978-84204; 8-049-18036
2023	299	03/17/2023	Claims	1	662215	Fire Service Repair	1,395.34	INV# 6220
2023	303	03/17/2023	Claims	1	662219	G12 Communications LLC	857.08	INV# 98548
2023	327	03/17/2023	Claims	1	662243	Savage Screen Printing	602.76	INV# 27886017, 27886102
2023	331	03/17/2023	Claims	1	662247	Snure Seminars	75.00	INV# 069
2023	332	03/17/2023	Claims	1	662248	Sound Business Center	221.95	INV# 205807
2023	338	03/17/2023	Claims	1	662254	Vistaire Water System	211.49	INV#02282023R049; 022820231000
2023	374	03/24/2023	Payroll	1	662262	South Whidbey Firefighters Union	1,239.16	Pay Cycle(s) 03/09/2023 To 03/09/2023 - FF Association Dues; Pay Cycle(s) 03/23/2023 To 03/23/2023 - FF Association Dues
							25,615.97	

Fund	Claims	Payroll	Total
001 General Fund	23,116.32	2,499.65	25,615.97
	23,116.32	2,499.65	25,615.97

TREASURER'S REPORT

Signature Page

South Whidbey Fire EMS

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03/01/2023 To: 03/31/2023

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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 Chairman / Date

Treasurer's Report
Transactions from 3/1/2023 to 3/31/2023

638 - FIRE DIST #3 EXPENSE

Cash Balance at 2/28/2023				812,591.25
03/03/2023	WARRANTS PAID	300.00	0.00	
03/06/2023	WARRANTS PAID	5,148.54	0.00	
03/06/2023	WARRANT ISSUE	0.00	14,614.18	
03/06/2023	WARRANT ISSUE	0.00	1,661.40	
03/07/2023	WARRANTS PAID	121,610.59	0.00	
03/08/2023	WARRANTS PAID	13,283.25	0.00	
03/09/2023	WARRANTS PAID	14,895.28	0.00	
03/10/2023	WARRANTS PAID	4,314.79	0.00	
03/13/2023	WARRANTS PAID	3,198.72	0.00	
03/13/2023	WARRANTS ISSUED	0.00	6,782.46	
03/14/2023	WARRANTS PAID	28,559.94	0.00	
03/14/2023	WARRANTS ISSUED	0.00	21,697.48	
03/14/2023	WARRANTS CANCELLED	14,614.18	0.00	
03/17/2023	WARRANT ISSUE	0.00	289,636.91	
03/20/2023	WARRANTS PAID	41,854.34	0.00	
03/21/2023	WARRANTS PAID	13,883.52	0.00	
03/22/2023	WARRANTS PAID	158,428.56	0.00	
03/23/2023	WARRANTS PAID	38,452.43	0.00	
03/24/2023	WARRANTS PAID	11,752.41	0.00	
03/24/2023	WARRANT ISSUE	0.00	1,439.88	
03/28/2023	WARRANTS PAID	4,693.24	0.00	
03/28/2023	WARRANTS CANCELLED	45.32	0.00	
03/30/2023	WARRANTS PAID	612.33	0.00	
	Warrant Payable Total	475,647.44	335,832.31	-139,815.13
03/08/2023	SOUTH WHIDBEY F FD#3	KY	0.00	55.00
03/08/2023	SOUTH WHIDBEY F FD#3	KY	0.00	144.68
03/08/2023	SOUTH WHIDBEY F FD#3	KY	0.00	165.00
03/08/2023	SOUTH WHIDBEY F FD#3	WB	0.00	200.00
03/16/2023	SOUTH WHIDBEY F FD#3 DEPOSIT	WB	0.00	55.00
03/16/2023	SOUTH WHIDBEY F FD#3 DEPOSIT	WB	0.00	55.00
03/16/2023	SOUTH WHIDBEY F FD#3 DEPOSIT	KY	0.00	500.00
03/23/2023	SOUTH WHIDBEY F FD#3 DEPOSIT	KY	0.00	495.00
03/23/2023	SOUTH WHIDBEY F FD#3 DEPOSIT	WB	0.00	60.00
03/28/2023	SOUTH WHIDBEY F FD#3 DEPOSIT	KY	0.00	147.29
03/31/2023	MAR 23 PROP TAX DISTRIBUTION		0.00	590,024.59
03/31/2023	ICTIP INV INTEREST -MAR 2023		0.00	1,737.75
	Revenue Total		0.00	593,639.31
03/01/2023	FD3EX IRS		21,394.87	0.00
03/02/2023	FD3EX PAYROLL		1,708.00	0.00
03/02/2023	FD3EX DRS		4,638.92	0.00
03/06/2023	WARRANT ISSUE		14,614.18	0.00
03/06/2023	WARRANT ISSUE		1,661.40	0.00
03/07/2023	FD3EX IRS		32,727.30	0.00
03/08/2023	FD3EX PAYROLL		56,700.51	0.00
03/08/2023	FD3EX DRS		23,267.48	0.00
03/13/2023	WARRANTS ISSUED		6,782.46	0.00
03/14/2023	WARRANTS ISSUED		21,697.48	0.00
03/14/2023	WARRANTS CANCELLED		0.00	14,614.18
03/17/2023	WARRANT ISSUE		289,636.91	0.00
03/20/2023	FD3EX DRS		26,172.96	0.00

**Treasurer's Report
Transactions from 3/1/2023 to 3/31/2023**

638 - FIRE DIST #3 EXPENSE

03/21/2023	FD3EX IRS	19,421.95	0.00	
03/22/2023	FD3EX PAYROLL	51,453.94	0.00	
03/22/2023	FD3EX IRS	1,179.77	0.00	
03/23/2023	FD3EX IRS	16,845.71	0.00	
03/23/2023	FD3EX DRS	1,921.62	0.00	
03/24/2023	WARRANT ISSUE	1,439.88	0.00	
03/28/2023	WARRANTS CANCELLED	0.00	45.32	
03/29/2023	FD3EX DRS	1,817.91	0.00	
	Expenditure Total	595,083.25	14,659.50	-580,423.75
Ending Cash Balance			Calculated Total	685,991.68
			Book Total	685,991.68
			Difference	0.00



Participants - Earning Allocat Selected Cash/Checking Activity March 1, 2023 - March 31, 2023

Fire District #3 Maintenance

Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
638						1,208,387.51
	1.696	03/01/2023			1,594.22	1,208,387.51
	1.670	03/01/2023				1,208,387.51
Subtotal and Ending Balance	1.670		0.00	0.00	1,594.22	1,208,387.51
Totals and Ending Balance for Fire District #3 Maintenance			0.00	0.00	1,594.22	1,208,387.51

