



# 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 October 13, 2022 – 5:30 PM Agenda – *DRAFT*

Join Zoom Meeting

<https://us06web.zoom.us/j/82330565019>

Meeting ID: 823 3056 5019

One tap mobile

+12532158782,,82330565019# US (Tacoma)

+16694449171,,82330565019# US

- I. Call to Order.
- II. Approval of Agenda.
- III. Public input.
- IV. Consent Agenda.
- V. Member Update:
  - a) Andrew Weiner – Station 36 Volunteer EMT Recruit
  - b) Gabriel Itaya – Station 33 Volunteer EMT Lateral
  - c) Jonathan Beck – Annual Step Increase
- VI. Unfinished Business –
  - a) Policy Updates
    - i) Board of Fire Commissioner Policy 101 – Third Reading
    - ii) Fire Chief Performance Evaluation Form – Second Reading
  - b) Update/Review of Strategic Plan and Meeting
- VII. New Business –
  - a) Resolution 2022-11 Appointment of Finance Officer
  - b) Resolution 2022-12 Transfer of Surplus Property
  - c) Resolution 2022-13 Transfer of funds for Accounting Software
  - d) Resolution 2022-14 Transfer of funds for Continuity of Debt Payments
  - e) Emergency Planning
  - f) Invoice for ESCI approval
- VIII. Committee Updates –
  - a) ICom Board – Commissioner Erickson
  - b) Budget – Commissioner Towers
- IX. Announcements
- X. Commissioner Comments.

X. Executive Session:

XI. Action Taken as a result of Executive Session:

XII. Adjourn.

Nick Walsh, in lieu of  
District Board Secretary

| South Whidbey Fire/EMS   |                |  |                     |
|--|----------------|--|---------------------|
| Exepnditure Approval Document  |                |  |                     |
| Date of Approval: October 13, 2022   |                |  |                     |
| Fund:  | 638            |  |                     |
| Warrents Approved from September 8, 2022-October 6, 2022   |                |  |                     |
| Date   | Check          | Vendor   | Amount              |
| 10/13/2022   | 661730-661738  | Payroll Liabilities                              | \$ 141,811.52       |
| 10/13/2022   | 661675-661720  | Accounts Payable                                 | \$ 224,479.72       |
| 10/13/2022   | 661731         | Accounts Payable                                 | \$ 434.80           |
| 10/13/2022   | Direct Deposit | Payroll September 22, 2022                       | \$ 50,969.20        |
| 10/13/2022   | Direct Deposit | Payroll October 6, 2022                          | \$ 57,693.27        |
| 10/13/2022   | EFT            | Internal Revenue Service 9-8-2022 thru-10-6-2022 | \$ 63,364.64        |
| <b>Total Warrants Approved</b>   |                |  | <b>\$538,753.15</b> |
| <p>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 pursuant 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</p> |                |  |                     |
| <p>Interim Finance Officer : <u><i>Cathy Niuro</i></u><br/>Cathy Niuro</p>   |                |  |                     |
| <p>Fire Chief: <u><i>Nick Walsh</i></u><br/>Nick Walsh</p>   |                |  |                     |
| <p>Commissioner: _____<br/>Michael W. Noblet</p>   |                |  |                     |
| <p>Commissioner: _____<br/>Savannah Erickson</p>   |                |  |                     |
| <p>Commissioner: _____<br/>Jim Towers</p>  |                |  |                     |

| South Whidbey Fire/EMS  |        |                                  |                     |
|---|--------|----------------------------------|---------------------|
| Batch Form Document   |        |                                  |                     |
| October 2022  |        |                                  |                     |
| Payment Date: 09/08/2022 thru 10/6/2022   |        |                                  |                     |
| Fund: 638   |        |                                  |                     |
| 661730-661738   |        |                                  |                     |
| Date  | Check  | Vendor                           | Amount              |
| 10/6/2022   | 661738 | WA D/Retirement Systems          | \$ 24,999.74        |
| 10/6/2022   | 661737 | WA D/L&I Employer Services       | \$ 27,882.44        |
| 10/6/2022   | 661736 | WA D/Employment Security         | \$ 2,126.20         |
| 10/6/2022   | 661735 | WA D/Employment Security PFML    | \$ 2,015.05         |
| 10/6/2022   | 661734 | Trusted Plans Service Corp.      | \$ 80,657.79        |
| 10/6/2022   | 661733 | South Whidbey Firefighters Union | \$ 1,370.00         |
| 10/6/2022   | 661732 | IAFF Local Union 5212            | \$ 410.40           |
| 10/6/2022   | 661730 | Aflac                            | \$ 2,349.90         |
|   |        |                                  | <b>\$141,811.52</b> |
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| <p>Interim Finance Officer : <u><i>Cathy Niiro</i></u><br/>Cathy Niiro</p>  |        |                                  |                     |
| <p>Fire Chief: <u><i>Nick Walsh</i></u><br/>Nick Walsh</p>  |        |                                  |                     |

