



# SOUTH WHIDBEY FIRE / EMS

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

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## BOARD OF FIRE COMMISSIONERS REGULAR MEETING February 22, 2024 – 5:30 p.m. Minutes – *Draft*

**In Attendance:** Commissioner Erickson, Commissioner Noblet, Commissioner Towers, Chief Walsh, and Nicole Hagen

**Audience:** Chief Ney and Mary Kaye Johansen

**Zoom:** Lt. Kalahiki, FF/EMT Turner, FF/EMT Diffie, FF/EMT Husom, Sarah Vigo and Jennifer.

### I. Call to Order.

Commissioner Erickson called the meeting to order at 5:31pm

### II. Approval of Agenda.

Commissioner Noblet motioned to approve the agenda with the addition to new business; Commissioner Towers seconded the motion.

**The motion carried unanimously.**

### III. Public Input

None.

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

#### **Approval of Minutes**

Regular Meeting on January 11<sup>th</sup>

Special Meeting on January 31<sup>st</sup>

#### **Finance Reports**

Budget Position Report

Check Register

Treasurer's Report

#### **Monthly Vouchers**

*Dated on 1/5/2024 for Accounts Payable in the amount of \$77,077.33*

*Dated on 1/11/2024 for Payroll & Payroll Liabilities EFT in the amount of \$77,217.15*

*Dated on 1/12/2024 for Accounts Payable in the amount of \$39,245.34*

*Dated on 1/19/2024 for Accounts Payable in the amount of \$33,563.30*

*Dated 1/25/2024 for Payroll EFT in the amount of \$50,439.64*

*Dated 1/26/2024 for Accounts Payable in the amount of \$13,982.30*

*Total Warrants \$291,525.06*

## **V. Member Update**

Sarah Vigo – Chief Walsh explained that she recently moved here from North Carolina and has had a long-time dream of becoming a firefighter. She will be going through the Island County Fire Academy.

Logan Robinson – Chief Walsh explained that he will be attending the Island County Fire Academy starting next month.

## **VI. Unfinished Business**

None.

## **VII. New Business**

### Resolution 2024-01 Warrant Cancellation

Commissioner Noblet motioned to approve Resolution 2024-01; Commissioner Towers seconded the motion.

**The motion carried unanimously.**

### Resolution 2024-02 Finance Officer

Commissioner Towers motioned to approve Resolution 2024-02; Commissioner Noblet seconded the motion.

**The motion carried unanimously.**

Commissioner Erickson swore in Mary Kaye Johansen as the new Finance Officer.

### Resolution 2024-03 Surplus Items

Chief Walsh explained that the surplus items are our old SCBA gear as well as some old furniture that is currently being stored in the basement.

Commissioner Noblet motioned to approve Resolution 2024-03; Commissioner Towers seconded the motion.

**The motion carried unanimously.**

### Resolution 2024-04 Budget Amendment

Chief Walsh explained that this is the routine carryover from last year's budget.

Commissioner Towers motioned to approve Resolution 2024-04; Commissioner Noblet seconded the motion.

**The motion carried unanimously.**

### Resolution 2024-05 Single Source Vendor

Chief Walsh explained that our new extrication equipment, Holmatro, comes from a single source

vendor.

Commissioner Noblet motioned to approve Resolution 2024-05; Commissioner Towers seconded the motion.

**The motion carried unanimously.**

#### Policy 1002 Volunteer Services Membership – First Reading

Chief Walsh explained that the policy adjusted for two paths of volunteers. For Legacy volunteers, there would be no change to our current participation standards. For Standard volunteers, the only change would be to add 24 hour of shift time per month.

Commissioner Erickson asked if there was more clarification on what qualified volunteers as Legacy.

Commissioner Erickson also asked if the policy revision was discussed at the All-Volunteer Meeting earlier in February.

Chief Walsh explained that it was discussed at the meeting.

Commissioner Erickson suggested that the volunteers take a look at it prior to the second reading.

Commissioner Towers motioned to approve the first reading of Policy 1002; Commissioner Noblet seconded the motion.

**The motion carried unanimously.**

#### Administrative Assistant Position – moving from 24 to 20 hours per week and a step increase.

Chief Walsh proposed moving the current administrative assistant position to 30 hours a week and a step increase due to additional responsibilities, such as, accounts payable and Board Secretary.

Commissioner Erickson would like some documentation on the numbers at the next Board Meeting.

### **I. Announcements**

Chief Walsh explained call volumes for the month of January as well as fourth and fifth seat coverage. Chief Walsh also mentioned all of the upcoming events.

### **II. Comments from Commissioners**

None.

### **III. Executive Session**

*RCW 42.30.140(4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.*

Commissioner Erickson called the executive session to order at 6:20pm for 30 minutes.

Commissioner Erickson called the meeting back to session at 6:50pm

**IV. Action taken as a result of the Executive Session**

None.

**V. Conclude**

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

Commissioner Erickson adjourned the Regular Meeting of the Board of Commissioners at 6:50pm

Nicole Hagen,

District Board Secretary



# SOUTH WHIDBEY FIRE / EMS

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Expenditure Approval Document  
Date of Approval: March 14, 2024  
Fund: 638

Warrants Approved from February 2 2024 – February 29 2024

Date	Check	Vendor	Amount
2/2/2024	240201001-240201018	Accounts Payable	\$40,900.65
2/8/2024	EFT	Payroll	\$55,910.61
2/9/2024	EFT	Payroll	\$5,583.58
2/9/2024	210202001-240202012	Accounts Payable	\$9,927.82
2/16/2024	240208001-240208013	Accounts Payable	\$28,499.07
2/22/2024	EFT	Payroll	\$52,115.61
2/23/2024	240210001-240210011	Accounts Payable	\$33,380.81
2/8 – 2/22	EFT	Payroll Liabilities	\$270,605.81
<b>Total Warrants Approved</b>			<b>\$496,923.96</b>

*I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable according to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the claim is a just, due and unpaid obligation against South Whidbey Fire/EMS, and that I am authorized to authenticate and certify to said claim.*

Finance Officer: \_\_\_\_\_  
Mary Kaye Johansen

Fire Chief: \_\_\_\_\_  
Nick Walsh

Commissioner: \_\_\_\_\_  
Michael Noblet

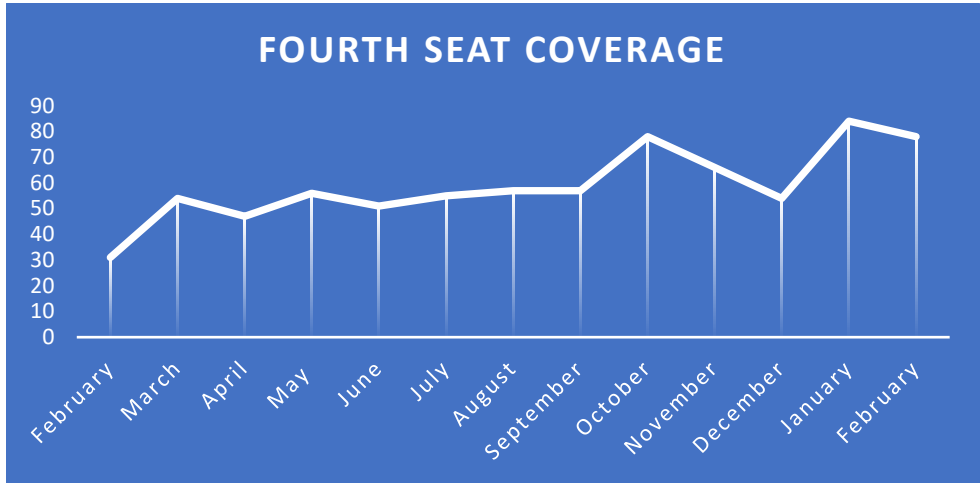
Commissioner: \_\_\_\_\_  
Savannah Erickson

Commissioner: \_\_\_\_\_  
Jim Towers

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



# STAFFING REPORTS



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

Fourth seat coverage was at 78%

Fifth seat coverage was at 32%

## RECRUITMENT AND RETENTION

New volunteers in process

- 11-Currently in Fire Academy

- 3-Applications in process

- Next interview panel is in April

## UPCOMING EVENTS

Easter Event – March 30<sup>th</sup>

Spring Open House – April 13<sup>th</sup>

Awards Banquet – April 20<sup>th</sup>

## 2024 BUDGET POSITION

South Whidbey Fire EMS

Time: 09:28:30 Date: 03/06/2024

Page: 1

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

	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

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

### 310 Taxes

311 10 00 00 Property Taxes	6,132,547.68	15,574.98	6,116,972.70	0.3%
337 00 00 01 Leasehold Excise Tax	3,000.00	0.00	3,000.00	0.0%
337 00 00 02 Timber Tax	0.00	0.00	0.00	0.0%
310 Taxes	6,135,547.68	15,574.98	6,119,972.70	0.3%

### 330 State Generated Revenues

331 97 03 00 FEMA Public Assistance Grant	0.00	0.00	0.00	0.0%
334 01 30 00 WSP Basic FF Academy Reimbursement Program	0.00	0.00	0.00	0.0%
334 01 80 00 State Direct/Indirect Grant From Military Department	0.00	0.00	0.00	0.0%
334 04 90 00 Dept. Of Health EMS Trauma Grant	0.00	0.00	0.00	0.0%
337 07 60 00 In-Lieu Tax - Ferries	3,923.00	11,769.30	(7,846.30)	300.0%
337 07 70 00 In-Lieu Tax - School District	1,386.00	0.00	1,386.00	0.0%
337 07 70 02 In-Lieu Tax- South Whidbey Parks	231.67	0.00	231.67	0.0%
330 State Generated Revenues	5,540.67	11,769.30	(6,228.63)	212.4%

### 340 Charges For Services

341 70 00 00 Sales Of Merchandise	0.00	0.00	0.00	0.0%
342 21 00 00 Hospital Payments For Consumable Supplies	279,055.68	120,872.00	158,183.68	43.3%
340 Charges For Services	279,055.68	120,872.00	158,183.68	43.3%

### 360 Misc Revenues

361 11 00 01 Investment Interest	30,000.00	2,885.53	27,114.47	9.6%
362 10 00 00 CPR Public Class Registration	4,000.00	1,200.00	2,800.00	30.0%
362 50 00 00 Lease & Rental Payments	0.00	0.00	0.00	0.0%
367 11 00 01 Donations and Gifts	0.00	0.00	0.00	0.0%
369 10 00 00 Sale Of Surplus	0.00	0.00	0.00	0.0%
369 40 00 00 Judgements/Settlements	0.00	0.00	0.00	0.0%
369 91 00 00 Other Revenue	0.00	86.19	(86.19)	0.0%
360 Misc Revenues	34,000.00	4,171.72	29,828.28	12.3%