Island County, WA

Treasurer's Report
Transactions from 3/1/2023 to 3/31/2023

641 - FIRE DISTRICT #3 BOND

Cash Balance at 2/28/2023		86.60
Ending Cash Balance	Calculated Total	86.60
	Book Total	86.60
	Difference	0.00



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: May 11, 2023

Fund: 638

Warrants Approved from April 19, 2023-May 5, 2023

Date	Check	Vendor	Amount
04/19/2023	EFT, 230403001-230403003	Payroll Liabilities	\$98,768.67
04/20/2023	EFT	Payroll	\$59,706.63
05/04/2023	EFT, 230501001-230501004	Payroll Liabilities	\$32,256.61
05/04/2023	EFT, 662320-662327	Payroll	\$69,715.75
05/05/2023	230502001-230502048	Accounts Payable	\$106,249.55
Total Warrants Approved			\$366,697.21

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: _____
Kathryn Nguyen

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.”*

CHECK REGISTER

South Whidbey Fire EMS

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
411	04/25/2023	Claims	1	EFT	IC Treasurer Office		Incorrect Amount
503	04/19/2023	Payroll	1	EFT	Internal Revenue Service	23,084.99	941 Deposit for Pay Cycle(s) 04/20/2023 - 04/20/2023
504	04/19/2023	Payroll	1	EFT	WA D/Retirement Systems	1,742.71	Pay Cycle(s) 02/23/2023 To 02/23/2023 - DEFERRED COMP
507	04/21/2023	Payroll	1	EFT	WA D/Retirement Systems	25,594.35	Pay Cycle(s) 03/03/2023 To 03/09/2023 - DEFERRED COMP; Pay Cycle(s) 04/01/2023 To 04/30/2023 - LEOFF 2; Pay Cycle(s) 04/01/2023 To 04/30/2023 - PERS 2; Pay Cycle(s) 04/01/2023 To 04/30/2023 - PERS 3
567	05/04/2023	Payroll	1	EFT	Internal Revenue Service	26,908.12	941 Deposit for Pay Cycle(s) 05/04/2023 - 05/04/2023
568	05/04/2023	Payroll	1	EFT	WA D/Retirement Systems	2,190.43	Pay Cycle(s) 03/10/2023 To 03/31/2023 - DEFERRED COMP
621	04/25/2023	Claims	1	EFT	IC Treasurer Office	453.93	2023 Property Tax
508	04/21/2023	Payroll	1	662316	IAFF Local Union 5212	100.36	Pay Cycle(s) 04/20/2023 To 04/20/2023 - FF Union Dues
509	04/21/2023	Payroll	1	662317	South Whidbey Firefighters Union	619.58	Pay Cycle(s) 04/20/2023 To 04/20/2023 - FF Association Dues
510	04/21/2023	Payroll	1	662318	Trusteed Plans Service Corp.	47,172.75	Pay Cycle(s) 04/01/2023 To 04/30/2023 - Medical/Dental
512	04/21/2023	Payroll	1	662319	Sean C McDougald	451.34	04/20/2023 Payroll adjustment
516	05/04/2023	Payroll	1	662320	Charles C. Baker	54.48	April 18- April 28 Payroll
518	05/04/2023	Payroll	1	662321	Jerry D. Beck	72.73	April 18- April 28 Payroll
525	05/04/2023	Payroll	1	662322	Anne M Collins	447.46	April 18- April 28 Payroll
531	05/04/2023	Payroll	1	662323	Tom P Gideon	427.58	April 18- April 28 Payroll
535	05/04/2023	Payroll	1	662324	Robert Hinkelman	24.01	April 18- April 28 Payroll
550	05/04/2023	Payroll	1	662325	Kirsti Ranta	73.88	April 18- April 28 Payroll
557	05/04/2023	Payroll	1	662326	Mari St Amand	187.36	April 18- April 28 Payroll
566	05/04/2023	Payroll	1	662327	Carson Wrightson	12.00	April 18- April 28 Payroll
569	05/04/2023	Payroll	1	662328	Aflac	1,932.68	INV# 519785
570	05/04/2023	Payroll	1	662329	IAFF Local Union 5212	108.08	Pay Cycle(s) 05/04/2023 To 05/04/2023 - FF Union Dues
571	05/04/2023	Payroll	1	662330	South Whidbey Firefighters Union	667.24	Pay Cycle(s) 05/04/2023 To 05/04/2023 - FF Association Dues
572	05/04/2023	Payroll	1	662331	Vimly Benefits Solutions	450.06	Pay Cycle(s) 05/04/2023 To 05/04/2023 - IAFF MERP Dues
573	05/05/2023	Claims	1	662332	All Whidbey Topsoil & Construction Inc.	132.74	INV#191799
574	05/05/2023	Claims	1	662333	Amazon Capital Services	736.41	ACCT# A1YVR6PPUE4D
575	05/05/2023	Claims	1	662334	Awards Forever	27.35	INV# 3130
576	05/05/2023	Claims	1	662335	Board of Volunteer Firefighters	150.00	South Whidbey Fire/EMS Remittance Form
577	05/05/2023	Claims	1	662336	Bound Tree Medical, LLC.	1,156.04	ACCT# 214140
578	05/05/2023	Claims	1	662337	Busch, Paul	250.00	INV# BUSCH421
579	05/05/2023	Claims	1	662338	CDW Government, Inc.	4,935.17	INV# HG95712
580	05/05/2023	Claims	1	662339	Canon Financial Services, Inc.	263.16	INV# 30341967
581	05/05/2023	Claims	1	662340	Cascade Fire & Safety	26,743.90	INV# 162415; INV# 162314
582	05/05/2023	Claims	1	662341	Corey Oil & Propane, LLC	126.16	INC# 099803
583	05/05/2023	Claims	1	662342	Cruise Master Prisms Inc	4,269.35	INV# 27196
584	05/05/2023	Claims	1	662343	Fed Ex	29.95	ACCT# 479552703
585	05/05/2023	Claims	1	662344	Fire Com	652.84	INV# 343258
586	05/05/2023	Claims	1	662345	Fire Fleet Maintenance LLC	854.87	INV# 5093
587	05/05/2023	Claims	1	662346	Freeland Water District	156.10	ACCT# 77466
588	05/05/2023	Claims	1	662347	G12 Communications LLC	425.36	INV# 104551
589	05/05/2023	Claims	1	662348	Grainger	13.86	INV# 9653228743
590	05/05/2023	Claims	1	662349	Health & Safety Institute HSI	105.00	ACCT# 00-2420958