|    | A   | B                  | C  | D            |
|----|---|--------------------|--|--------------|
| 1  | South Whidbey Fire/EMS  |                    |  |              |
| 2  | Batch Form Document   |                    |  |              |
| 3  | September 22, 2022 AP Batch   |                    |  |              |
| 4  | Payment Date: 09/22/2022  |                    |  |              |
| 5  | Fund: 638   |                    |  |              |
| 6  | Check #661675-661720  |                    |  |              |
| 7  | Date  | Check              | Vendor                                   | Amount       |
| 8  | 9/22/2022   | 661675             | McDougald, Sean C                        | \$513.17     |
| 9  | 9/22/2022   | 661676             | Turner, Christopher                      | \$534.35     |
| 10 | 9/22/2022   | 661677             | Willkie, Carlee                          | \$513.17     |
| 11 | 9/22/2022   | 661678             | Absolute Pest Control, Robert Coleman    | \$400.73     |
| 12 | 9/22/2022   | 661679             | Amazon Capital Services                  | \$975.87     |
| 13 | 9/22/2022   | 661680             | Canon Financial Services, Inc.           | \$263.16     |
| 14 | 9/22/2022   | 661681             | Clinton Water District                   | \$94.42      |
| 15 | 9/22/2022   | 661682             | Corey Oil & Propane, LLC                 | \$61.87      |
| 16 | 9/22/2022   | 661683             | Enduris                                  | \$139,474.00 |
| 17 | 9/22/2022   | 661684             | ExProducts International Inc             | \$1,228.31   |
| 18 | 9/22/2022   | 661685             | Fed Ex                                   | \$113.50     |
| 19 | 9/22/2022   | 661686             | Fire Com                                 | \$326.42     |
| 20 | 9/22/2022   | 661687             | FirstNet - AT&T MOBILITY                 | \$1,227.26   |
| 21 | 9/22/2022   | 661688             | G12 Communications LLC                   | \$425.50     |
| 22 | 9/22/2022   | 661689             | Galls, BMO Harris Bank, N.A.             | \$124.17     |
| 23 | 9/22/2022   | 661690             | General Fire Apparatus, Inc              | \$2,096.75   |
| 24 | 9/22/2022   | 661691             | Hanson's Building Supply                 | \$14.25      |
| 25 | 9/22/2022   | 661692             | Harbor Marine Maintenance & Supply, INC. | \$10.73      |
| 26 | 9/22/2022   | 661693             | IC E R & R Fund                          | \$51.96      |
| 27 | 9/22/2022   | 661694             | Island Auto Supply                       | \$8.69       |
| 28 | 9/22/2022   | 661695             | Island Disposal, Inc.                    | \$302.49     |
| 29 | 9/22/2022   | 661696             | Jerry Beck & Company Inc.                | \$618.33     |
| 30 | 9/22/2022   | 661697             | Kent D. Bruce Co. LLC                    | \$4,637.06   |
| 31 | 9/22/2022   | 661698             | LabCorp Occupational Testing Service     | \$67.00      |
| 32 | 9/22/2022   | 661699             | McGavick Graves, P.S.                    | \$427.00     |
| 33 | 9/22/2022   | 661700             | Medline Industries                       | \$4,672.51   |
| 34 | 9/22/2022   | 661701             | Motor Trucks International               | \$3,384.42   |
| 35 | 9/22/2022   | 661702             | NRS Rescue                               | \$1,345.83   |
| 36 | 9/22/2022   | 661703             | North Cross Aluminum                     | \$1,646.10   |
| 37 | 9/22/2022   | 661704             | Paladin Background Screening             | \$203.00     |
| 38 | 9/22/2022   | 661705             | Positive Promotions, Inc.                | \$3,740.24   |
| 39 | 9/22/2022   | 661706             | Puget Sound Energy                       | \$2,276.95   |
| 40 | 9/22/2022   | 661707             | Quality Cleaning Etc. Inc.               | \$2,068.00   |
| 41 | 9/22/2022   | 661708             | SeaWestern Fire Apparatus & Equip.       | \$32,598.80  |
| 42 | 9/22/2022   | 661709             | Sebo's Do-it Center                      | \$169.10     |
| 43 | 9/22/2022   | 661710             | Snure Law Office, PSC                    | \$82.50      |
| 44 | 9/22/2022   | 661711             | Stericycle, INC.                         | \$20.72      |
| 45 | 9/22/2022   | 661712             | Systems for Public Safety, Inc.          | \$3,948.18   |
| 46 | 9/22/2022   | 661713             | T-Mobile                                 | \$411.61     |
| 47 | 9/22/2022   | 661714             | True North Emergency Equipment           | \$358.45     |
| 48 | 9/22/2022   | 661715             | US Bank Visa                             | \$2,972.28   |
| 49 | 9/22/2022   | 661716             | WA State Ferries                         | \$402.80     |
| 50 | 9/22/2022   | 661717             | Waytek Inc                               | \$73.84      |
| 51 | 9/22/2022   | 661718             | Whidbey Island EMS Council               | \$7,091.52   |
| 52 | 9/22/2022   | 661719             | Whidbey Telecom                          | \$2,122.26   |
| 53 | 9/22/2022   | 661720             | Wiklie, Melody                           | \$380.45     |
| 54 |   |                    |  | \$224,479.72 |
| 55 |   |                    |  |              |
| 56 | I the undersigned, do hereby certify under penalty of perjury that the materials have       |                    |  |              |
| 57 | been furnished, the services rendered or the labor performed as described herein, that      |                    |  |              |
| 58 | any advance payment is due and payable pursuant to a contract or is available as an         |                    |  |              |
| 59 | option for full or partial fulfillment of a contractual obligation and that the claim, is a |                    |  |              |
| 60 | just, due and unpaid obligation against South Whidbey Fire/EMS, and that I am               |                    |  |              |
| 61 |   |                    |  |              |
| 62 |   |                    |  |              |
| 63 |   |                    |  |              |
| 64 | Interim Payroll Officer:  | <u>Cathy Niire</u> |  |              |
| 65 |   | Cathy Niire        |  |              |
| 66 |   |                    |  |              |
| 67 |   |                    |  |              |
| 68 |   |                    |  |              |
| 69 | Fire Chief:   | <u>Nick Walsh</u>  |  |              |
| 70 |   | Nick Walsh         |  |              |
| 71 |   |                    |  |              |
| 72 |   |                    |  |              |
| 73 |   |                    |  |              |