### 380 Non Revenues

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

### 390 Other Revenues

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

South Whidbey Fire EMS

Time: 09:28:30 Date: 03/06/2024

Page: 2

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

Revenues	Amt Budgeted	Revenues	Remaining	
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390 Other Revenues

390 Other Revenues	0.00	0.00	0.00	0.0%
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397 Interfund Transfers

397 00 01 03 Transfer from Reserve	0.00	0.00	0.00	0.0%
397 00 01 04 Transfer from Contingency	0.00	0.00	0.00	0.0%
397 22 00 02 Transfer From Capital Fund	0.00	0.00	0.00	0.0%

397 Interfund Transfers	0.00	0.00	0.00	0.0%
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<b>Fund Revenues:</b>	<b>6,454,144.03</b>	<b>152,388.00</b>	<b>6,301,756.03</b>	<b>2.4%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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522 Fire Control

522 22 20 00 Fire Suppression And Emergency Medical Services - Personnel Benefits	0.00	56.10	(56.10)	0.0%
522 45 20 10 Fire Suppression And Emergency Medical Services - Personnel Benefits	0.00	9.37	(9.37)	0.0%
522 50 20 00 Fire Suppression And Emergency Medical Services - Personnel Benefits	0.00	7.48	(7.48)	0.0%
522 Fire Control	0.00	72.95	(72.95)	0.0%

**010 ADMIN**

522 Fire Control

522 10 10 10 Chief's Wages	161,805.00	31,837.74	129,967.26	19.7%
522 10 10 20 Deputy Chiefs' Wages	267,808.15	26,457.48	241,350.67	9.9%
522 10 10 30 Division Chief's Wages	119,876.19	24,457.38	95,418.81	20.4%
522 10 10 40 Administration Wages	210,478.89	30,477.71	180,001.18	14.5%
522 10 10 60 Commissioner's Stipends	36,864.00	1,792.00	35,072.00	4.9%
522 10 15 20 ChiefsDeferred Comp Match	10,989.79	1,135.35	9,854.44	10.3%
522 10 15 21 Admin Deferred Compensation Match	4,209.58	371.02	3,838.56	8.8%
522 10 20 10 FICA / Medicare Benefits-Admin	60,259.15	10,313.46	49,945.69	17.1%
522 10 20 20 L&I / Unemployment Premiums-Admin	25,074.39	4,518.29	20,556.10	18.0%
522 10 20 30 Admin Healthcare Benefits/ADD	201,576.72	3.74	201,572.98	0.0%
522 10 20 40 Retirement Benefits-ADMIN	49,291.47	4,542.99	44,748.48	9.2%
522 10 20 50 Tuition Reimbursement-Admin	0.00	0.00	0.00	0.0%
522 10 31 10 Office Supplies	5,255.00	664.28	4,590.72	12.6%
522 10 31 11 Printing - Newsletter	0.00	0.00	0.00	0.0%
522 10 31 12 Maps & Mapping Supplies	100.00	0.00	100.00	0.0%
522 10 31 20 Photographic Supplies	950.00	0.00	950.00	0.0%
522 10 32 10 Fuel - Administration	10,000.00	746.15	9,253.85	7.5%
522 10 35 10 Office Equipment	1,700.00	0.00	1,700.00	0.0%
522 10 35 20 Software	1,375.00	0.00	1,375.00	0.0%
522 10 35 30 Computer Hardware	1,805.00	1,398.43	406.57	77.5%
522 10 41 10 Legal Services	16,000.00	8,530.50	7,469.50	53.3%
522 10 41 20 Audit & Review Services	19,000.00	5,797.00	13,203.00	30.5%
522 10 41 30 Consulting Services	73,500.00	6,000.00	67,500.00	8.2%
522 10 41 33 Consulting- Website	3,600.00	3,600.00	0.00	100.0%

## 2024 BUDGET POSITION

South Whidbey Fire EMS

Time: 09:28:30 Date: 03/06/2024

Page: 3

001 General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 10 41 40 Professional Services	1,000.00	14,410.00	(13,410.00)	1441.0%
522 10 42 10 Postage & Shipping	4,050.00	54.63	3,995.37	1.3%
522 10 42 20 Internet Connections/Whidbey Telecom	11,400.00	1,856.66	9,543.34	16.3%
522 10 42 30 Cell & Digital Telephones	28,444.00	4,562.92	23,881.08	16.0%
522 10 42 40 Wired Telephones & FAX/Whidbey Telecom	9,024.00	1,509.70	7,514.30	16.7%
522 10 42 50 Alarm Monitoring	625.00	1,142.42	(517.42)	182.8%
522 10 43 01 Admin Ferry Fees	270.00	27.50	242.50	10.2%
522 10 43 10 Commissioner Travel	500.00	0.00	500.00	0.0%
522 10 43 20 Career Staff Travel	1,700.00	0.00	1,700.00	0.0%
522 10 44 10 Administrative Advertising	1,500.00	1,101.00	399.00	73.4%
522 10 44 30 Volunteer Recruit./Retention Advertising	1,500.00	146.00	1,354.00	9.7%
522 10 45 10 Admin Equipment Leases	4,293.00	1,175.09	3,117.91	27.4%
522 10 46 10 Liability/Umbrella-Enduris	164,644.05	0.00	164,644.05	0.0%
522 10 47 10 Election Expenses	12,500.00	6,323.01	6,176.99	50.6%
522 10 47 20 Timber Tax	17.90	0.00	17.90	0.0%
522 10 47 30 Clean Water Utility Taxes	454.20	0.00	454.20	0.0%
522 10 48 10 Computer Repair & Maintenance	121,720.00	17,851.03	103,868.97	14.7%
522 10 48 20 Office Equipment Repair & Maintenance	1,290.00	0.00	1,290.00	0.0%
522 10 49 10 Memberships	8,882.00	4,475.00	4,407.00	50.4%
522 10 49 20 Subscriptions	62,964.21	10,752.90	52,211.31	17.1%
522 10 49 30 Information Services	5,588.70	2,116.50	3,472.20	37.9%
522 10 49 40 Software Recurring Licenses	41,303.72	2,510.02	38,793.70	6.1%
522 10 49 50 Investment/Bank Fees	600.00	52.93	547.07	8.8%
522 Fire Control	1,765,789.11	232,710.83	1,533,078.28	13.2%
<b>010 ADMIN</b>	<b>1,765,789.11</b>	<b>232,710.83</b>	<b>1,533,078.28</b>	<b>13.2%</b>

### 020 FIRE SUPPRESSION

<b>522 Fire Control</b>				
522 20 15 10 Volunteer Reimbursement	60,000.00	6,439.25	53,560.75	10.7%
522 20 15 20 Volunteer Deferred Compensation Match	5,000.00	250.00	4,750.00	5.0%
522 20 15 30 Volunteer Shift Reimbursement	40,000.00	700.00	39,300.00	1.8%
522 20 20 10 FICA/Medicare Benefits-Volunteers	11,092.50	0.00	11,092.50	0.0%
522 20 20 31 Accidental Death & Disability - VFIS	5,500.00	0.00	5,500.00	0.0%
522 20 20 32 Disability	2,000.00	0.00	2,000.00	0.0%
522 20 20 35 Volunteer AD&D Insurance	2,000.00	0.00	2,000.00	0.0%
522 20 20 41 Retirement Premium-Board Of Vol. FF's	1,230.00	0.00	1,230.00	0.0%
522 20 20 42 Retirement Premium-LOSAP	33,000.00	0.00	33,000.00	0.0%
522 20 20 50 Tuition Reimbursement-Part Time FFs & Volunteers	0.00	0.00	0.00	0.0%
522 20 23 10 Physicals	10,250.00	830.00	9,420.00	8.1%
522 20 23 20 Vaccinations	3,500.00	0.00	3,500.00	0.0%
522 20 23 30 Testing	10,000.00	0.00	10,000.00	0.0%
522 20 23 40 Fitness Equipment	4,614.94	0.00	4,614.94	0.0%
522 20 24 40 Trusteed Plans (WFCA)	1,200.00	199.22	1,000.78	16.6%
522 20 28 10 Recognition Awards	4,960.00	0.00	4,960.00	0.0%
522 20 28 20 Special Recognition & Activities	7,599.00	787.51	6,811.49	10.4%
522 20 28 30 Incidents, Special Projects & Out Of Area Meals	2,350.00	0.00	2,350.00	0.0%