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South Whidbey Fire EMS

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
591	05/05/2023	Claims	1	662350	Hopkins, Cameron	250.00	INV# HOPKINS421
592	05/05/2023	Claims	1	662351	ISOOutsource	12,924.88	INV# CW279237; INV# CW279855, 279419, 279238
593	05/05/2023	Claims	1	662352	Island Auto Supply	54.34	ACCT# 1340
594	05/05/2023	Claims	1	662353	Island Disposal, Inc.	354.25	acct# 2144138276
595	05/05/2023	Claims	1	662354	Jerry Beck & Company Inc.	12,188.17	INV# 10223, 10224, 10225
596	05/05/2023	Claims	1	662355	Kroesen's Uniform Company	325.45	INV# 73244
597	05/05/2023	Claims	1	662356	L.N. Curtis & Sons	3,874.66	ACCT# C32878
598	05/05/2023	Claims	1	662357	A Waste Connections Comp. LEMAY Mobile Shredding	246.50	INV# 4788478S185
599	05/05/2023	Claims	1	662358	Les Schwab Tire	30.44	INV# 41300404164
600	05/05/2023	Claims	1	662359	Mukilteo Coffee Co.	31.20	INV# 670677; INV# 670751
601	05/05/2023	Claims	1	662360	Orca Information INC	440.00	INV# 33837
602	05/05/2023	Claims	1	662361	Pedersen, Sarah	1,190.00	Training hours for June 2022
603	05/05/2023	Claims	1	662362	Puget Sound Energy	2,070.68	ACCT# 220017726922; ACCT# 200013858705
604	05/05/2023	Claims	1	662363	SeaWestern Fire Apparatus & Equip.	22,362.60	INV# 22493
605	05/05/2023	Claims	1	662364	Sebo's Do-it Center	54.83	CUST# 13000
606	05/05/2023	Claims	1	662365	Snohomish & Island Co Fire Comm Assoc.	150.00	South Whidbey Fire EMS Dues
607	05/05/2023	Claims	1	662366	Snure Law Office, PSC	495.00	INV# 04012023
608	05/05/2023	Claims	1	662367	Sound Business Center	11.97	INV# 205840
609	05/05/2023	Claims	1	662368	South Whidbey School District #206	2,582.66	INV# Fire-2023-05
610	05/05/2023	Claims	1	662369	Stericycle, INC.	10.36	INV# 3006422122
611	05/05/2023	Claims	1	662370	Streamline	300.00	INV# D3AC1CAB0007
612	05/05/2023	Claims	1	662371	T-Mobile	411.61	ACCT# 972274840
613	05/05/2023	Claims	1	662372	WA D/Revenue	146.99	Account ID- 159-000-454
614	05/05/2023	Claims	1	662373	WA D/Revenue	713.66	Account ID- 159-000-454
615	05/05/2023	Claims	1	662374	WA D/Revenue	756.48	Account ID- 159-000-454
616	05/05/2023	Claims	1	662375	WA State Ferries	155.40	ACCT# F111148
617	05/05/2023	Claims	1	662376	West Marine Products, Inc.	57.64	INV#0629560
618	05/05/2023	Claims	1	662377	Whidbey Telecom	2,592.34	ACCT# 119643; ACCT# 186070
619	05/05/2023	Claims	1	662378	Carlee Wilkie	189.18	Reimbursement for Banquet Decorations
620	05/05/2023	Claims	1	662379	Zimmerman, Lyle	250.00	INV# LZIMM421
470	04/20/2023	Payroll	10	EFT	Jonathan J. Beck	2,610.04	Mar 31-Apr 14 Payroll
471	04/20/2023	Payroll	10	EFT	Blake Benenati	1,289.48	Mar 31-Apr 14 Payroll
472	04/20/2023	Payroll	10	EFT	Brian Boyd	2,255.90	Mar 31-Apr 14 Payroll
473	04/20/2023	Payroll	10	EFT	Alex B Carlson	2,833.92	Mar 31-Apr 14 Payroll
474	04/20/2023	Payroll	10	EFT	Katheryne Crowe	2,000.28	Mar 31-Apr 14 Payroll
475	04/20/2023	Payroll	10	EFT	Joseph M Dilley	3,558.36	Mar 31-Apr 14 Payroll
476	04/20/2023	Payroll	10	EFT	Savannah Erickson	959.89	Mar 31-Apr 14 Payroll
477	04/20/2023	Payroll	10	EFT	Christopher Greaves	2,056.49	Mar 31-Apr 14 Payroll
478	04/20/2023	Payroll	10	EFT	Jake D Greve	1,793.26	Mar 31-Apr 14 Payroll
479	04/20/2023	Payroll	10	EFT	Nicole Hagen	3,186.68	Mar 31-Apr 14 Payroll
480	04/20/2023	Payroll	10	EFT	Robert Husom	5,077.83	Mar 31-Apr 14 Payroll
481	04/20/2023	Payroll	10	EFT	Leah Kalahiki	1,925.80	Mar 31-Apr 14 Payroll
482	04/20/2023	Payroll	10	EFT	Vicki Lange	2,591.85	Mar 31-Apr 14 Payroll
483	04/20/2023	Payroll	10	EFT	Peter Lund	2,218.80	Mar 31-Apr 14 Payroll
484	04/20/2023	Payroll	10	EFT	Sean C McDougald	3,687.45	Mar 31-Apr 14 Payroll
485	04/20/2023	Payroll	10	EFT	Alexandra McMahan	3,605.62	Mar 31-Apr 14 Payroll
486	04/20/2023	Payroll	10	EFT	Terrence Ney	3,284.10	Mar 31-Apr 14 Payroll
487	04/20/2023	Payroll	10	EFT	Kathryn Nguyen	2,400.48	Mar 31-Apr 14 Payroll
488	04/20/2023	Payroll	10	EFT	Michael W Noblet	826.76	Mar 31-Apr 14 Payroll
489	04/20/2023	Payroll	10	EFT	James A. Towers	352.09	Mar 31-Apr 14 Payroll