| South Whidbey Fire/EMS  |        |                |          |
|---|--------|----------------|----------|
| Batch Form Document   |        |                |          |
| September 22, 2022 AP Batch   |        |                |          |
| Payment Date: 10/06/2022  |        |                |          |
| Fund:   | 638    |                |          |
| Check #661675-661720  |        |                |          |
| Date  | Check  | Vendor         | Amount   |
| 10/06/2022  | 661731 | D-LUX BBQ, LLC | \$434.80 |
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| <p>Interim Finance Officer : <u><i>Cathy Niiro</i></u><br/>Cathy Niiro</p>  |        |                |          |
| <p>Fire Chief: <u><i>Nick Walsh</i></u><br/>Nick Walsh</p>  |        |                |          |

South Whidbey Fire/EMS  
 Batch Form Document  
 September 22, 2022 DD  
 Payment Date: 09/22/2022  
 Fund: 638  
 Check #EFT

| Date      | Check | Vendor               | Amount             | Memo                    |
|-----------|-------|----------------------|--------------------|-------------------------|
| 9/22/2022 | EFT   | Beck, Jonathan J.    | \$ 2,700.11        | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | Benenati, Blake      | \$ 2,057.80        | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | Boyd, Brian          | \$ 1,602.91        | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | Carlson, Alex B      | \$ 2,637.52        | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | Crowe, Katheryne     | \$ 2,289.16        | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | Diffie, Karley       | \$ 2,226.42        | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | Dilley, Joseph M     | \$ 3,296.73        | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | Erickson, Savannah   | \$ 117.64          | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | Greaves, Christopher | \$ 1,744.42        | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | Greve, Jake D        | \$ 1,713.56        | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | Hagen, Nicole        | \$ 1,919.30        | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | Hastings, Michael C  | \$ 2,521.61        | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | Husom, Robert        | \$ 2,139.62        | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | Kalahiki, Leah       | \$ 2,676.39        | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | Lange, Vicki         | \$ 2,227.41        | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | Mazerres, Linda B    | \$ 1,390.38        | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | McDonald, Kelly M    | \$ 1,700.76        | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | McDougald, Sean C    | \$ 2,027.09        | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | McMahon, Alexandra   | \$ 3,150.05        | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | Ney, Terrence        | \$ 2,985.26        | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | Noblet, Michael W    | \$ 117.64          | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | Towers, James A.     | \$ 117.64          | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | Turner, Christopher  | \$ 2,457.71        | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | Walsh, Nicholas S    | \$ 3,101.71        | Sept 2- Sept 15 Payroll |
| 9/22/2022 | EFT   | Wilkie, Carlee       | \$ 2,050.36        | Sept 2- Sept 15 Payroll |
|           |       |                      | <b>\$50,969.20</b> |                         |

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Interim Finance Officer : Cathy Niiro  
 Cathy Niiro