## 2024 BUDGET POSITION

South Whidbey Fire EMS

Time: 09:28:30 Date: 03/06/2024

Page: 4

001 General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 20 31 10	Fire Operations Supplies	7,270.00	0.00	7,270.00 0.0%
522 20 31 11	Fire Rehab Supplies	2,070.00	0.00	2,070.00 0.0%
522 20 31 12	Fire Safety Supplies	450.00	0.00	450.00 0.0%
522 20 31 20	Medical Operations Supplies	14,135.00	555.11	13,579.89 3.9%
522 20 31 30	Marine Rescue Operations Supplies	1,531.00	0.00	1,531.00 0.0%
522 20 31 60	Uniforms & Badges	31,620.00	8,789.87	22,830.13 27.8%
522 20 32 10	Fuel - Fire Apparatus	21,450.00	2,139.33	19,310.67 10.0%
522 20 32 20	Fuel - Medical Apparatus	15,000.00	1,045.32	13,954.68 7.0%
522 20 32 30	Fuel - Marine Apparatus	1,700.00	0.00	1,700.00 0.0%
522 20 32 40	Fuel - Technical Rescue Apparatus	500.00	0.00	500.00 0.0%
522 20 34 01	Wildland Food	64.82	0.00	64.82 0.0%
522 20 34 02	Wildland Communication Equipment	1,517.26	0.00	1,517.26 0.0%
522 20 34 03	Wildland Personal Safety Equipment	1,364.95	0.00	1,364.95 0.0%
522 20 34 04	Wildland Equipment and Supplies	31.76	0.00	31.76 0.0%
522 20 35 10	Fire Equipment	52,457.00	820.54	51,636.46 1.6%
522 20 35 11	Rehab Equipment	118.00	0.00	118.00 0.0%
522 20 35 12	Fire Safety Equipment	320.00	0.00	320.00 0.0%
522 20 35 20	Medical Equipment	3,700.00	0.00	3,700.00 0.0%
522 20 35 30	Marine Rescue Equipment	5,750.00	572.17	5,177.83 10.0%
522 20 35 40	Technical Rescue Equipment	8,080.00	0.00	8,080.00 0.0%
522 20 35 50	Communications Equipment	10,250.00	0.00	10,250.00 0.0%
522 20 35 60	Personal Safety Equipment	39,655.00	19,269.30	20,385.70 48.6%
522 20 41 10	Hose Testing	13,419.00	0.00	13,419.00 0.0%
522 20 41 20	Apparatus Testing/Certification	7,340.00	0.00	7,340.00 0.0%
522 20 41 30	SCBA Flow Testing/Certification	7,912.50	0.00	7,912.50 0.0%
522 20 41 40	Biohazard Waste Disposal	144.00	0.00	144.00 0.0%
522 20 42 10	Dispatch Services	105,053.76	26,511.96	78,541.80 25.2%
522 20 45 10	Operations Equipment Leases	2,500.00	0.00	2,500.00 0.0%
522 20 45 20	Operations Rents And Fees	18,837.51	18,837.41	0.10 100.0%
522 22 10 00	Full Time Firefighter Wages	1,353,407.29	236,704.54	1,116,702.75 17.5%
522 22 10 01	Authorized Overtime Full Time Firefighters	88,200.00	19,309.52	68,890.48 21.9%
522 22 15 20	Firefighter Deferred Compensation Match	29,568.63	2,751.49	26,817.14 9.3%
522 22 20 10	FICA Medicare Benefits-FT Firefighters	115,361.99	22,245.45	93,116.54 19.3%
522 22 20 20	L&I/ Unemployment Premiums- FT Firefighters	137,681.68	22,035.57	115,646.11 16.0%
522 22 20 30	Full Time Firefighters Healthcare Benefits/AD&D	438,010.20	103,989.74	334,020.46 23.7%
522 22 20 40	Retirement Benefits Full Time Firefighters	78,652.54	6,993.40	71,659.14 8.9%
<b>522 Fire Control</b>		<b>2,819,420.33</b>	<b>501,776.70</b>	<b>2,317,643.63 17.8%</b>
<b>020 FIRE SUPPRESSION</b>		<b>2,819,420.33</b>	<b>501,776.70</b>	<b>2,317,643.63 17.8%</b>

### 030 FIRE PREVENTION & INVESTIGATION

522 Fire Control

522 30 31 51	Fire Prevention Supplies	3,075.00	0.00	3,075.00 0.0%
522 30 31 60	Public Education Operating Supplies	12,790.00	648.79	12,141.21 5.1%
522 30 31 61	Public Education Equipment	4,000.00	0.00	4,000.00 0.0%
522 30 32 10	Public Education Fuel	150.00	0.00	150.00 0.0%
522 30 49 00	Special Projects	6,500.00	0.00	6,500.00 0.0%

## 2024 BUDGET POSITION

South Whidbey Fire EMS

Time: 09:28:30 Date: 03/06/2024

Page: 5

001 General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 30 49 01    Authorized Overtime-Fire Prevention/Public Education	5,000.00	318.19	4,681.81	6.4%
522 Fire Control	31,515.00	966.98	30,548.02	3.1%
<b>030 FIRE PREVENTION &amp; INVESTIGATION</b>	<b>31,515.00</b>	<b>966.98</b>	<b>30,548.02</b>	<b>3.1%</b>

### 045 TRAINING EMPLOYEE

522 Fire Control

522 45 10 01    Authorized Overtime-Training	36,824.00	98.22	36,725.78	0.3%
522 45 31 00    Administration Training Supplies	108.00	0.00	108.00	0.0%
522 45 31 10    Fire Training Supplies	8,213.64	3,041.41	5,172.23	37.0%
522 45 31 20    Medical Training Supplies	4,770.00	0.00	4,770.00	0.0%
522 45 31 21    Medical Training Supplies - WEMSC Grant	554.00	0.00	554.00	0.0%
522 45 31 30    Marine Training Supplies	250.00	0.00	250.00	0.0%
522 45 31 40    Technical Rescue Training Supplies	250.00	0.00	250.00	0.0%
522 45 32 10    Fuel - Training	500.00	0.00	500.00	0.0%
522 45 35 10    Fire Training Equipment	10,000.00	9,845.15	154.85	98.5%
522 45 35 20    Medical Training Equipment	705.00	0.00	705.00	0.0%
522 45 35 30    Marine Training Equipment	250.00	0.00	250.00	0.0%
522 45 41 10    Training Professional Services	20,500.00	0.00	20,500.00	0.0%
522 45 43 00    Administrative Training Travel	3,650.00	0.00	3,650.00	0.0%
522 45 43 01    Administrative Lodging & Food	10,000.00	183.58	9,816.42	1.8%
522 45 43 02    Training Ferry Fees	650.00	0.00	650.00	0.0%
522 45 43 10    Fire Training Travel	5,050.00	171.95	4,878.05	3.4%
522 45 43 11    Fire Lodging & Food	11,695.00	0.00	11,695.00	0.0%
522 45 43 20    Medical Training Travel	200.00	0.00	200.00	0.0%
522 45 43 21    Medical Lodging & Food	3,600.00	0.00	3,600.00	0.0%
522 45 43 50    Maintenance Training Travel	3,300.00	0.00	3,300.00	0.0%
522 45 43 51    Maintenance Lodging & Food	3,100.00	0.00	3,100.00	0.0%
522 45 49 00    Administration Tuition & Registration	5,050.00	1,020.00	4,030.00	20.2%
522 45 49 10    Fire Tuition & Registration	22,183.00	0.00	22,183.00	0.0%
522 45 49 11    Fire Training Projects & Workshops	12,720.00	0.00	12,720.00	0.0%
522 45 49 20    Medical Tuition & Registration	10,990.80	7,422.16	3,568.64	67.5%
522 45 49 21    Medical Training Projects	1,040.00	728.00	312.00	70.0%
522 45 49 30    Marine Tuition & Registration	274.40	0.00	274.40	0.0%
522 45 49 31    Marine Rescue Training Projects	23,500.00	0.00	23,500.00	0.0%
522 45 49 50    Maintenance Tuition & Registration	2,870.95	1,501.00	1,369.95	52.3%
522 45 49 60    Health & Wellness Training - Registration	2,500.00	899.00	1,601.00	36.0%
522 Fire Control	205,298.79	24,910.47	180,388.32	12.1%
<b>045 TRAINING EMPLOYEE</b>	<b>205,298.79</b>	<b>24,910.47</b>	<b>180,388.32</b>	<b>12.1%</b>

### 050 FACILITIES

522 Fire Control

522 50 10 00    Maintenance Employees Wages	166,028.54	30,631.98	135,396.56	18.4%
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## 2024 BUDGET POSITION

South Whidbey Fire EMS

Time: 09:28:30 Date: 03/06/2024

Page: 6

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 50 10 01	Maintenance Employees Authorized Overtime	4,000.00	0.00	4,000.00 0.0%
522 50 15 20	Maintenance Deferred Compensation Match	3,400.57	213.32	3,187.25 6.3%
522 50 20 10	FICA/Medicare Benefits-Maintenance Employees	13,267.33	2,739.44	10,527.89 20.6%
522 50 20 20	L&I/Unemployment Premiums-Maintenance Employees	7,535.28	500.74	7,034.54 6.6%
522 50 20 30	Maintenance Healthcare Benefits/AD&D	78,027.96	0.00	78,027.96 0.0%
522 50 20 40	Retirement Benefits-Maintenance Employees	16,203.72	341.36	15,862.36 2.1%
522 50 31 10	Janitorial Supplies	4,650.00	840.89	3,809.11 18.1%
522 50 31 20	Maintenance Parts & Supplies	4,250.00	810.50	3,439.50 19.1%
522 50 32 10	Fuel - Maintenance	2,900.00	239.01	2,660.99 8.2%
522 50 35 10	Small Tools	2,500.00	0.00	2,500.00 0.0%
522 50 35 20	Furnishings	1,400.00	0.00	1,400.00 0.0%
522 50 35 30	Appliances	1,000.00	0.00	1,000.00 0.0%
522 50 41 20	Yard Maintenance	22,584.00	2,023.01	20,560.99 9.0%
522 50 41 30	Building Maintenance Services	31,735.38	9,387.73	22,347.65 29.6%
522 50 45 10	Maintenance Equipment Rental & Leases	6,000.00	0.00	6,000.00 0.0%
522 50 47 10	Electricity Consumed	43,685.00	8,104.93	35,580.07 18.6%
522 50 47 20	LPG Gas Consumed	8,010.90	4,116.09	3,894.81 51.4%
522 50 47 30	Water Consumed	5,986.00	646.14	5,339.86 10.8%
522 50 47 40	Waste Disposal Used	5,637.92	720.97	4,916.95 12.8%
522 50 48 10	Facilities Repair & Maintenance	9,900.00	1,129.72	8,770.28 11.4%
<b>522 Fire Control</b>		<b>438,702.60</b>	<b>62,445.83</b>	<b>376,256.77 14.2%</b>
<b>050 FACILITIES</b>		<b>438,702.60</b>	<b>62,445.83</b>	<b>376,256.77 14.2%</b>

### 060 VEHICLE & EQUIP MAINTENANCE

<b>522 Fire Control</b>				
522 60 43 01	Maintenance Ferry Fees	1,000.00	0.00	1,000.00 0.0%
522 60 48 10	Fire Equipment Repair & Maintenance	28,337.04	10,466.85	17,870.19 36.9%
522 60 48 11	Fire Apparatus Repair & Maintenance	100,000.00	12,169.97	87,830.03 12.2%
522 60 48 12	Administrative Vehicle Repair & Maintenance	8,000.00	2,845.32	5,154.68 35.6%
522 60 48 20	Medical Equipment Repair & Maintenance	797.00	541.82	255.18 68.0%
522 60 48 21	Medical Vehicle Repair & Maintenance	8,400.00	224.12	8,175.88 2.7%
522 60 48 30	Marine Equipment Repair & Maintenance	500.00	0.00	500.00 0.0%
522 60 48 31	Marine Vehicle Repair & Maintenance	20,650.00	0.00	20,650.00 0.0%
522 60 48 40	Technical Rescue Equipment Repair & Maintenance	500.00	0.00	500.00 0.0%
522 60 48 41	Technical Rescue Vehicle Repair & Maintenance	950.00	0.00	950.00 0.0%
522 60 48 50	Training Equipment Repair & Maintenance	500.00	0.00	500.00 0.0%
522 60 48 60	Maintenance Equipment Repair & Maintenance	1,750.00	0.00	1,750.00 0.0%
522 60 48 61	Maintenance Vehicle Repair & Maintenance	1,450.00	55.52	1,394.48 3.8%
522 60 49 70	Collision/Accident	5,999.98	0.00	5,999.98 0.0%