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South Whidbey Fire EMS

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
490	04/20/2023	Payroll	10	EFT	Christopher Turner	2,454.34	Mar 31-Apr 14 Payroll
491	04/20/2023	Payroll	10	EFT	Cooper Ullmann	1,870.35	Mar 31-Apr 14 Payroll
492	04/20/2023	Payroll	10	EFT	Nicholas S Walsh	3,555.92	Mar 31-Apr 14 Payroll
493	04/20/2023	Payroll	10	EFT	Carlee Wilkie	2,859.60	Mar 31-Apr 14 Payroll
517	05/04/2023	Payroll	10	EFT	Dennis Batey	403.80	April 18- April 28 Payroll
519	05/04/2023	Payroll	10	EFT	Jonathan J. Beck	2,599.14	April 18- April 28 Payroll
520	05/04/2023	Payroll	10	EFT	Blake Benenati	2,522.93	April 18- April 28 Payroll
521	05/04/2023	Payroll	10	EFT	Naomi Blair	192.08	April 18- April 28 Payroll
522	05/04/2023	Payroll	10	EFT	Brian Boyd	2,013.93	April 18- April 28 Payroll
523	05/04/2023	Payroll	10	EFT	Judith Canfield	228.11	April 18- April 28 Payroll
524	05/04/2023	Payroll	10	EFT	Alex B Carlson	2,782.06	April 18- April 28 Payroll
526	05/04/2023	Payroll	10	EFT	Katheryne Crowe	2,378.39	April 18- April 28 Payroll
527	05/04/2023	Payroll	10	EFT	Taylor T Crowe	74.81	April 18- April 28 Payroll
528	05/04/2023	Payroll	10	EFT	Karley Diffie	2,027.82	April 18- April 28 Payroll
529	05/04/2023	Payroll	10	EFT	Joseph M Dilley	3,554.21	April 18- April 28 Payroll
530	05/04/2023	Payroll	10	EFT	Jon Gabelein	440.42	April 18- April 28 Payroll
532	05/04/2023	Payroll	10	EFT	Christopher Greaves	1,736.71	April 18- April 28 Payroll
533	05/04/2023	Payroll	10	EFT	Jake D Greve	1,778.35	April 18- April 28 Payroll
534	05/04/2023	Payroll	10	EFT	Nicole Hagen	2,987.13	April 18- April 28 Payroll
536	05/04/2023	Payroll	10	EFT	Robert Husom	4,208.68	April 18- April 28 Payroll
537	05/04/2023	Payroll	10	EFT	Leah Kalahiki	3,451.70	April 18- April 28 Payroll
538	05/04/2023	Payroll	10	EFT	Vicki Lange	2,555.80	April 18- April 28 Payroll
539	05/04/2023	Payroll	10	EFT	Sarah M Ledoux	84.04	April 18- April 28 Payroll
540	05/04/2023	Payroll	10	EFT	Corey K Luck	36.01	April 18- April 28 Payroll
541	05/04/2023	Payroll	10	EFT	Peter Lund	2,088.92	April 18- April 28 Payroll
542	05/04/2023	Payroll	10	EFT	Sean C McDougald	2,767.79	April 18- April 28 Payroll
543	05/04/2023	Payroll	10	EFT	Alexandra McMahan	3,494.55	April 18- April 28 Payroll
544	05/04/2023	Payroll	10	EFT	Patricia J McMahan	129.29	April 18- April 28 Payroll
545	05/04/2023	Payroll	10	EFT	Trevor Mollenkopf	12.00	April 18- April 28 Payroll
546	05/04/2023	Payroll	10	EFT	Terrence Ney	3,284.10	April 18- April 28 Payroll
547	05/04/2023	Payroll	10	EFT	Kathryn Nguyen	2,400.83	April 18- April 28 Payroll
548	05/04/2023	Payroll	10	EFT	Thomas T. Peterson	72.76	April 18- April 28 Payroll
549	05/04/2023	Payroll	10	EFT	Rebekah A Pomeroy	930.11	April 18- April 28 Payroll
551	05/04/2023	Payroll	10	EFT	Morgan A Ratcliff	616.95	April 18- April 28 Payroll
552	05/04/2023	Payroll	10	EFT	Gene Reynolds	149.61	April 18- April 28 Payroll
553	05/04/2023	Payroll	10	EFT	Suzanne E Reynolds	180.08	April 18- April 28 Payroll
554	05/04/2023	Payroll	10	EFT	Paul H Shimada	297.63	April 18- April 28 Payroll
555	05/04/2023	Payroll	10	EFT	Jeffrey W. Simmons	1,203.79	April 18- April 28 Payroll
556	05/04/2023	Payroll	10	EFT	Melissa Simmons	3,568.75	April 18- April 28 Payroll
558	05/04/2023	Payroll	10	EFT	Marc G Swenson	101.58	April 18- April 28 Payroll
559	05/04/2023	Payroll	10	EFT	Christopher Turner	3,226.72	April 18- April 28 Payroll
560	05/04/2023	Payroll	10	EFT	Cooper Ullmann	1,822.66	April 18- April 28 Payroll
561	05/04/2023	Payroll	10	EFT	James Ryan Valencic	638.31	April 18- April 28 Payroll
562	05/04/2023	Payroll	10	EFT	Nicholas S Walsh	3,559.24	April 18- April 28 Payroll
563	05/04/2023	Payroll	10	EFT	Teresa Welch		April 18- April 28 Payroll
564	05/04/2023	Payroll	10	EFT	Carlee Wilkie	1,802.46	April 18- April 28 Payroll
565	05/04/2023	Payroll	10	EFT	Cody Wilkie	12.00	April 18- April 28 Payroll

001 General Fund

366,697.21

	Claims:	106,703.48
	Payroll:	259,993.73

CHECK REGISTER

South Whidbey Fire EMS

Time: 08:46:20 Date: 05/03/2023

04/19/2023 To: 05/31/2023

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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: _____

Disciplinary Actions

PURPOSE

The purpose of disciplinary actions are to maintain order and accountability within the organization. ~~Discipline,~~

APPLICATION OF THIS POLICY

This policy applies to the District's employees who are not represented by a labor union. For the District's employees who are represented by a labor union, disciplinary actions shall be governed by the terms of the Collective Bargaining Agreement between the District and the Union.

This policy also does not apply to non-Union probationary employees. Probationary employees are employed "at-will". This means the District may terminate the employment of a probationary employee for any reason or for no reason at all (unless otherwise prohibited by applicable law).

SERIOUS INFRACTIONS

The occurrence of any of the following is sufficient justification for immediate suspension (either with or without pay, as determined appropriate by the District in its discretion) and possible termination following investigation. Please note that the list set forth below, ~~but is not considered~~ all inclusive and simply contains illustrative examples:

1. Theft, misappropriation or removal of District property or the property of employees, patients, or others/clients or customers.
2. ~~Knowing, intentional or repeated f~~alsification of an application for employment or any report, time sheet or District record.
3. Soliciting and/or accepting for personal gain, payments, gifts or any item of value for services performed during the regular workday.
4. Willful alteration, destruction or waste of District property, facilities, records or equipment, wherever located, or the destruction of another employee's property.
5. Bringing alcohol, narcotics or other controlled substances on District property or in District vehicles; reporting to work or being under the influence of alcohol, narcotics or other controlled substances while on working time, or while on District property or in District vehicles.
6. Giving or taking a bribe of any nature as inducement for obtaining or retaining a job or position.
7. Serious or repeated disorderly conduct, horseplay or insubordination. Insubordination includes, but is not limited to: neglect of duty, or refusal or failure to obey lawful orders or instructions in the line of duty; public disrespect displayed toward a supervisor or the District while performing work for the District; and abusive language to any supervisor.
8. Threatening, intimidating, coercing or interfering with supervisors or other employees.
9. Deliberate attempts to injure another employee, or fighting on District property or during working hours.