Fire Chief: Nick Walsh  
 Nick Walsh

South Whidbey Fire/EMS  
 Batch Form Document  
 October 6, 2022 DD  
 Payment Date: 09/22/2022  
 Fund: 638  
 Check #EFT

| Date      | Check | Vendor               | Amount             | Memo                    |
|-----------|-------|----------------------|--------------------|-------------------------|
| 10/6/2022 | EFT   | Beck, Jonathan J.    | 2,700.11           | Sept 16- Sept 29 Payrol |
| 10/6/2022 | EFT   | Benenati, Blake      | 1,447.19           | Sept 16- Sept 29 Payrol |
| 10/6/2022 | EFT   | Boyd, Brian          | 3,244.20           | Sept 16- Sept 29 Payrol |
| 10/6/2022 | EFT   | Carlson, Alex B      | 2,500.38           | Sept 16- Sept 29 Payrol |
| 10/6/2022 | EFT   | Crowe, Katheryne     | 2,024.73           | Sept 16- Sept 29 Payrol |
| 10/6/2022 | EFT   | Diffie, Karley       | 2,726.65           | Sept 16- Sept 29 Payrol |
| 10/6/2022 | EFT   | Dilley, Joseph M     | 3,296.73           | Sept 16- Sept 29 Payrol |
| 10/6/2022 | EFT   | Ensign, Eric D       | 3,544.17           | Sept 16- Sept 29 Payrol |
| 10/6/2022 | EFT   | Greaves, Christopher | 1,636.98           | Sept 16- Sept 29 Payrol |
| 10/6/2022 | EFT   | Greve, Jake D        | 1,720.22           | Sept 16- Sept 29 Payrol |
| 10/6/2022 | EFT   | Hagen, Nicole        | 1,867.34           | Sept 16- Sept 29 Payrol |
| 10/6/2022 | EFT   | Hastings, Michael C  | 2,521.04           | Sept 16- Sept 29 Payrol |
| 10/6/2022 | EFT   | Husom, Robert        | 3,520.25           | Sept 16- Sept 29 Payrol |
| 10/6/2022 | EFT   | Kalahiki, Leah       | 3,031.48           | Sept 16- Sept 29 Payrol |
| 10/6/2022 | EFT   | Lange, Vicki         | 2,229.13           | Sept 16- Sept 29 Payrol |
| 10/6/2022 | EFT   | McDonald, Kelly M    | 1,702.11           | Sept 16- Sept 29 Payrol |
| 10/6/2022 | EFT   | McDougald, Sean C    | 4,070.51           | Sept 16- Sept 29 Payrol |
| 10/6/2022 | EFT   | McMahon, Alexandra   | 3,599.60           | Sept 16- Sept 29 Payrol |
| 10/6/2022 | EFT   | Ney, Terrence        | 2,985.26           | Sept 16- Sept 29 Payrol |
| 10/6/2022 | EFT   | Turner, Christopher  | 1,893.22           | Sept 16- Sept 29 Payrol |
| 10/6/2022 | EFT   | Walsh, Nicholas S    | 3,101.71           | Sept 16- Sept 29 Payrol |
| 10/6/2022 | EFT   | Wilkie, Carlee       | 2,330.26           | Sept 16- Sept 29 Payrol |
|           |       |                      | <b>\$57,693.27</b> |                         |

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Interim Finance Officer :   
 Cathy Niiro

Fire Chief:   
 Nick Walsh



| South Whidbey Fire/EMS  |       |                          |                     |
|---|-------|--------------------------|---------------------|
| Batch Form Document   |       |                          |                     |
| October 2022  |       |                          |                     |
| Payment Date: 09/08/2022 thru 10/6/2022   |       |                          |                     |
| Fund:   | 638   |                          |                     |
| EFT   |       |                          |                     |
| Date  | Check | Vendor                   | Amount              |
| 9/8/2022  | EFT   | Internal Revenue Service | \$ 21,441.40        |
| 9/22/2022   | EFT   | Internal Revenue Service | \$ 19,378.53        |
| 10/6/2022   | EFT   | Internal Revenue Service | \$ 22,544.71        |
|   |       |                          | <b>\$ 63,364.64</b> |
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| <p>Interim Finance Officer : <u><i>Cathy Niro</i></u><br/>Cathy Niro</p>  |       |                          |                     |
| <p>Fire Chief: <u><i>Nick Walsh</i></u><br/>Nick Walsh</p>  |       |                          |                     |