## 2024 BUDGET POSITION

South Whidbey Fire EMS

Time: 09:28:30 Date: 03/06/2024

Page: 7

001 General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 Fire Control	178,834.02	26,303.60	152,530.42	14.7%
<b>060 VEHICLE &amp; EQUIP MAINTENANCE</b>	<b>178,834.02</b>	<b>26,303.60</b>	<b>152,530.42</b>	<b>14.7%</b>

### 062 CAPITAL FACILITIES

591 Debt Service

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

594 Capital Expenditures

594 22 30 00 Communications Equipment	279,000.00	206,542.73	72,457.27	74.0%
594 22 35 00 Fire Training Equipment- Capital	0.00	0.00	0.00	0.0%
594 22 35 10 Fire Equipment- Capital	108,000.00	0.00	108,000.00	0.0%
594 22 35 12 Fire Safety Equipment - Capital	0.00	0.00	0.00	0.0%
594 22 35 60 Personal Safety Equipment - Capital	0.00	0.00	0.00	0.0%
594 22 42 10 Dispatch Services - Capital	0.00	0.00	0.00	0.0%
594 22 62 11 Station 32-33 Replacement	0.00	0.00	0.00	0.0%
594 22 62 38 Station 32- Upgrade Transfer Switch & 30 KW Generator	0.00	0.00	0.00	0.0%
594 22 63 30 Cultus Bay Radio Tower Site	0.00	0.00	0.00	0.0%
594 22 63 31 Station 31 - 5535 Cameron Road	0.00	0.00	0.00	0.0%
594 22 63 32 Station 32 - 6435 Central Avenue	0.00	0.00	0.00	0.0%
594 22 63 33 Station 33 - 3405 French Road	500.00	0.00	500.00	0.0%
594 22 63 34 Station 34 - 820 Camano Avenue	0.00	0.00	0.00	0.0%
594 22 63 35 Station 35 - 3982 Saratoga Road	750.00	0.00	750.00	0.0%
594 22 63 36 Station 36 - 5579 Bayview Road	27,000.00	0.00	27,000.00	0.0%
594 22 63 37 Maintenance Facility - 2874 Verlane Street	0.00	0.00	0.00	0.0%
594 22 64 03 Medical Equipment- Capital	0.00	0.00	0.00	0.0%
594 22 64 32 Computers / IT Capital	0.00	0.00	0.00	0.0%
594 Capital Expenditures	415,250.00	206,542.73	208,707.27	49.7%

<b>062 CAPITAL FACILITIES</b>	<b>736,160.00</b>	<b>206,542.73</b>	<b>529,617.27</b>	<b>28.1%</b>
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### 064 CAPITAL VEHICLES

594 Capital Expenditures

594 22 48 35 Marine Vehicle Repair- Capital	0.00	0.00	0.00	0.0%
594 22 64 10 Vehicles	0.00	0.00	0.00	0.0%
594 22 64 12 Fire Apparatus	443,080.00	2,451.26	440,628.74	0.6%
594 Capital Expenditures	443,080.00	2,451.26	440,628.74	0.6%

<b>064 CAPITAL VEHICLES</b>	<b>443,080.00</b>	<b>2,451.26</b>	<b>440,628.74</b>	<b>0.6%</b>
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## 2024 BUDGET POSITION

South Whidbey Fire EMS

Time: 09:28:30 Date: 03/06/2024

Page: 8

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

Expenditures	Amt Budgeted	Expenditures	Remaining
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**070 OTHER**

580 Non Expenditures

588 10 00 00	Prior Period Adjustment	0.00	0.00	0.00	0.0%
589 00 00 10	Non Expenditure - Suspense	0.00	0.00	0.00	0.0%
589 90 00 00	Payroll Deduction Clearing	0.00	(5,068.53)	5,068.53	0.0%
580 Non Expenditures		0.00	(5,068.53)	5,068.53	0.0%

597 Interfund Transfers

597 00 00 02	Transfer To Capital Fund	0.00	0.00	0.00	0.0%
597 00 00 03	Transfer To Reserve Fund	0.00	0.00	0.00	0.0%
597 00 00 04	Transfer To Contingency Fund	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.0%

<b>070 OTHER</b>	<b>0.00</b>	<b>(5,068.53)</b>	<b>5,068.53</b>	<b>0.0%</b>
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<b>Fund Expenditures:</b>	<b>6,618,799.85</b>	<b>1,053,112.82</b>	<b>5,565,687.03</b>	<b>15.9%</b>
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<b>Fund Excess/(Deficit):</b>	<b>(164,655.82)</b>	<b>(900,724.82)</b>		
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## 2024 BUDGET POSITION

South Whidbey Fire EMS

Time: 09:28:30 Date: 03/06/2024

Page: 9

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

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 91 10 00 Estimated Beginning Balance	344,242.22	0.00	344,242.22	0.0%
308 Beginning Balances	344,242.22	0.00	344,242.22	0.0%

360 Misc Revenues

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

397 Interfund Transfers

397 00 00 03 Transfer From General Fund	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

<b>Fund Revenues:</b>	<b>344,742.22</b>	<b>89.89</b>	<b>344,652.33</b>	<b>0.0%</b>
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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%

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>344,742.22</b>	<b>89.89</b>		
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## 2024 BUDGET POSITION

South Whidbey Fire EMS

Time: 09:28:30 Date: 03/06/2024

Page: 10

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

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 91 11 00 Estimated Beginning Balance	170,707.41	0.00	170,707.41	0.0%
308 Beginning Balances	170,707.41	0.00	170,707.41	0.0%

360 Misc Revenues

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

397 Interfund Transfers

397 00 00 04 Transfer From General Fund	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

<b>Fund Revenues:</b>	<b>172,207.41</b>	<b>288.33</b>	<b>171,919.08</b>	<b>0.2%</b>
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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%

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>172,207.41</b>	<b>288.33</b>		
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## 2024 BUDGET POSITION

South Whidbey Fire EMS

Time: 09:28:30 Date: 03/06/2024

Page: 11

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

Revenues	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 41 00 00 Estimated Beginning Balance	1,260,720.92	0.00	1,260,720.92	0.0%
308 Beginning Balances	1,260,720.92	0.00	1,260,720.92	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%

<b>Fund Revenues:</b>	<b>1,260,720.92</b>	<b>0.00</b>	<b>1,260,720.92</b>	<b>0.0%</b>
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Expenditures	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%

<b>070 OTHER</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>1,260,720.92</b>	<b>0.00</b>		
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## 2024 BUDGET POSITION TOTALS

South Whidbey Fire EMS

Time: 09:28:30 Date: 03/06/2024

Page: 12

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	6,454,144.03	152,388.00	2.4%	6,618,799.85	1,053,112.82	16%
003 Reserve Fund	344,742.22	89.89	0.0%	0.00	0.00	0%
004 Contingency Fund	172,207.41	288.33	0.2%	0.00	0.00	0%
300 General Investment Fund	1,260,720.92	0.00	0.0%	0.00	0.00	0%
	<u>8,231,814.58</u>	<u>152,766.22</u>	<u>1.9%</u>	<u>6,618,799.85</u>	<u>1,053,112.82</u>	<u>15.9%</u>

# CHECK REGISTER

South Whidbey Fire EMS

Time: 08:33:58 Date: 03/06/2024

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

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
203	02/07/2024	Payroll	1	EFT	WA D/Retirement Systems	11,934.97	Pay Cycle(s) 11/16/2023 To 11/16/2023 - DEFERRED COMP; Pay Cycle(s) 11/30/2023 To 11/30/2023 - DEFERRED COMP; Pay Cycle(s) 12/14/2023 To 12/14/2023 - DEFERRED COMP; Pay Cycle(s) 12/28/2023 To 12/28/20
207	02/08/2024	Payroll	1	0	Internal Revenue Service	62,948.27	941 Deposit for Pay Cycle(s) 12/14/2023 - 12/14/2023; 941 Deposit for Pay Cycle(s) 02/08/2024 - 02/08/2024; 941 Deposit for Pay Cycle(s) 12/28/2023 - 12/28/2023
210	02/08/2024	Payroll	1	0	WA D/Retirement Systems	3,215.99	Pay Cycle(s) 10/19/2023 To 10/19/2023 - DEFERRED COMP; Pay Cycle(s) 10/19/2023 To 10/19/2023 - DEFERRED COMP-Maint
211	02/12/2024	Payroll	1	0	WA D/Retirement Systems		duplicate
212	02/12/2024	Payroll	1	EFT	WA D/Retirement Systems	3,215.99	Pay Cycle(s) 10/19/2023 To 10/19/2023 - DEFERRED COMP; Pay Cycle(s) 10/19/2023 To 10/19/2023 - DEFERRED COMP-Maint
239	02/14/2024	Payroll	1	EFT	WA D/Employment Security	853.17	4th Quarter Unemployment: 10/01/2023 - 12/31/2023
240	02/14/2024	Payroll	1	EFT	WA D/L&I Employer Services	31,524.10	1ST Quarter L&I: 10/01/2023 - 12/31/2023
241	02/14/2024	Payroll	1	EFT	WA D/Retirement Systems	28,152.89	Pay Cycle(s) 05/01/2023 To 05/31/2023 - PERS 2; Pay Cycle(s) 06/01/2023 To 06/30/2023 - LEOFF 2; Pay Cycle(s) 06/01/2023 To 06/30/2023 - PERS 2; Pay Cycle(s) 07/01/2023 To 07/31/2023 - LEOFF 2; Pay Cy
282	02/21/2024	Payroll	1	EFT	Internal Revenue Service	21,000.97	941 Deposit for Pay Cycle(s) 02/22/2024 - 02/22/2024
285	02/22/2024	Claims	1	EFT	WA D/Retirement - PERS	241.56	Pay Cycle(s) 11/01/2023 To 11/30/2023 - PERS 2, LATE FEE. Pay Cycle(s) 11/01/2023 To 11/30/2023 - LEOFF, LATE FEE; 11 R 1, 2023 correction payment for revised total.
127	02/02/2024	Claims	1	662952	Robert Coleman Absolute Pest Control	596.20	Inv.# 14636
128	02/02/2024	Claims	1	662953	Amazon Capital Services	444.99	In.# 1FHF-H4V7-J1RC, 14LV-3HGX-HYJ4 & 1W11-GPDY-RHGJ
129	02/02/2024	Claims	1	662954	CDW Government, Inc.	1,898.82	Inv.# PC63482 & PD07361
130	02/02/2024	Claims	1	662955	Corey Oil & Propane, LLC	173.21	Inv.# 101217
131	02/02/2024	Claims	1	662956	Electronic Business Machines	385.61	Inv.# AR268600
132	02/02/2024	Claims	1	662957	Fed Ex	23.46	Inv.# 8-327-51360 & 8-348-93964
133	02/02/2024	Claims	1	662958	FirstNet - AT&T MOBILITY	1,999.79	Inv.# 287296038392X01272024
134	02/02/2024	Claims	1	662959	Freeland Water District	128.83	Acct.# 77466
135	02/02/2024	Claims	1	662960	Gardner Electronics	2,845.32	Inv.# 918
136	02/02/2024	Claims	1	662961	Health & Safety Institute HSI	107.92	Inv.# 1963610
137	02/02/2024	Claims	1	662962	ISOsource	8,722.18	Inv.# CW290435 & CW290407
138	02/02/2024	Claims	1	662963	L.N. Curtis & Sons	19,269.30	Inv.# INV785300
139	02/02/2024	Claims	1	662964	Langley, City of	343.10	Acc.t# 1171.1
140	02/02/2024	Claims	1	662965	Mukilteo Coffee Co.	15.60	Inv. #673947