10. Sleeping during working hours, unless authorized.

~~11. Unauthorized possession of fire arms, explosives or any dangerous weapons while performing District work or while on District property.~~

~~12.11.~~ Participating in an unauthorized work stoppage or slowdown.

12. Recklessness resulting in a serious accident while on duty, whether on District property or while driving a District vehicle.

13. Violating the District's Anti-Discrimination and Harassment policy number 1016.ies.

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14. Repeated unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct as defined in State and Federal Laws. Sexual harassment includes but is not limited to demands for sexual favors in exchange for employment, retention of job, promotion or other employment benefits.

15. Willful or intentional behavior or remarks based on race, creed, color, national origin, age, sex, marital status, sexual orientation, or the presence of a physical, sensory, or mental disability resulting in discrimination against any employee, customer or member of the general public.

16. Willful infraction of any District rule, regulation or policy.

16-17. Any other conduct which the District determines, in its discretion, is detrimental to the District's operation and mission.

~~—LESSER INFRACTIONS~~

~~The occurrence of any of the following is sufficient justification for the imposition of lesser discipline such as verbal or written warning or reprimand, suspension without pay or disciplinary probation as set forth in the following section, although depending on the seriousness of the offense, the District may immediately discharge the offender. These reasons for discipline are not intended to be all-inclusive.~~

- ~~1. Ignoring safety rules or common safety practices.~~
- ~~2. Engaging in disorderly conduct, horseplay, immoral conduct;~~
- ~~3. Insubordination; using uncivil, insulting, vile or obscene language.~~
- ~~4. Failure to report occupational injuries or accidents promptly to the employee's supervisor, including motor vehicle accidents in a District vehicle.~~
- ~~5. Engaging in activities other than assigned work during working hours and/or while operating District equipment, without advance approval by the employee's supervisor.~~
- ~~6. Acting in an insulting, rude, insolent or uncivil manner toward any customer or other person while working for the District, or while operating District equipment or on District property.~~
- ~~7. Failure to exercise the care and attention to one's work as required by the circumstances.~~
- ~~8. Using any tobacco products in District facilities during a tour of duty or in any capacity as a representative of the District.~~
- ~~9. Acting in any manner inconsistent with common sense rules of conduct necessary to the welfare of the District, its employees and/or volunteers.~~
- ~~10. Un-excused or excessive absences or tardiness.~~
- ~~11. Leaving work before the end of the shift or not being ready to begin work at the start of the shift, or working overtime without permission of management.~~
- ~~12. Loafing or spending unnecessary time away from the job.~~

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~~13. Unauthorized possession or use of any District property, equipment or materials.~~

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- ~~14. Carrying an unauthorized passenger in a District vehicle.~~
- ~~15. Contributing to unsanitary conditions or poor housekeeping.~~
- ~~16. Use of District property or time for personal financial gain.~~
- ~~17. Any form of discrimination or sexual harassment.~~
- ~~18. Having wages or salary subject to a writ of garnishment for three or more separate indebtedness in a continuous 12-month period.~~

DISCIPLINARY PROCEDURES AND ACTIONS

FORMS OF AND PROCEDURES FOR DISCIPLINARY ACTION:

Introduction:

1. The degree of disciplinary action administered depends on the severity of the infraction, as determined by the District in its discretion and will be carried out in accordance with this policy or such labor contracts that may apply. It is the responsibility of the supervisor (when applicable) to evaluate the circumstances and facts which may lead to disciplinary action and to promptly thoroughly and objectively report those facts/circumstances to the Fire Chief. The supervisor will then recommend the most suitable form of disciplinary action to the District Chief.

2. Set forth below in this policy section are descriptions of various types of disciplinary action. The District shall have the discretion to impose the type of disciplinary it determines is most appropriate, given the facts/circumstances of a particular matter. While the District, in appropriate circumstances, may apply the concept of "progressive discipline" – this does not mean the District is obligated to apply the lowest level of discipline in any given situation. To the contrary, "progressive discipline" (when applicable) means that the District will apply the lowest level of discipline which is appropriate under the circumstances. In some cases, this could mean termination of employment – even if the District has not previously disciplined the employee.

VERBAL WARNING

Verbal Warning: This type of discipline should generally be limited applied to very minor infractions of a relatively minor degree.

Procedure

1. Verbal warning should be given to the employees in private, if possible.
2. Supervisors should inform the employee that he or she is administering a verbal warning, that the employee is being given an opportunity to correct the condition, and that if the condition is not corrected, the employee may be subject to more severe disciplinary measures. The

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supervisor shall then reduce the verbal warning to writing to document its occurrence (and place that documentation in the employee's personnel file and provide the employee a copy).

~~WRITTEN WARNING~~

~~**Written Warning:** This notice may be issued by the supervisor or Chief Officer in the event the employee continues to disregard a verbal warning, or if the infraction is severe enough to warrant a written record in the employee's personnel file.~~

~~Procedure~~

- ~~1. The supervisor or District Chief will put in writing the nature of the infraction in detail and sign the notice.~~
- ~~2. The District Chief will discuss the written warning with the employee and the immediate supervisor to be certain that the reasons for the warning are understood.~~
- ~~3. A copy of the written warning will be given to the employee at the time of the discussion of the warning. The original copy will be placed in the employee's personnel file.~~
- ~~4. A written warning may be removed from the employee's personnel file after a period of one year (12 calendar months) at the request of the employee and with the approval of the District Chief, provided that no further disciplinary action is taken during the 12-month period. If~~

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~~subsequent disciplinary action is necessary, the written warning becomes a permanent record in the employee's file.~~

WRITTEN REPRIMAND

Written Reprimand: A written reprimand may be issued by the supervisor or District Chief in the event the employee ~~continues to disregard~~ a previous verbal warning disciplinary measures of verbal or written warnings, or if the District determines, in its discretion, that the severity of the infraction is such ~~it warrants~~ a written reprimand ~~be made a permanent record in the employee's file.~~ A written reprimand REQUIRES the approval of the District Chief.