# 941 REPORT

South Whidbey Fire EMS

Time: 14:10:07 Date: 10/04/2022

10/06/2022 To: 10/06/2022

Page: 1

| October    | Income Tax           |                                   |           | SS        |          | Medicare  |           | Add'l     | AEIC     | Employee | Owner  | Total Cost |          |           |
|------------|----------------------|-----------------------------------|-----------|-----------|----------|-----------|-----------|-----------|----------|----------|--------|------------|----------|-----------|
|            | Gross Wages          | Wages                             | Withheld  | Wages     | Cost     | Wages     | Cost      |           |          |          |        |            |          |           |
| 10/06/2022 | Beck, Jonathan J.    | 4,547.12                          | 3,854.80  | 594.90    | 4,547.12 | 563.84    | 4,547.12  | 131.86    | 0.00     | 942.75   | 347.85 | 1,290.60   |          |           |
| 10/06/2022 | Benenati, Blake      | 2,260.44                          | 1,991.04  | 171.25    | 2,260.44 | 280.30    | 2,260.44  | 65.56     | 0.00     | 344.18   | 172.93 | 517.11     |          |           |
| 10/06/2022 | Boyd, Brian          | 4,636.26                          | 4,240.79  | 485.82    | 4,636.26 | 574.90    | 4,636.26  | 134.46    | 0.00     | 840.50   | 354.68 | 1,195.18   |          |           |
| 10/06/2022 | Carlson, Alex        | 3,219.58                          | 3,014.81  | 226.43    | 3,219.58 | 399.22    | 3,219.58  | 93.36     | 0.00     | 472.72   | 246.29 | 719.01     |          |           |
| 10/06/2022 | Crowe, Katheryne     | 2,754.22                          | 2,519.29  | 166.97    | 2,754.22 | 341.52    | 2,754.22  | 79.88     | 0.00     | 377.67   | 210.70 | 588.37     |          |           |
| 10/06/2022 | Diffie, Karley       | 3,971.70                          | 3,535.69  | 288.94    | 3,971.70 | 492.50    | 3,971.70  | 115.18    | 0.00     | 592.78   | 303.84 | 896.62     |          |           |
| 10/06/2022 | Dilley, Joseph       | 4,202.46                          | 3,843.99  | 172.08    | 4,202.46 | 521.10    | 4,202.46  | 121.88    | 0.00     | 493.57   | 321.49 | 815.06     |          |           |
| 10/06/2022 | Ensign, Eric         | 4,485.50                          | 4,385.50  | 408.50    | 4,485.50 | 556.20    | 4,485.50  | 130.08    | 0.00     | 751.64   | 343.14 | 1,094.78   |          |           |
| 10/06/2022 | Greaves, Christopher | 2,396.16                          | 2,191.77  | 204.04    | 2,396.16 | 297.12    | 2,396.16  | 69.48     | 0.00     | 387.34   | 183.30 | 570.64     |          |           |
| 10/06/2022 | Greve, Jake          | 2,179.89                          | 2,049.10  | 110.55    | 2,179.89 | 270.30    | 2,179.89  | 63.22     | 0.00     | 277.31   | 166.76 | 444.07     |          |           |
| 10/06/2022 | Hagen, Nicole        | 2,274.48                          | 2,274.48  | 197.13    | 2,274.48 | 282.04    | 2,274.48  | 65.96     | 0.00     | 371.13   | 174.00 | 545.13     |          |           |
| 10/06/2022 | Hastings, Michael    | 3,219.58                          | 3,014.81  | 226.43    | 3,219.58 | 399.22    | 3,219.58  | 93.36     | 0.00     | 472.72   | 246.29 | 719.01     |          |           |