# CHECK REGISTER

South Whidbey Fire EMS

Time: 08:33:58 Date: 03/06/2024

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

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
141	02/02/2024	Claims	1	662966	Puget Sound Energy	940.11	Acct.#200010928238 & 200010928691
142	02/02/2024	Claims	1	662967	T-Mobile	281.82	Acct. #972274840
143	02/02/2024	Claims	1	662968	Three Men and a Mower	2,014.29	Inv. #41861
144	02/02/2024	Claims	1	662969	Western Facilities Supply, Inc.	710.10	Inv.# 049380
204	02/07/2024	Payroll	1	662976	South Whidbey Firefighters Union	1,334.48	Pay Cycle(s) 12/28/2023 To 12/28/2023 - FF Association Dues; Pay Cycle(s) 12/14/2023 To 12/14/2023 - FF Association Dues
205	02/07/2024	Payroll	1	662977	Trusteed Plans Service Corp.	52,174.37	Pay Cycle(s) 12/01/2023 To 12/31/2023 - Medical/Dental
206	02/07/2024	Payroll	1	662978	Vimly Benefits Solutions	484.68	Pay Cycle(s) 12/14/2023 To 12/14/2023 - IAFF MERP Dues
191	02/09/2024	Claims	1	662979	Karen Arndt	200.00	Boot Reimbursement
192	02/09/2024	Claims	1	662980	Hanson's Building Supply	41.31	Inv. #2402-286947
193	02/09/2024	Claims	1	662981	Island Auto Supply	90.32	Inv. #699497 & 700646
194	02/09/2024	Claims	1	662982	McGavick Graves, P.S.	2,863.50	Inv. # 38800
195	02/09/2024	Claims	1	662983	Mukilteo Coffee Co.	15.60	Inv. #674025
196	02/09/2024	Claims	1	662984	Netwrix Corporation	1,208.08	Inv. # INV-NW101594
197	02/09/2024	Claims	1	662985	Orca Information INC	650.50	Inv. #37549
198	02/09/2024	Claims	1	662986	Petek & Associates	1,155.00	Inv.# 2209
199	02/09/2024	Claims	1	662987	Plante Moran	1,998.75	Inv. #10158790
200	02/09/2024	Claims	1	662988	Puget Sound Energy	229.98	Acct. #220017845409
201	02/09/2024	Claims	1	662989	Skagit Farmers Supply	1,302.83	Inv.# 2258101 & 277335
202	02/09/2024	Claims	1	662990	WA State Ferries	171.95	Inv.# RK420125
216	02/16/2024	Claims	1	662991	Amazon Capital Services	751.34	Inv.# 16GG-YXCR-7WWMR & 1MPG-L9PD-1QCJ
217	02/16/2024	Claims	1	662992	Concentra	830.00	Inv. # 81953544
218	02/16/2024	Claims	1	662993	ISOOutsource	899.78	Inv.# CW290916
219	02/16/2024	Claims	1	662994	ImageTrend Inc	2,936.11	Inv. PS-INV105744
220	02/16/2024	Claims	1	662995	Island Auto Supply	244.29	Inv. #700830
221	02/16/2024	Claims	1	662996	Island Disposal, Inc.	365.20	Inv. # 7945043S144, 7944512S144 & 7944569S144
222	02/16/2024	Claims	1	662997	LabCorp Occupational Testing Service	134.00	Inv. #78973721
223	02/16/2024	Claims	1	662998	Plante Moran	10,000.00	Inv. #10159314
224	02/16/2024	Claims	1	662999	Puget Sound Energy	2,970.09	Acct. # 220017726922 & 200013858705
225	02/16/2024	Claims	1	663000	Snure Law Office, PSC	832.00	02012024
226	02/16/2024	Claims	1	663001	Stryker Sales, LLC	230.00	Inv. #9205463596
227	02/16/2024	Claims	1	663002	US Bank Visa	5,912.32	Nov & Dec Statement
228	02/16/2024	Claims	1	663003	Whidbey Telecom	2,393.94	Acct. # 119643 & 186070
236	02/14/2024	Payroll	1	663004	IAFF Local Union 5212	115.80	Pay Cycle(s) 02/08/2024 To 02/08/2024 - FF Union Dues
237	02/14/2024	Payroll	1	663005	South Whidbey Firefighters Union	714.90	Pay Cycle(s) 02/08/2024 To 02/08/2024 - FF Association Dues
238	02/14/2024	Payroll	1	663006	Vimly Benefits Solutions	519.30	Pay Cycle(s) 02/08/2024 To 02/08/2024 - IAFF MERP Dues
271	02/23/2024	Claims	1	663007	Bound Tree Medical, LLC.	120.82	Inv. #85240514
272	02/23/2024	Claims	1	663008	CDW Government, Inc.	5,823.79	Inv. #PJ87677
273	02/23/2024	Claims	1	663009	G12 Communications LLC	431.66	Inv. # 131997
274	02/23/2024	Claims	1	663010	BMO Harris Bank, N.A. Galls	26.25	Inv. #026920354
275	02/23/2024	Claims	1	663011	Hanson's Building Supply	26.10	Inv. #2402-288169
276	02/23/2024	Claims	1	663012	IFSTA / Fire Protection Publications	3,041.41	Inv. #258210
277	02/23/2024	Claims	1	663013	ISOOutsource	18,354.94	Inv.# CW291512 & CW291513
278	02/23/2024	Claims	1	663014	Island Auto Supply	770.29	Inv. #701154
279	02/23/2024	Claims	1	663015	Mukilteo Coffee Co.	36.80	Inv. #674102 & 674175

# CHECK REGISTER

South Whidbey Fire EMS

Time: 08:33:58 Date: 03/06/2024

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

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
280	02/23/2024	Claims	1	663016	US Fire Equipment LLC	2,663.75	Inv. #15894
281	02/23/2024	Claims	1	663017	WA State Auditor's Office	2,085.00	Inv. #L159321
168	02/09/2024	Payroll	7	662970	Charles C. Baker	27.24	
170	02/09/2024	Payroll	7	662971	Anne M Collins	355.32	
172	02/09/2024	Payroll	7	662972	Tom P Gideon	57.26	
175	02/09/2024	Payroll	7	662973	Robert Hinkelman	72.03	
187	02/09/2024	Payroll	7	662974	Mari St Amand	53.56	
190	02/09/2024	Payroll	7	662975	Carson Wrightson	422.96	
283	02/21/2024	Payroll	7	663018	Trusteed Plans Service Corp.	52,174.37	Pay Cycle(s) 01/01/2024 To 01/31/2024 - Medical/Dental; Pay Cycle(s) 01/01/2024 To 01/31/2024 - Life Insurance
145	02/08/2024	Payroll	10	EFT	Blake Benenati	1,292.07	Jan 19-Feb 20 payroll
146	02/08/2024	Payroll	10	EFT	Brian Boyd	2,830.33	Jan 19-Feb 20 payroll
147	02/08/2024	Payroll	10	EFT	Chavo Camargo	1,836.91	Jan 19-Feb 20 payroll
148	02/08/2024	Payroll	10	EFT	Ian G Carter	2,861.51	Jan 19-Feb 20 payroll
149	02/08/2024	Payroll	10	EFT	Katheryne Crowe	2,638.91	Jan 19-Feb 20 payroll
150	02/08/2024	Payroll	10	EFT	Karley Diffie	2,311.11	Jan 19-Feb 20 payroll
151	02/08/2024	Payroll	10	EFT	Joseph M Dilley	4,060.86	Jan 19-Feb 20 payroll
152	02/08/2024	Payroll	10	EFT	Jake D Greve	1,385.84	Jan 19-Feb 20 payroll
153	02/08/2024	Payroll	10	EFT	Nicole Hagen	914.04	Jan 19-Feb 20 payroll
154	02/08/2024	Payroll	10	EFT	Robert Husom	3,584.68	Jan 19-Feb 20 payroll
155	02/08/2024	Payroll	10	EFT	Leah Kalahiki	3,376.37	Jan 19-Feb 20 payroll
156	02/08/2024	Payroll	10	EFT	Vicki Lange	2,910.30	Jan 19-Feb 20 payroll
157	02/08/2024	Payroll	10	EFT	Peter Lund	2,473.51	Jan 19-Feb 20 payroll
158	02/08/2024	Payroll	10	EFT	Sean C McDougald	2,369.24	Jan 19-Feb 20 payroll
159	02/08/2024	Payroll	10	EFT	Alexandra McMahan	2,412.93	Jan 19-Feb 20 payroll
160	02/08/2024	Payroll	10	EFT	Terrence Ney	3,750.33	Jan 19-Feb 20 payroll
161	02/08/2024	Payroll	10	EFT	Steven S Osborne	2,678.64	Jan 19-Feb 20 payroll
162	02/08/2024	Payroll	10	EFT	Lewis J Townsend	1,255.86	Jan 19-Feb 20 payroll
163	02/08/2024	Payroll	10	EFT	Christopher Turner	2,178.12	Jan 19-Feb 20 payroll
164	02/08/2024	Payroll	10	EFT	Cooper Ullmann	2,236.87	Jan 19-Feb 20 payroll
165	02/08/2024	Payroll	10	EFT	Nicholas S Walsh	4,297.15	Jan 19-Feb 20 payroll
166	02/08/2024	Payroll	10	EFT	Carlee Wilkie	2,255.03	Jan 19-Feb 20 payroll
169	02/09/2024	Payroll	10	EFT	Judith Canfield	12.00	
171	02/09/2024	Payroll	10	EFT	Jon Gabelein	62.24	
173	02/09/2024	Payroll	10	EFT	Nicole Hagen	2,013.12	Volunteer Qtr4
174	02/09/2024	Payroll	10	EFT	Traci L Haynie	16.51	
176	02/09/2024	Payroll	10	EFT	Nina Holmstrom	12.00	
177	02/09/2024	Payroll	10	EFT	Cory S Jennings	204.10	
178	02/09/2024	Payroll	10	EFT	Sarah M Ledoux	156.07	
179	02/09/2024	Payroll	10	EFT	Patricia J McMahan	103.44	
180	02/09/2024	Payroll	10	EFT	Thomas T. Peterson	9.04	
181	02/09/2024	Payroll	10	EFT	Rebekah A Pomeroy	225.33	
182	02/09/2024	Payroll	10	EFT	Riley Pomeroy	867.30	
183	02/09/2024	Payroll	10	EFT	Suzanne E Reynolds	120.05	
184	02/09/2024	Payroll	10	EFT	Dillon K Rogers	209.20	
185	02/09/2024	Payroll	10	EFT	Jeffrey W. Simmons	189.32	
186	02/09/2024	Payroll	10	EFT	Melissa Simmons	286.06	
188	02/09/2024	Payroll	10	EFT	Marc G Swenson	25.39	
189	02/09/2024	Payroll	10	EFT	Cody Wilkie	84.04	
248	02/22/2024	Payroll	10	EFT	Blake Benenati	1,747.42	Feb 2-Feb 16
249	02/22/2024	Payroll	10	EFT	Brian Boyd	1,680.32	Feb 2-Feb 16
250	02/22/2024	Payroll	10	EFT	Chavo Camargo	1,836.91	Feb 2-Feb 16
251	02/22/2024	Payroll	10	EFT	Ian G Carter	3,089.15	Feb 2-Feb 16
252	02/22/2024	Payroll	10	EFT	Katheryne Crowe	2,515.91	Feb 2-Feb 16