Procedure

1. The supervisor or District Chief will put in writing the nature of the infraction in detail and sign the notice.
2. The District Chief will discuss the reprimand with the employee and the immediate supervisor ~~(if applicable) to explain to be certain that~~ the reason(s) for the reprimand ~~are understood.~~
3. A copy of the written reprimand will be given to the employee when it is issued, at the time of the discussion of the infraction. The original copy will be placed in the employee's personnel file.
4. A written reprimand becomes a permanent record of the employee's file ~~and may not be removed at the discretion of the District Chief.~~

PROBATION

Disciplinary Probation: An employee may be placed on a disciplinary probation. This can occur, in the District's discretion, in conjunction with other forms of discipline issued under this Policy. The length of the disciplinary probation shall also be determined by the District in its discretion. ~~required to serve an additional probationary period for disciplinary reasons for up to six months, which may be extended once for up to an additional six months. If placed on probation for disciplinary reasons, all provisions of probationary status apply, unless otherwise specified. At the end of the probation, the employee may be returned to regular status, demoted or terminated. Only the District Chief may place an employee on probation for disciplinary reasons.~~

Procedure

- ~~1.~~ 1. The District Chief will put in writing the reason(s) for the employee's disciplinary probation ~~nature of the infraction in detail and sign the notice.~~
- ~~2.~~ 2. The District Chief will discuss the reason for the disciplinary probation action with the employee and the immediate supervisor ~~(if applicable) to explain the reason(s) to be certain that the reasons~~ for the action ~~are understood.~~
- ~~3.~~ 3. A copy of the foregoing document ~~written action~~ will be given to the employee at the time of the discussion ~~of the infraction.~~
4. 4. The original copy will be placed in the employee's personnel file.

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5. At the end of the probation, the District Chief shall put in writing the result of the probation: return to regular status, continuation of probation, demotion or termination. A copy of the document ending or extending the probation shall be placed in the employee's personnel file.

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6. In the case of demotion or termination the District Chief shall follow the processes set forth below for those actions.

7. Written records of disciplinary probation become a permanent record of the employee's file and may not be removed ~~at the discretion of the District Chief.~~

DEMOTION

Demotion: Demotion may be used ~~in rare instances~~ where an employee is ~~clearly~~ unable, as determined by the District in its discretion, to satisfactorily perform the responsibilities of their position but is capable of performing in a position of less responsibility and otherwise exhibits the qualities of a good public employee. ~~Demotions may be recommended by the District Chief with final approval by the District Board of Fire Commissioners.~~

Procedure

1, A pre-disciplinary meeting hearing is required prior to a demotion for disciplinary reasons. The District shall provide the employee with the basis for the proposed demotion prior to the pre-disciplinary hearing.

In cases that demand immediate action, the District Chief may make an immediate temporary demotion pending the outcome of the pre-disciplinary meeting hearing. The employee shall continue to be compensated at the higher rate until a final determination is made.

2. The District Chief shall conduct the pre-disciplinary hearing. After the hearing, the District Chief shall determine whether demotion (or some other disciplinary sanction is appropriate). If the District Chief determines demotion is appropriate, he/she shall document the basis for his/her decision in writing and provide the employee with a copy of the document (which shall then be placed in the employee's personnel file as a permanent record not subject to removal).

SUSPENSION

Suspension: This form of discipline ~~is must be recommended by the District Chief and can only be~~ used for a severe infraction of rules or standards (as determined by the District in its discretion), or for continued violation(s) after the employee has received one or more written warnings for misconduct. ~~and has made little or no effort to improve performance. It should be applied only after a thorough evaluation by the District Chief, with final approval by the Board of Fire Commissioners.~~

1. The District ~~shall Chief will~~ put in writing the basis for the proposed suspension all facts leading to the recommended suspension, and the duration recommended. This document shall be provided to the employee prior to the pre-disciplinary meeting hearing.

2. A pre-disciplinary meeting hearing will be held with the employee to make certain that the employee is fully aware of the reasons for the proposed suspension considered action and has an opportunity to respond and supply additional information. The process for a pre-disciplinary meeting is described further in this section. After the hearing, the District Chief shall determine whether suspension (or some other disciplinary sanction is appropriate). If the District Chief determines suspension is appropriate, he/she shall document the basis for

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his/her decision in writing and provide the employee with a copy of the document (which shall then be placed in the employee's personnel file as a permanent record not subject to removal).

2.

3. In cases that demand immediate action, The District Chief may suspend an employee pending the outcome of a predisciplinary meeting. After a final determination is made by the Board of Fire Commissioners, the employee shall be entitled to all regular compensation for time not included in the disciplinary action.

4. 3. Exempt personnel are not subject to unpaid disciplinary suspensions, except in increments of a full work week(s), unless the infraction leading to the suspension is for a violation of a safety rule of major significance.

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TERMINATION

Termination: All District employees serve at the pleasure of the ~~Board of Fire Commissioners~~ Fire District Chief. Subject to any applicable state or federal laws, or specific provisions in employment contracts, the ~~Board of Fire Commissioners~~ Fire District Chief may discharge any employee at any time with or without cause. Removal from employment should normally follow verbal and/or written warnings previously given and made a part of the employee's personnel file. ~~A pre-disciplinary meeting is required for all terminations.~~

1. A pre-disciplinary ~~meeting~~ hearing will be held with the employee to make certain that the employee is fully aware of the reasons for the proposed termination and has an opportunity to respond and supply additional information. The District shall provide the employee with basis for the proposed termination prior to the pre-disciplinary ~~meeting~~ hearing.

2. After the pre-disciplinary hearing, the District Chief shall determine whether termination (or some other disciplinary sanction is appropriate). If the District Chief determines termination is appropriate, he/she shall document the basis for his/her decision in writing and provide the employee with a copy of the document (which shall then be placed in the employee's personnel file as a permanent record not subject to removal).

~~1. A regular employee terminated from employment will normally be given at least two weeks notice with a letter of dismissal. However, in the event the infraction or situation is so serious that it requires "on the spot" removal, the employee will leave his work station immediately, if so directed by the District Chief or his/her designee, and later be given a termination letter explaining reasons for the action.~~

~~2. Copies of all disciplinary actions and termination letters are to be placed in the appropriate personnel record.~~

~~3. A final written performance appraisal will be completed on any terminated employee.~~

PREDICIPLINARY ~~MEETING~~ HEARING

PREDISCIPLINARY ~~MEETING~~ HEARING: The District Chief will provide for and arrange a pre-disciplinary ~~meeting~~ hearing prior to demotion, suspension or termination of a regular (i.e., non-probationary) employee.

1. The pre-disciplinary ~~meeting~~ hearing shall be attended by the District Chief and ~~a quorum of the Board of Fire Commissioners~~ another officer as witness (along with anyone else the District determines, in its discretion, is appropriate).

2. The predisciplinary meeting shall be conducted in closed executive session unless an open public meeting is requested by the employee in question. (Any action by the Board shall be taken in an open public meeting).

3.2. Prior to the pre-disciplinary hearing, ~~T~~the employee shall remain available for

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contact and shall be notified of the time, date, and place of the pre-disciplinary ~~meeting~~ hearing no less than 48 hours in advance.