| 10/06/2022 | Husom, Robert        | 5,720.91                          | 5,008.71  | 885.15    | 5,720.91 | 709.40    | 5,720.91  | 165.90    | 0.00     | 1,322.80 | 437.65 | 1,760.45   |          |           |
| 10/06/2022 | Kalahiki, Leah       | 4,556.84                          | 4,168.14  | 723.10    | 4,556.84 | 565.04    | 4,556.84  | 132.14    | 0.00     | 1,071.69 | 348.59 | 1,420.28   |          |           |
| 10/06/2022 | Lange, Vicki         | 3,095.47                          | 2,781.06  | 297.29    | 3,095.47 | 383.84    | 3,095.47  | 89.76     | 0.00     | 534.09   | 236.80 | 770.89     |          |           |
| 10/06/2022 | McDonald, Kelly      | 2,179.89                          | 2,041.25  | 157.43    | 2,179.89 | 270.30    | 2,179.89  | 63.22     | 0.00     | 324.19   | 166.76 | 490.95     |          |           |
| 10/06/2022 | McDougald, Sean      | 6,243.30                          | 5,710.75  | 1,093.33  | 6,243.30 | 774.16    | 6,243.30  | 181.06    | 0.00     | 1,570.94 | 477.61 | 2,048.55   |          |           |
| 10/06/2022 | McMahon, Alexandra   | 5,712.46                          | 5,225.19  | 976.80    | 5,712.46 | 708.34    | 5,712.46  | 165.66    | 0.00     | 1,413.80 | 437.00 | 1,850.80   |          |           |
| 10/06/2022 | Ney, Terrence        | 4,547.12                          | 3,988.54  | 600.62    | 4,547.12 | 563.84    | 4,547.12  | 131.86    | 0.00     | 948.47   | 347.85 | 1,296.32   |          |           |
| 10/06/2022 | Turner, Christopher  | 2,900.66                          | 2,548.35  | 229.99    | 2,900.66 | 359.68    | 2,900.66  | 84.12     | 0.00     | 451.89   | 221.90 | 673.79     |          |           |
| 10/06/2022 | Walsh, Nicholas      | 5,296.16                          | 4,489.79  | 924.90    | 5,296.16 | 656.72    | 5,296.16  | 153.58    | 0.00     | 1,330.05 | 405.15 | 1,735.20   |          |           |
| 10/06/2022 | Wilkie, Carlee       | 3,690.47                          | 3,375.67  | 537.26    | 3,690.47 | 457.62    | 3,690.47  | 107.02    | 0.00     | 819.58   | 282.32 | 1,101.90   |          |           |
| Employees: | 22                   | Monthly Liability:                | 84,090.67 | 76,253.52 | 9,678.91 | 84,090.67 | 10,427.20 | 84,090.67 | 2,438.60 | 0.00     | 0.00   | 16,111.81  | 6,432.90 | 22,544.71 |
| Employees: | 22                   | Total Liability:                  | 84,090.67 | 76,253.52 | 9,678.91 | 84,090.67 | 10,427.20 | 84,090.67 | 2,438.60 | 0.00     | 0.00   | 16,111.81  | 6,432.90 | 22,544.71 |
|            |                      | Period Total:                     |           |           |          | x 0.1240  | 10,427.24 | x 0.0290  | 2,438.63 |          |        |            |          | 22,544.78 |
|            |                      | Rounding Error:                   |           |           |          |           | 0.04      |           | 0.03     |          |        |            |          | 0.07      |
|            |                      | 5d Additional Medicare Tax Basis: |           |           |          |           |           | 0.00      |          |          |        |            |          |           |