# CHECK REGISTER

South Whidbey Fire EMS

Time: 08:33:58 Date: 03/06/2024

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

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
253	02/22/2024	Payroll	10	EFT	Karley Diffie	2,204.43	Feb 2-Feb 16
254	02/22/2024	Payroll	10	EFT	Joseph M Dilley	3,553.81	Feb 2-Feb 16
255	02/22/2024	Payroll	10	EFT	Jake D Greve	1,313.56	Feb 2-Feb 16
256	02/22/2024	Payroll	10	EFT	Nicole Hagen	914.04	Feb 2-Feb 16
257	02/22/2024	Payroll	10	EFT	Robert Husom	1,671.77	Feb 2-Feb 16
258	02/22/2024	Payroll	10	EFT	Mary Kaye Johansen	532.28	Feb 2-Feb 16
259	02/22/2024	Payroll	10	EFT	Leah Kalahiki	3,361.25	Feb 2-Feb 16
260	02/22/2024	Payroll	10	EFT	Vicki Lange	2,922.12	Feb 2-Feb 16
261	02/22/2024	Payroll	10	EFT	Peter Lund	1,491.45	Feb 2-Feb 16
262	02/22/2024	Payroll	10	EFT	Sean C McDougald	2,318.78	Feb 2-Feb 16
263	02/22/2024	Payroll	10	EFT	Alexandra McMahon	2,358.31	Feb 2-Feb 16
264	02/22/2024	Payroll	10	EFT	Terrence Ney	3,434.20	Feb 2-Feb 16
265	02/22/2024	Payroll	10	EFT	Steven S Osborne	2,087.71	Feb 2-Feb 16
266	02/22/2024	Payroll	10	EFT	Lewis J Townsend	2,060.80	Feb 2-Feb 16
267	02/22/2024	Payroll	10	EFT	Christopher Turner	2,750.51	Feb 2-Feb 16
268	02/22/2024	Payroll	10	EFT	Cooper Ullmann	2,255.75	Feb 2-Feb 16
269	02/22/2024	Payroll	10	EFT	Nicholas S Walsh	3,770.99	Feb 2-Feb 16
270	02/22/2024	Payroll	10	EFT	Carlee Wilkie	2,244.14	Feb 2-Feb 16

000

183.17

001 General Fund

496,740.79

496,923.96

Claims:

112,949.91

Payroll:

383,974.05

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: \_\_\_\_\_

## **Volunteer Services Membership**

### **1002.1 PURPOSE AND SCOPE**

This policy establishes guidelines for the use of volunteers to help improve South Whidbey Fire/EMS service to the community, increase responsiveness, enhance the delivery of services and information input, provide new program opportunities, bring new skills and expertise to South Whidbey Fire/EMS and prompt new enthusiasm, and is intended to support the District's mission. Volunteers are the foundation of South Whidbey Fire/EMS and are vital to providing a high level of service to the South Whidbey Community.

#### **1002.1.1 DEFINITIONS**

**Definitions related to this policy include:**

**Volunteer** - An individual who performs a service for South Whidbey Fire/EMS without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, interns, persons providing administrative support and youth involved in a fire Explorer Post, among others.

#### **1002.2 POLICY**

It is the policy of South Whidbey Fire/EMS to utilize volunteers to the extent reasonably practicable to provide emergency response to all emergencies, enhance public education opportunities, enforcement efforts and in any other capacity that is intended to serve the community.

#### **1002.3 PROCEDURE**

South Whidbey Fire/EMS serves the South Whidbey community with highly skilled volunteers.

In addition to emergency response, volunteers may assist in conducting inspections and code enforcement of laws and regulations. Volunteers may also assist with public education efforts and/or in other areas within South Whidbey Fire/EMS as needed. .

All volunteers shall comply with all orders and directives, either oral or written, issued



by South Whidbey Fire/EMS. A copy of the policies and procedures will be made available to each volunteer upon appointment and he/she shall become thoroughly familiar with these policies. Whenever a rule, regulation or guideline in this manual relating to South Whidbey Fire/EMS operations refer to a regular full-time or part-time employee, it shall also apply to a volunteer, unless by its nature it is inapplicable. Nothing in the manual shall confer rights upon the volunteer. Volunteers serve at-will and their volunteer status may be terminated at any time without cause or reason.

## **1002.4 VOLUNTEER MANAGEMENT**

### **1002.4.1 RECRUITMENT**

Volunteers should be recruited on a continuous and ongoing basis consistent with South Whidbey Fire/EMS policy on equal opportunity, non-discriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist South Whidbey Fire/EMS in serving the public.

1. Preference is given to those individuals who reside within the district boundaries. Individuals who live outside the district boundaries may be considered for membership provided they can fulfill the requirements of volunteer membership participation.
2. Be at least 18 years of age and possess a high school diploma or GED.
3. Possess a valid Washington driver's license if the position requires vehicle operation.
4. Complete mandatory training as determined to be appropriate by South Whidbey Fire/EMS.
5. Possess any other qualifications specific to the volunteer assignment.
6. Must be of good moral character. Individuals convicted of a felony may not participate.
7. Individuals who have been convicted of a crime against children or other persons as described in RCW 43.43.834 may not participate.

Internal requests for volunteers should be submitted in writing by interested staff to the Deputy Chief, Training through the requester's immediate supervisor. A complete position description and a requested timeframe should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments.

## 1002.4.2 SCREENING

All prospective volunteers shall complete the volunteer application form.

All applicants shall complete the following process prior to being placed in recruit status:

**Step 1.** Application packets will be available at the District administration office. Application packets will contain an application, request for drivers abstract/motor vehicle record and a request for a police background check. The applicant will return completed application and forms to the District Administrative Assistant at the District headquarters (administration).

**Step 2.** The background checks will be completed.

**Step 3.** The applicant's completed background check will be forwarded to the Chief for review and approval or denial.

**Step 4.** The applicant will be scheduled for a medical examination to assure the District that there are no medical issues that would be cause for the applicant's inability to perform the duties of a firefighter or EMT. The applicant will complete a medical physical, respiratory test, and drug screen.

**Step 5.** The applicant will complete and pass a Work Capacity Test (WCT), which will be offered quarterly by the department.

**Step 6.** The applicant will take a written entry test and must achieve a passing grade of 70%. The test will be offered quarterly on the same day as the WCT.

**Step 7.** The results of the physical, WCT, and written exam will be forwarded to the Chief for review and approval or denial.

**Step 8.** An interview will be arranged for the applicant by ~~Company or EMS Officers~~ [the District](#) of the ~~station or division to which the applicant will be assigned if successful.~~ The ~~station Captain or EMS officer~~ [District](#) will contact the applicant and establish a time and place for the [panel interview with the volunteer interview panel established by the District](#). The interview will provide the applicant with information concerning the commitment to training, responses and his/her expectations. The applicant may ask questions as to the requirements and commitments may be introduced to the station, equipment and personnel if they are

available. At this time currently, certified FF/EMTs will need to show proof of current EMT license, proof of certification as a FF and proof of current C.E.

**Step 9.** Following the interview, the ~~Company Officers~~ [interview panel](#) will forward a positive or negative recommendation to the Chief.

**Step 10.** Interview with the Fire Chief.

**Step 11.** The successful applicant will be forwarded to the Board of Fire Commissioners for confirmation.

**Step 12.** Following Board confirmation, the new recruit will be given a paperwork packet with all information and forms which must be completed for the orientation.

### **1002.4.3 SELECTION AND APPOINTMENT TO RECRUIT STATUS**

Service as a volunteer with South Whidbey Fire/EMS shall begin with an official notice of acceptance and appointment to recruit status. Notice may only be given by an authorized representative of South Whidbey Fire/EMS. No volunteer recruit may begin any assignment until they have been officially accepted for that position and completed all required screening and paperwork, as follows:

**Step 1.** The recruit will attend a department orientation (conducted biannually) and will submit All completed paperwork, receive required prerequisite training, and will meet with ~~the Deputy Chief, Resources~~ to receive Personal Protective Equipment (PPE), passport tags, uniform & name tape, computer access, and building access.

**Step 2.** The recruit will meet with the ~~Deputy Chief,~~ [Training Officer](#) to ensure all requirements for entry into the Fire or EMS Academy have been met, ~~and addition to IMLS LearnIT.~~

**Step 3.** The recruit will be enrolled in the next available Fire or EMS Academy.

**Step 4.** The Hepatitis B series and TB test will be administered if requested by the recruit.

**Step 5.** The recruit will attend and complete the Fire or EMS Academy.

**Step 6.** The recruit's academy attendance and test results will be forwarded to the Chief for review and approval.

**Step 7.** The recruit will be placed in a probationary member status following approval for a

period of 12 months.