~~4.3.~~ If the employee in question is not available for contact or chooses not to attend the pre-disciplinary ~~meeting~~ hearing, then the District Chief shall make his/her final decision based upon the information available ~~the meeting shall proceed in his/her absence.~~

~~5.4.~~ The employee in question will be provided, in writing, with a notice of the infraction and an explanation of the reasons for disciplinary action no less than 48 hours prior to the pre-disciplinary meeting. The employee will be given an opportunity to respond verbally or in writing, as to why the proposed disciplinary action should not be taken or should otherwise be modified.

~~6.5.~~ The District's explanation of the reasons for the proposed disciplinary action will be sufficient to apprise the employee of the basis for the proposed action. ~~This rule, Provided,~~ however, this shall will not be construed to limit the District employer at subsequent hearings (of any type) from presenting a more detailed and complete case, including presentation of additional witnesses, and documents, etc. ~~not available at the predisciplinary meeting.~~

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7.6. The employee may have legal counsel or ~~other labor~~ representation present at a pre-disciplinary meeting.

8.7. Should it be determined that disciplinary action is necessary following the pre-disciplinary ~~meeting~~ hearing, written notice of discipline will be given to the employee. Such notices are to include the alleged infraction and a general statement of the reasons for the action, and become a part of the employee's personnel file.

Recognition, Commendations, and Meritorious Service

1023.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for recognition of personnel, reporting and collecting reports of exceptional public service and for the evaluation and process for District awards.

1023.2 POLICY

It is the goal of South Whidbey Fire/EMS to recognize members through an awards system for participation and for exceptional performance.

The District recognizes the importance of retaining well trained, experienced volunteers and career personnel, establishing and maintaining a high level of employee morale, and recognition and rewarding of the hours of service that ~~member-members~~ provide to the District and community. The Board of Fire Commissioners believes that it is reasonable to expend District funds to provide recognition for services rendered to the District in the ~~expectaiton~~~~expectation~~ that such an ~~anctivity~~~~activity~~ will reduce personnel turnover. The retention of trained and experienced personnel will help to reduce the expenditure of District funds to provide for the training and equipping of new personnel. It is also recognized by the Board of Fire Commissioners that firefighter/EMT recognition banquets have become a common practice in the area.

It is the policy of the District to budget for and expend District funds to sponsor one or more personnel recognition banquets or events for volunteers, employees, their spouses, family members or companions. The funds authorized for banquets and events may be used to provide food, non-alcoholic beverages, plaques, ~~coffee~~, trophies, citations, or certificates as deemed appropriate by the Board of Fire Commissioners. Furthermore, the Board of Fire Commissioners recognizes the importance to the District in recognizing those who retire from the District with years of service to the District and community. Retirees may be recognized during a special event near their retirement date, but in all cases those members with a minimum of ~~15-10~~ years of service will be invited to attend the Annual Awards Banquet immediately following their retirement. The funds authorized for banquets and events shall not exceed the reasonable sum established in the budget and no cash ~~awars~~~~awards~~ shall be distributed to a volunteer or paid employee. The cost of the recognition banquet or event constitutes a part of the annual budgeted funds allocated for ~~reimbursment~~~~reimbursement~~ and incentive compensation for the District personnel and shall be based on a cost per volunteer, employee and commissioner.

According to the State Auditors Office, recognition and banquets for employees performing above and beyond for the district are acceptable if the recognition item is de minimis and funds are only to be used on District employees.

In accordance with Internal Revenue Code section 132(a)(4), de minimis items are those that do not exceed a value of \$100.00 and are given only to employees.

Award items shall not exceed a single item value of \$100.00.

Food purchases shall be made only for employees.

Family members who attend are required to pay for their meals.

1023.3 AWARDS COMMITTEE

The Chief shall form an Awards Committee to manage the selection process of members nominated for awards. The committee shall consist of 5 members including 1 Chief Officer, ~~1 Captain, 1 Lieutenant, and/or 1 Firefighter and 1 EMT, or 2 Firefighter/EMTs and volunteer and paid line staff shall be represented.~~

It shall be the responsibility of the Awards Committee to gather all nominations for awards, review all nominee's actions or accomplishments are in line with the award, determine which nominee that award shall go to, and make a recommendation to the Chief for approval. Each nomination should be reviewed for merit and further investigated, if necessary, for additional factual details. In determining factual details, resources that may be used include, but are not limited to, copies of audio or recordings, copies of incidents, interviews with additional members or witnesses or other information. Each report and nomination should be evaluated on its own merit.

1023.4 SPECIAL AWARD PROCEDURES

Community and ~~Distict~~-District members may report acts of exceptional public service through any District supervisor. Awards, such as Medals, Ribbons, Commendations, or Citations, may be presented to members for actions, achievements, or accomplishments, on or off duty, that reflect positively on that member and South Whidbey Fire/EMS. Length of Service Awards shall be presented to acknowledge members' on-going service to the community and department.

1023.4.1 TYPES OF AWARDS

Awards offered by South Whidbey Fire/EMS are intended to make a strong, positive statement about the member and his/her actions.

Medals listed herein constitute the highest form of recognition awarded to District members. Medals reflect exemplary achievement by members, above and beyond the call of normal duty, and as such, may not be awarded each year. District awards include, but are not limited to, the following:

~~(a) Medal of Honor~~

(a) Medal of Valor

~~(eb) Distinguished Service Medal~~

~~(d) Meritorious Service Medal~~

~~(ce) Life Saver Medal~~

~~(fd) Carl Simmons Award - District Officer of the Year~~

~~(eg) District Firefighter of the Year~~

~~(hf) District EMT of the Year~~

~~(ig) District Rookie of the Year~~

~~(j) District Recruit of the Year~~

~~(k) Station Firefighter of the Year~~

~~(l) Station EMT of the Year~~

~~(mh) Unit Citation~~

~~(ni) Community Service Citation~~

~~(oj) Length of Service Certificates and Pins~~

(pk) Letters of Merit/Citations/Certificates

(el) Chief's Challenge Coins

1023.4.2 SUBMITTING AWARD NOMINATIONS

Any member may report, in writing, to any supervisor, the exemplary performance of another member. Supervisors shall recognize exceptional performance by personnel under their supervision.