# 941 REPORT

South Whidbey Fire EMS

Time: 17:22:46 Date: 10/06/2022

09/08/2022 To: 09/08/2022

Page: 1

| September  | Gross Wages          | Income Tax         |           |           | SS                                |           | Medicare  |           |          | AEIC     | Employee | Owner     | Total Cost |           |
|------------|----------------------|--------------------|-----------|-----------|-----------------------------------|-----------|-----------|-----------|----------|----------|----------|-----------|------------|-----------|
|            |                      | Wages              | Withheld  |           | Wages                             | Cost      | Wages     | Cost      | Add'l    |          |          |           |            |           |
| 09/08/2022 | Beck, Jonathan J.    | 4,547.12           | 3,854.80  | 594.90    | 4,547.12                          | 563.84    | 4,547.12  | 131.86    | 0.00     | 942.75   | 347.85   | 1,290.60  |            |           |
| 09/08/2022 | Benenati, Blake      | 2,617.24           | 2,317.40  | 231.67    | 2,617.24                          | 324.54    | 2,617.24  | 75.90     | 0.00     | 431.89   | 200.22   | 632.11    |            |           |
| 09/08/2022 | Boyd, Brian          | 2,606.93           | 2,384.56  | 210.34    | 2,606.93                          | 323.26    | 2,606.93  | 75.60     | 0.00     | 409.77   | 199.43   | 609.20    |            |           |
| 09/08/2022 | Carlson, Alex        | 3,385.57           | 3,170.25  | 245.08    | 3,385.57                          | 419.82    | 3,385.57  | 98.18     | 0.00     | 504.08   | 259.00   | 763.08    |            |           |
| 09/08/2022 | Crowe, Katheryne     | 3,166.08           | 2,896.01  | 212.18    | 3,166.08                          | 392.60    | 3,166.08  | 91.82     | 0.00     | 454.39   | 242.21   | 696.60    |            |           |
| 09/08/2022 | Diffie, Karley       | 3,144.62           | 2,820.07  | 203.06    | 3,144.62                          | 389.94    | 3,144.62  | 91.20     | 0.00     | 443.63   | 240.57   | 684.20    |            |           |
| 09/08/2022 | Dilley, Joseph       | 4,202.46           | 3,843.99  | 172.08    | 4,202.46                          | 521.10    | 4,202.46  | 121.88    | 0.00     | 493.57   | 321.49   | 815.06    |            |           |
| 09/08/2022 | Ensign, Eric         | 5,974.23           | 5,298.19  | 609.29    | 5,974.23                          | 740.80    | 5,974.23  | 173.26    | 0.00     | 1,066.32 | 457.03   | 1,523.35  |            |           |
| 09/08/2022 | Greaves, Christopher | 2,820.48           | 2,579.89  | 289.42    | 2,820.48                          | 349.74    | 2,820.48  | 81.80     | 0.00     | 505.19   | 215.77   | 720.96    |            |           |
| 09/08/2022 | Greve, Jake          | 2,179.89           | 2,049.10  | 110.55    | 2,179.89                          | 270.30    | 2,179.89  | 63.22     | 0.00     | 277.31   | 166.76   | 444.07    |            |           |
| 09/08/2022 | Hastings, Michael    | 3,219.58           | 3,014.82  | 226.43    | 3,219.58                          | 399.22    | 3,219.58  | 93.36     | 0.00     | 472.72   | 246.29   | 719.01    |            |           |
| 09/08/2022 | Husom, Robert        | 5,208.29           | 4,576.40  | 781.39    | 5,208.29                          | 645.82    | 5,208.29  | 151.04    | 0.00     | 1,179.82 | 398.43   | 1,578.25  |            |           |
| 09/08/2022 | Kalahiki, Leah       | 5,665.17           | 5,181.93  | 966.41    | 5,665.17                          | 702.48    | 5,665.17  | 164.28    | 0.00     | 1,399.79 | 433.38   | 1,833.17  |            |           |
| 09/08/2022 | Lange, Vicki         | 3,095.47           | 2,781.06  | 297.29    | 3,095.47                          | 383.84    | 3,095.47  | 89.76     | 0.00     | 534.09   | 236.80   | 770.89    |            |           |
| 09/08/2022 | Mazeres, Linda       | 4,532.04           | 4,243.80  | 467.75    | 4,532.04                          | 561.98    | 4,532.04  | 131.42    | 0.00     | 814.45   | 346.70   | 1,161.15  |            |           |
| 09/08/2022 | McDonald, Kelly      | 2,179.89           | 2,041.25  | 157.43    | 2,179.89                          | 270.30    | 2,179.89  | 63.22     | 0.00     | 324.19   | 166.76   | 490.95    |            |           |
| 09/08/2022 | McDougald, Sean      | 3,804.08           | 3,479.59  | 560.13    | 3,804.08                          | 471.70    | 3,804.08  | 110.32    | 0.00     | 851.14   | 291.01   | 1,142.15  |            |           |
| 09/08/2022 | McMahon, Alexandra   | 2,988.57           | 2,733.64  | 396.02    | 2,988.57                          | 370.58    | 2,988.57  | 86.66     | 0.00     | 624.64   | 228.62   | 853.26    |            |           |
| 09/08/2022 | Ney, Terrence        | 4,547.12           | 3,988.54  | 600.62    | 4,547.12                          | 563.84    | 4,547.12  | 131.86    | 0.00     | 948.47   | 347.85   | 1,296.32  |            |           |
| 09/08/2022 | Turner, Christopher  | 3,373.97           | 2,962.71  | 279.72    | 3,373.97                          | 418.38    | 3,373.97  | 97.84     | 0.00     | 537.83   | 258.11   | 795.94    |            |           |
| 09/08/2022 | Walsh, Nicholas      | 5,296.16           | 4,489.79  | 924.90    | 5,296.16                          | 656.72    | 5,296.16  | 153.58    | 0.00     | 1,330.05 | 405.15   | 1,735.20  |            |           |
| 09/08/2022 | Wilkie, Carlee       | 3,080.64           | 2,817.86  | 414.54    | 3,080.64                          | 382.00    | 3,080.64  | 89.34     | 0.00     | 650.21   | 235.67   | 885.88    |            |           |
| Employees: | 22                   | Monthly Liability: | 81,635.60 | 73,525.65 | 8,951.20                          | 81,635.60 | 10,122.80 | 81,635.60 | 2,367.40 | 0.00     | 0.00     | 15,196.30 | 6,245.10   | 21,441.40 |
| Employees: | 22                   | Total Liability:   | 81,635.60 | 73,525.65 | 8,951.20                          | 81,635.60 | 10,122.80 | 81,635.60 | 2,367.40 | 0.00     | 0.00     | 15,196.30 | 6,245.10   | 21,441.40 |
|            |                      | Period Total:      |           |           | x 0.1240                          | 10,122.81 |           | x 0.0290  | 2,367.43 |          |          |           |            | 21,441.44 |
|            |                      | Rounding Error:    |           |           |                                   | 0.01      |           |           | 0.03     |          |          |           |            | 0.04      |
|            |                      |                    |           |           | 5d Additional Medicare Tax Basis: |           |           | 0.00      |          |          |          |           |            |           |