At the time of appointment to recruit status, each volunteer shall complete all required enrollment

paperwork and will receive a copy of their position description. All volunteers shall receive a copy of the policy manual. Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of South Whidbey Fire/EMS.

#### **1002.4.4 TRAINING**

Volunteers will be provided with an orientation program to acquaint them with South Whidbey Fire/EMS, personnel, and policies and procedures that have a direct impact on their work assignment.

Volunteers will be required to complete training on the Health Insurance Portability and Accountability Act (HIPAA) and infectious disease and exposure prior to performing their assignments.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the ~~Volunteer Coordinator~~[Training Officer](#).

Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are part-time or other full-time employees of South Whidbey Fire/EMS. They shall always represent themselves as volunteers.

#### **1002.4.5 DRESS CODE**

As representatives of the District, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to District approved dress consistent with their assignment. The uniform or identifiable parts of the uniform shall be worn so as to represent the District in a positive light at all times.

When responding to a call for service, volunteers shall wear the uniform of part thereof that clearly identifies the Volunteers shall be required to return any issued uniform or District property at the termination

of service.

## **1002.5 SUPERVISION OF VOLUNTEERS**

Each volunteer who is accepted to a position with South Whidbey Fire/EMS must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as, and act as, a supervisor of other volunteers provided that the supervising volunteer is under the ~~direct~~ supervision of a paid staff employee.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Supervisors of volunteers should consider the following:

- (a) Take the time to introduce volunteers to employees on all levels.
- (b) Ensure volunteers have work space and necessary office supplies.
- (c) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will utilize these valuable resources.

Volunteers should have a performance appraisal completed by their supervisor annually, as outlined in the Performance Evaluations Policy.

## **1002.6 CONFIDENTIALITY**

Unless otherwise directed by a supervisor, the duties of the position or South Whidbey Fire/EMS policy, all information a volunteer encounters shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released.

Each volunteer will be required to sign a non-disclosure agreement before being given an assignment with South Whidbey Fire/EMS. Unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of South Whidbey Fire/EMS, or maintain that they represent South Whidbey Fire/EMS in such matters without permission from the proper South Whidbey Fire/EMS personnel.

## **1002.7 PROPERTY AND EQUIPMENT**

Volunteers will be issued an identification card that must be carried at all times while on-duty. Any fixed and portable equipment issued by the District shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the District and shall be returned at the termination of service.

## **1002.8 MEMBERSHIP STATUS**

### **1002.8.1 RECRUIT STATUS**

Each volunteer is required to successfully complete the required training for a particular section prior to being appointed to a Probationary Status. Upon recommendation of the District Chief, evidence of comparable training from another agency may meet the recruit training requirement.

An applicant shall be in recruit status from the time he/she is approved for membership until he/she completes all required training and certification. Recruits are subject to all policies imposed on active volunteers. Violation of policies or any activity that serves to discredit the District or its volunteer service is reason for dismissal. Upon successful completion of all required recruit training, and with approval of the District Chief, the member will be placed in probationary status for a period of not less than one year.

### **1002.8.2 PROBATIONARY STATUS**

Upon successful completion of the recruit academy, members shall be placed in Probationary Status. Probationary members shall meet all requirements of membership participation.

Probationary members not fulfilling the minimum membership requirements shall be dismissed from the service.

### **1002.8.3 ACTIVE STATUS**

Upon successful completion of the required probationary period, and with approval of the District Chief, the member will be placed in Active Volunteer Status.

Active volunteers shall meet the minimum requirements of membership participation.

### **1002.8.4 SUPPORT SERVICES STATUS**

Support Services membership is restricted to the following:

Each active member of Suppression, Prevention, or Special Services Sections may sponsor one member in Support Services Section. Each member of Support Services must have continued sponsorship.

Qualified Life Members are eligible for membership in Support Services and may sponsor one member. Sponsored members may continue membership upon the death of the retired member.

Each member of the South Whidbey Fire/EMS Board of Commissioners may sponsor one member in Support Services Section for the duration of his/her term of office.

The Board of Commissioners of South Whidbey Fire/EMS, with a majority vote, may sponsor any member of the community for membership in Support Services Section for any length of time. The District Chief may recommend individuals for sponsorship by the Board of Commissioners.

### **1002.9 MINIMUM PARTICIPATION REQUIREMENTS**

#### **Legacy Volunteers**

In order to maintain "active" status, a member shall meet the following requirements. These requirements shall be waived for any member granted a legitimate Leave of Absence, during the leave. Any member granted a Leave of Absence shall be responsible to update any training missed during their leave once they return. It must be understood that meeting the minimum standard does not ensure EMTs remain certified. It is the responsibility of the EMT to ensure he/she attends adequate training to retain certification.

## 1. Qualification for Legacy Status

The legacy program is intended to offer a continuing avenue of participation for those volunteers who began participating in a *respond from home* model and will continue to do so. These individuals have a wealth of experience in the fire service and with South Whidbey Fire EMS. After 2024 additional members will not generally be admitted to this program. Exceptions may be made at the discretion of the Fire Chief, for individuals who have volunteered with SWFE for several years and are able to maintain a high level of proficiency in fire and EMS skills.

### **12. Firefighter:**

- a. Attend a minimum of 15% of non-medical calls for service to which the member's home station has been dispatched.
- b. Attend a minimum of 22 fire drills per year, with not less than 5 per quarter.

### **23. EMT:**

- a. EMT – complete 48 hours per quarter MERV time or equivalent response time.
- b. Firefighter/EMT – complete 24 hours per quarter MERV time or equivalent response time.
- c. Attend a minimum of 8 medical drills per year, with not less than 2 per quarter.

### **34. Special Operations:**

- a. Attend a minimum of 15% of special team calls for service to which the team has been dispatched.
- b. Attend a minimum of 6 special team drills per year for each team of which the member participates.

If a member does not meet the minimum requirements for each division to which they belong, for 2 consecutive quarters, he/she shall be placed on a 6 month probation for that division. If a member does not meet the minimum requirements for the division during probation, they shall be automatically dismissed from that division. Any member belonging to a single division (Firefighter or EMT), and does not meet minimum standards for that division in 2 consecutive years, shall be dismissed from the organization.



Members may not use a Leave of Absence as a means to avoid probation. For the purpose of this standard, a legitimate Leave of Absence is defined as a leave granted to a member in good standing that has met the minimum standard herein at the time of the Leave request.

The requirements herein are not intended to abate, or change membership participation requirements in the Volunteer Fire Fighter's Relief and Pension Act, as required in Section 4.21, Volunteer Benefits.

### **Standard Volunteers**

In order to maintain "active" status, a member shall meet the following requirements. These requirements shall be waived for any member granted a legitimate Leave of Absence, during the leave. Any member granted a Leave of Absence shall be responsible to update any training missed during their leave once they return. It must be understood that meeting the minimum standard does not ensure EMTs remain certified. It is the responsibility of the EMT to ensure he/she attends adequate training to retain certification.

#### **1. Firefighter:**

- a. Complete 24 hours of in station standby time or equivalent response time per month, this requirement may be substituted with 24 hours of Aid Vehicle/MERV time or equivalent. This requirement may not be met with "at home" standby time, other than the aforementioned Aid Vehicle/MERV time.
- b. Attend a minimum of 22 fire drills per year, with not less than 5 per quarter.

#### **2. EMT:**

- a. EMT – complete 24 hours of Aid Vehicle time or equivalent response time per month.
- b. Firefighter/EMT – complete 24 hours of Aid Vehicle time or equivalent response time per month.
- c. Attend a minimum of 8 medical drills per year, with not less than 2 per quarter.

#### **3. Special Operations:**

- a. Attend a minimum of 15% of special team calls for service to which the team has been dispatched.

b. Attend a minimum of 6 special team drills per year for each team of which the member participates.

If a member does not meet the minimum requirements for each division to which they belong, for 2 consecutive quarters, he/she shall be placed on a 6 month probation for that division. If a member does not meet the minimum requirements for the division during probation, they shall be automatically dismissed from that division. Any member belonging to a single division (Firefighter or EMT), and does not meet minimum standards for that division in 2 consecutive years, shall be dismissed from the organization.

Members may not use a Leave of Absence as a means to avoid probation. For the purpose of this standard, a legitimate Leave of Absence is defined as a leave granted to a member in good standing that has met the minimum standard herein at the time of the Leave request.

The requirements herein are not intended to abate, or change membership participation requirements in the Volunteer Fire Fighter's Relief and Pension Act, as required in Section 4.21, Volunteer Benefits.

## **1002.10 VOLUNTEERS LEAVING THE DISTRICT**

The following procedure will provide a consistent process for volunteers separating from the District.

### **Step 1 – Notification**

When a member submits a Letter of Resignation to his/her officer,

Or

It is determined that a volunteer no longer intends to participate the commanding officer will:

1. Determine and have completed any outstanding incident reports that are the member's responsibility.

2. Notify and ~~make arrangements~~plan with the ~~Resource Chief~~District for the return of any District

equipment and resources.

3. Forward the Letter of Resignation (or a notice of termination) and the Personnel Action

Form (PAF) to the District Administration. The Chief or his /her designee will conduct an exit interview as necessary.

### **Step 2 – Equipment Return**

The Resources Chief or designee will meet with the exiting member to check in all assigned gear and equipment including ID card. Upon receipt of the gear and equipment the Resources Officer will forward the PAF to administration informing the status of the volunteer, i.e. leaving in good standing, missing gear, etc. Any equipment, or resources not returned will be charged against the member by withholding the appropriate funds from the final points check.

### **Step 3 – Administration**

Using the PAF, administration will determine

1. If the member needs to supply additional information and complete any additional required paperwork (address confirmation required etc.).
2. Determine if there are outstanding balances owed.
3. Return any applicable deposits.
4. Update roster and files.
5. Notify the Network Services Administrator.

### **Step 4 – Paperwork**

Return all applicable paperwork to administration

## **1002.11 VOLUNTEERS RETURNING TO THE DISTRICT**

The following procedure applies to South Whidbey Fire/EMS members who left active status in good standing with the District and is requesting to return to active membership.

### **Step 1 – Application**

Application packets will be available at the District administration or by contacting current members. Application packets will contain an application, request for drivers abstract/motor vehicle record and a request for a police background check. Applicant will return completed application and forms to the District Administrative Assistant at the District headquarters (administration). Once the applicant's background checks are returned to the District administration for verification and approved by the Chief or designee, the applicant will be notified that the appropriate station or EMS officer will contact them for an interview. The completed application and reentry check off form (10.0721) will be forwarded to the Training Chief. The Training Chief will meet with the appropriate station Captain prior to Step 2.