Any member of the public may submit a nomination by completing an Award Nomination Form, available on the District website and at the District headquarters during normal business hours, and submitting it to the Fire Chief. The nominations process shall be as follows:

1. ~~1.~~ All nominations must be submitted in a timely fashion, on a nomination form or via email, and must include a detailed and accurate account ~~of~~ the circumstances surrounding the act or incident.
 - a. Recommendations by the Chief:
 - i. Carl Simmons Award
 - b. Recommendations by the Chief Officers:
 - i. District Rookie of the Year
 - c. Recommendations by the Awards Committee:
 - i. Medal of Valor
 - ii. Distinguished Service Medal
 - iii. Life Saver Medal
 - iv. District Firefighter of the Year
 - v. District EMT of the Year
 - vi. Community Service Citation
 - vii. Letters of Merit
 - viii. Unit Citation
 - d. Recommendations by any Captain, Chief Officer, or Incident Commander:
 - i. Unit Citation
 - e. Recommendations by the Records Manager:
 - i. Length of Service Awards

2. The nomination will be forwarded through the chain of command to the Fire Chief accompanied by any comments or additional facts.

3. After review by the Fire Chief, the nomination will be forwarded to the Awards Committee for deliberation and a recommendation for approval made back to the Fire Chief. During deliberations of nominees for medals, the Awards Committee shall have discretion to consider the level of appropriate award.

4. Once approved by the Fire Chief, the list of ~~awardee's~~ sawardees shall be forwarded to the ~~Administrative Specialist~~ assigned person for award preparation.

1023.4.3 AWARD CRITERIA AND PRESENTATION

Awards shall be based upon the following criteria, and shall be awarded as listed:

Medal of Honor

~~The Medal of Honor is the highest level of recognition in the District and is awarded to a member who, in the line of duty and under extreme hazardous conditions, is confronted with imminent personal risk and with full knowledge of that risk, performs an act of selflessness and heroism. The Medal of Honor shall be recommended by the Awards Committee, and awarded by the Fire Chief and the Board of Fire Commissioners at a special ceremony specifically for that purpose.~~

Medal of Valor

The Medal of Valor is awarded to a member who, in the line of duty and under hazardous conditions, is confronted with imminent personal risk, but ~~having no knowledge with due regard~~ of the risk performs an act of selflessness and heroism. The Medal of Valor shall be recommended by the Awards Committee, and awarded by the Fire Chief and the Board of Fire Commissioners at a special ceremony specifically for that purpose.

Distinguished Service Medal

The Distinguished Service Medal is awarded to a member who performs a highly unusual act of distinction under adverse conditions in the performance of duty. The Distinguished Service Medal shall be recommended by the Awards Committee, and awarded by the Fire Chief and Board of Fire Commissioners at the Annual Awards Banquet.

~~Meritorious Service Medal~~

~~The Meritorious Service Medal is awarded to a member who performs an unusual act, on or off duty, that promotes a high level of good will and service, and reflects highly on the District. The Meritorious Service Medal shall be recommended by the Awards Committee, and awarded by the Fire Chief and Board of Fire Commissioners at the Annual Awards Banquet.~~

Life Saver Medal

The Life Saver Medal is awarded to a member who, by their direct actions, saves the life of another person. The Life Saver Medal shall be recommended by the Awards Committee, and awarded by the Fire Chief and Board of Fire Commissioners at the Annual Awards Banquet.

Carl ~~Simmon~~Simmons Award - District Officer of the Year

The Carl Simmons Award is awarded to the Officer who performs his/her duty to the highest level of service and promotes excellence within the department in integrity with the District Vision, Mission, and Values. The Carl Simmons Award ~~nominees shall be recommended by the Awards Committee, voted on by the general membership shall be chosen by the Fire Chief for both paid and volunteer Officers~~, and awarded by the Fire Chief and Chair of the Board of Fire Commissioners at the Annual Awards Banquet.

District Firefighter of the Year

The District Firefighter of the Year is awarded to the member who performs his/her duty throughout the year in an excellent manner, promotes teamwork, respects the chain of command, is tactically skilled, and is in integrity with the District Vision, Mission and values. The District Firefighter of the Year shall be recommended by the Awards Committee, and awarded by the Deputy Chief, Operations at the Annual Awards Banquet.

District EMT of the Year

The District EMT of the Year is awarded to the member who performs his/her duty throughout the year in an excellent manner, promotes teamwork, respects the chain of command, is tactically skilled, and is in integrity with the District Vision, Mission and values. The District EMT of the Year shall be recommended by the Awards Committee, and awarded by the Division Chief, EMS at the Annual Awards Banquet.

District Rookie of the Year

The District Rookie of the Year is awarded to the probationary firefighter or EMT that excels throughout his/her probationary period. The District Rookie of the Year shall be recommended by the Chiefs ~~Officers~~, and awarded by the Deputy Chief, Operations at the Annual Awards Banquet.

~~District Recruit of the Year The District Recruit of the Year is awarded to the firefighter or EMT recruit who excels in the learning process during the Academy. The District Recruit of the Year is recommend by a committee of 2 Company Officers from each Academy, and awarded by the Deputy Chief, Training at the Annual Awards Banquet.~~

Station Firefighter of the Year

The Station Firefighter of the Year is awarded ~~the to~~ the member that performs his/her duty in a manner that promotes teamwork, respects the chain of command, is tactically skilled and reflects highly on the Station. The Station Firefighter of the Year shall be recommended by the Station Officers, and awarded by the Captain at the Annual Awards Banquet.

Station EMT of the Year

The Station EMT of the Year is awarded ~~the to~~ the member that performs his/her duty in a manner that promotes teamwork, respects the chain of command, is tactically skilled and reflects highly on the Station. The Station EMT of the Year shall be recommended by the Station Officers, and awarded by the Captain at the Annual Awards Banquet.

Unit Citation

The Unit Citation is awarded to any group of ~~member~~members who, in the performance of the collective duty, do so in an excellent manner. The Unit Citation shall be recommended by any Captain, Chief Officer, or Incident Commander, and awarded by the recommending Officer at the next All District Meeting.

Community Service Citation

A Community Service Citation is award to ~~any a community~~ member who performs a high level of service to the ~~community outside of the fire serviced~~district. A Community Service Citation may be recommended by any member citizen of any memeber, and awarded by the Fire Chief at the next All District Meeting.

Length of Service Awards

Length of Service Awards are based on a member's time in service with the District. Members are recognized in ~~5 year~~5-year increments, beginning with 5 years of service. Length of Service Awards are recommended by the Records Manager, and awarded by the Chief Officers at the Annual Awards Banquet.

Letters of Merit/Citations/Certificates

Letters of Merit/Citations/Certificates are awarded to members ~~who's~~whose actions are worthy of ~~recognition~~recognition. Letters of Merit/Citations/Certificates may be recommended by any member, and awarded by the any Chief Officer or the member's direct supervisor.

Chief's Coins

Chief's Coins may be awarded to any member who's outstanding actions are in integrity with the District Vision, Mission, and Values. Chief's Coins are awarded by the Fire Chief at his/her discretion.