### **Step 2 – Interview**

The ~~station Captain~~ District will contact the applicant and establish a time and place for a [panel](#) interview.

The interview [panel](#) will provide the applicant with information concerning the commitment to training, responses and his/her expectations. It is at this time the applicant can ask questions as to the requirements and commitments. This is also an opportunity for the applicant to be introduced to the station, equipment and personnel if they are available. Applicants for Medical Division will be asked to show proof of current EMS certification/license and proof of current continuing education or OTEP program at this time. Upon the recommendation of the station Captain or Division Chief, EMS, the application will be returned to the District Administration to forward to the Operations Chief and review re-entry check-off form

### **Step 3 – Training**

If separation from the District is less than one year the applicant will meet with the Training Chief and review training requirements to qualify for re-entry. Medical personnel will meet with the Division Chief, EMS to evaluate the need for state DOH paperwork and need for C.E. If separation from the District is more than one year at the next scheduled entry test, the applicant will have to pass two entry tests for firefighter candidates administered by the Operations Chief.

**Test 1 – Entry level written test.** The exam will demonstrate that the candidate has the reading skills and aptitude to learn and perform the duties required for membership. 70% must be obtained to pass the written examination. If applicable a written examination to determine medical knowledge.

**Test 2 – Work Capacity Test.** Applicants will be required to demonstrate that they have the strength and endurance to fulfill the role of a firefighter/EMT by passing a WCT. WCT will be conducted at the earliest available time.

#### **Step 5 – Board Confirmation**

At the completion of re-entry check-off form and all required training the EMS and/or Training Chief will notify the ~~Resource Chief~~[appropriate staff members](#) of the candidates' statuses. The ~~Resource Chief will forward~~  
~~the information to the~~ District Secretary and Fire Chief ~~who~~ will sign a copy of the application indicating the candidate is accepted for membership. The Board of Fire Commissioners will review the recommendation at the next regularly scheduled board meeting. Once confirmed the member is eligible to participate in the retirement program and insurance benefits.

#### **Step 6 – Final Assignment**

The candidate will be assigned to the appropriate station, and issued all necessary remaining response equipment.

#### **Step 7 – Paperwork**

Return all applicable paperwork to administration.

**SOUTH WHIDBEY FIRE/EMS  
5579 BAYVIEW ROAD  
LANGLEY, WA 98260**

**RESOLUTION NO. 2024-06**

**A RESOLUTION TO CANCEL THE FOLLOWING WARRANTS:**

<b>Check Date</b>	<b>Check #</b>	<b>Vendor</b>	<b>Amount</b>	<b>Memo</b>
11/24/2024	662812	Sirennet.Com	\$1,614.56	Wrong amount – check was destroyed. Reissued check for correct amount.
		Total Warrants:	\$1,614.56	

**WHEREAS**, the above checks were issued, and a stop payment is needed due to the District not having the warrants in hand.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of South Whidbey Fire/EMS that the above warrants be canceled, and the funds returned to the Expense Fund of the District.

**ADOPTED** at a regular meeting of the Board of Commissioners of South Whidbey Fire/EMS on March 14, 2024 the following Commissioners being present:

\_\_\_\_\_  
Savannah Erickson, Chair

\_\_\_\_\_  
Michael W. Noblet, Commissioner

\_\_\_\_\_  
Jim Towers, Commissioner

ATTEST:

\_\_\_\_\_  
Nicole Hagen, Board Secretary

**SOUTH WHIDBEY FIRE/EMS  
RESOLUTION NO. 2024-07  
RESOLUTION PROVIDING FOR THE SUBMISSION OF LEVY LID LIFT**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF SOUTH WHIDBEY FIRE/EMS PROVIDING FOR THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE DISTRICT AT THE PRIMARY ELECTION TO BE HELD WITHIN THE DISTRICT ON AUGUST 6, 2024, IN CONJUNCTION WITH THE STATE PRIMARY ELECTION TO BE HELD ON THE SAME DATE, OF A PROPOSITION AUTHORIZING THE LEVY OF A PROPERTY TAX OF \$1.20 PER \$1,000.00 OF TRUE AND ASSESSED VALUATION AND ESTABLISHING A LIMIT FACTOR BASED ON THE CONSUMER PRICE INDEX SUBJECT TO OTHERWISE APPLICABLE STATUTORY LIMITATIONS FOR THE FOLLOWING FIVE YEARS.

**WHEREAS**, it is the judgment of the Board of Commissioners of the District that it is essential and necessary for the protection of the health, safety and life of the residents of the District that fire and emergency medical services be provided by the District.

**WHEREAS**, the Board of Commissioners has determined that the increase in annual call volume, the loss of volunteers, and the increasing age of apparatus make a levy increase necessary to maintain and improve the level of service the District provides.

**WHEREAS**, The Board of Commissioners has determined that the accelerated demands for, and increasing costs of, providing services will necessitate the expenditure of revenues for maintaining and improving capital facilities, maintaining adequate staffing levels, apparatus and equipment maintenance and operations in excess of those which can be provided by the District's regular tax revenue levied at the current rate of \$.81 per \$1,000.00 of assessed valuation of taxable property within the District as limited by the 101% limitation.

**WHEREAS**, The Board of Commissioners has determined that a voter approved increase in the District's tax levy rate "lid lift" will allow the District to meet its financial obligations, maintain and improve service levels and maintain and stabilize District reserves.

**WHEREAS**, South Whidbey Fire/EMS experiences annual cost increases affecting its operations that reflect standard inflationary indices that consistently exceed the statutory 101% limitation on tax levy increases.

**WHEREAS**, South Whidbey Fire/EMS believes that adopting a growth factor for years 2-6 of the levy lid lift period based on the greater of 1% or the annual CPI-W for Seattle-Tacoma-Bellevue as reported in June as such CPI index is a reasonable basis for keeping up with inflation.

**WHEREAS**, South Whidbey Fire/EMS intends for this levy to replace the final year of the six year levy lid lift approved by the voters in 2020.

**Resolution:** NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of SOUTH WHIDBEY FIRE/EMS, Island County, Washington as follows:

**Section 1.** In order maintain and improve the level of fire protection, prevention, emergency medical services and the protection of life and property in the District, it is necessary for the District to operate and maintain emergency fire and medical service vehicles, to acquire and improve station and other capital facilities and to retain properly trained personnel equipped with

proper firefighting and emergency medical equipment.

**Section 2.** In order to provide the revenue adequate to pay the costs of maintaining and providing the services described in Section 1 and to assure the continuation and improvement of such services the District shall, in accordance with RCW 84.55.050, remove the limitation on regular property taxes imposed by RCW 84.55.010, and levy beginning in 2024 and collect beginning in 2025, pursuant to RCW 52.16.130, RCW 52.16.140 and RCW 52.16.160 a general tax on taxable property within the District at a rate of \$1.20 per \$1,000.00 of assessed valuation subject to otherwise applicable statutory limits.

**Section 3.** In order to provide the revenue adequate to pay the costs of providing adequate life protection services and facilities as described in Section 1 and to maintain reserve funds sufficient to assure the continuation of such services beyond 2025, the District has determined that the limit factor for the five succeeding years shall be the greater of the statutorily authorized one percent or the CPI-W for Seattle-Tacoma-Bellevue for the period of June to June as reported in the levy year. Such percentage shall be used to determine the actual levy rate, subject to the maximum statutory rate of \$1.50 per \$1,000.00 of assessed valuation, in 2025-2029. The funds raised under this levy shall not supplant existing funds used for the purposes described in Section 1.

**Section 4.** The amount levied in 2029 and collected in 2030 shall serve as the District's tax levy base for purposes of applying the limit factor established by RCW 84.55.010 in subsequent years.

**Section 5.** There shall be submitted to the qualified electors of the District for their ratification or rejection, at the primary election on August 6, 2024, the question of whether or not the regular property tax levy of the District should be established at \$1.20 per \$1,000.00 of true and assessed valuation, and be adjusted by the greater of the statutorily authorized one percent or the CPI-W for Seattle-Tacoma-Bellevue for the period of June to June as reported in the levy year for the following five years, subject to otherwise applicable statutory limitations. The Board of Commissioners hereby requests the auditor of Island County, as ex-officio Supervisor of Elections, to call such election, and to submit the following proposition at such election, in the form of a ballot title substantially as follows:

South Whidbey Fire/EMS  
Proposition Establishing Property Tax Levy.

The Board of South Whidbey Fire/EMS adopted Resolution No. 2024-07 concerning a proposition to maintain and fund operations, facilities and staffing.

This proposition authorizes the District to establish its regular property tax levy at \$1.20 per \$1,000 of assessed valuation to be levied in 2024 and authorizes annual adjustments by the greater of 1% or the annual CPI-W for Seattle-Tacoma-Bellevue as reported in June of the levy year for each of the five succeeding years. The maximum allowable levy in 2025 shall serve as the base for subsequent levy limitations as provided by chapter 84.55 RCW.

Should this proposition be:

Approved

Rejected



**Section 6.** Pursuant to RCW 84.55.050(1), the measure requires a simple majority vote to be approved.

**Section 7.** The Board hereby assigns to the Chief or designee the task of appointing members to a committee to advocate voters’ approval of the proposition and to a committee to prepare arguments advocating voters’ rejection of the proposition.

**Section 8.** For purposes of receiving notice of any matters related to the ballot title, as provided in RCW 29A.36.080, the Board hereby designates the Chief or designee as the individual to whom the County Auditor shall provide such notice.

**Section 9** The Chief or designee is authorized to implement such administrative procedures as may be necessary to carry out the directives of this resolution, including modifying the text of the ballot title and any other text, language and/or descriptions relative thereto necessary to conform such ballot title, text, language and/or descriptions to the intent of the parties, consistent with the objectives of this resolution.

**Section 10.** The Chief, or designee, is hereby authorized and directed, no later than May 3, 2024, to provide to the County Auditor a certified copy of this resolution and the proper District officials are authorized to perform such other duties or take such other actions as are necessary or required by law to the end that the proposition described in this resolution appear on the ballot before the voters at the August 6, 2024 election.

**Section 11.** If any section, subsection, paragraph, sentence, clause or phrase of this resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this resolution.

**Section 12.** Any act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

**Section 13.** This resolution shall take effect and be in force immediately upon its passage.

**Adoption:** ADOPTED by the Board of Commissioners of South Whidbey Fire/EMS, Island County, Washington, at an open public meeting of such Board on the 14th day of March 2024, the following Commissioners being present and voting:

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Savannah Erickson, Chair

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Jim Towers, Commissioner

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Mike Noblet, Commissioner

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Nicole Hagen, Board Secretary