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# 941 REPORT

South Whidbey Fire EMS

09/22/2022 To: 09/22/2022

Time: 17:22:25 Date: 10/06/2022  
Page: 1

| September     | Gross Wages                       | Income Tax |          | Withheld | SS        |          | Medicare  |          | Add'l | AEIC | Employee  | Owner    | Total Cost |
|---------------|-----------------------------------|------------|----------|----------|-----------|----------|-----------|----------|-------|------|-----------|----------|------------|
|               |                                   | Wages      | Wages    |          | Wages     | Cost     | Wages     | Cost     |       |      |           |          |            |
| 09/22/2022    | 4,547.12                          | 3,854.80   | 594.90   | 594.90   | 4,547.12  | 563.84   | 4,547.12  | 131.86   | 0.00  | 0.00 | 942.75    | 347.85   | 1,290.60   |
| 09/22/2022    | 3,269.20                          | 2,913.75   | 362.87   | 362.87   | 3,269.20  | 405.38   | 3,269.20  | 94.80    | 0.00  | 0.00 | 612.96    | 250.09   | 863.05     |
| 09/22/2022    | 2,253.87                          | 2,061.61   | 171.59   | 171.59   | 2,253.87  | 279.48   | 2,253.87  | 65.36    | 0.00  | 0.00 | 344.01    | 172.42   | 516.43     |
| 09/22/2022    | 3,400.66                          | 3,184.38   | 246.78   | 246.78   | 3,400.66  | 421.68   | 3,400.66  | 98.62    | 0.00  | 0.00 | 506.93    | 260.15   | 767.08     |
| 09/22/2022    | 3,141.95                          | 2,873.94   | 209.53   | 209.53   | 3,141.95  | 389.60   | 3,141.95  | 91.12    | 0.00  | 0.00 | 449.89    | 240.36   | 690.25     |
| 09/22/2022    | 3,270.17                          | 2,892.92   | 211.80   | 211.80   | 3,270.17  | 405.50   | 3,270.17  | 94.84    | 0.00  | 0.00 | 461.97    | 250.17   | 712.14     |
| 09/22/2022    | 4,202.46                          | 3,843.99   | 172.08   | 172.08   | 4,202.46  | 521.10   | 4,202.46  | 121.88   | 0.00  | 0.00 | 493.57    | 321.49   | 815.06     |
| 09/22/2022    | 0.00                              | 0.00       | 0.00     | 0.00     | 0.00      | 0.00     | 0.00      | 0.00     | 0.00  | 0.00 | 0.00      | 0.00     | 0.00       |
| 09/22/2022    | 128.00                            | 128.00     | 0.00     | 0.00     | 128.00    | 15.88    | 128.00    | 3.72     | 0.00  | 0.00 | 9.80      | 9.80     | 19.60      |
| 09/22/2022    | 2,570.88                          | 2,351.58   | 239.19   | 239.19   | 2,570.88  | 318.78   | 2,570.88  | 74.56    | 0.00  | 0.00 | 435.86    | 196.67   | 632.53     |
| 09/22/2022    | 2,179.89                          | 2,049.10   | 110.55   | 110.55   | 2,179.89  | 270.30   | 2,179.89  | 63.22    | 0.00  | 0.00 | 277.31    | 166.76   | 444.07     |
| 09/22/2022    | 2,343.12                          | 2,343.12   | 205.37   | 205.37   | 2,343.12  | 290.54   | 2,343.12  | 67.96    | 0.00  | 0.00 | 384.62    | 179.25   | 563.87     |
| 09/22/2022    | 3,219.58                          | 3,014.81   | 226.43   | 226.43   | 3,219.58  | 399.22   | 3,219.58  | 93.36    | 0.00  | 0.00 | 472.72    | 246.29   | 719.01     |
| 09/22/2022    | 3,406.57                          | 2,949.50   | 407.12   | 407.12   | 3,406.57  | 422.42   | 3,406.57  | 98.80    | 0.00  | 0.00 | 667.73    | 260.61   | 928.34     |
| 09/22/2022    | 3,979.55                          | 3,640.09   | 596.37   | 596.37   | 3,979.55  | 493.46   | 3,979.55  | 115.40   | 0.00  | 0.00 | 900.80    | 304.43   | 1,205.23   |
| 09/22/2022    | 3,095.47                          | 2,781.06   | 297.29   | 297.29   | 3,095.47  | 383.84   | 3,095.47  | 89.76    | 0.00  | 0.00 | 534.09    | 236.80   | 770.89     |
| 09/22/2022    | 1,537.63                          | 1,520.23   | 4.70     | 4.70     | 1,537.63  | 190.66   | 1,537.63  | 44.60    | 0.00  | 0.00 | 122.33    | 117.63   | 239.96     |
| 09/22/2022    | 2,179.89                          | 2,041.25   | 157.43   | 157.43   | 2,179.89  | 270.30   | 2,179.89  | 63.22    | 0.00  | 0.00 | 324.19    | 166.76   | 490.95     |
| 09/22/2022    | 2,918.80                          | 2,669.83   | 381.98   | 381.98   | 2,918.80  | 361.94   | 2,918.80  | 84.64    | 0.00  | 0.00 | 605.27    | 223.29   | 828.56     |
| 09/22/2022    | 0.00                              | 0.00       | 0.00     | 0.00     | 0.00      | 0.00     | 0.00      | 0.00     | 0.00  | 0.00 | 0.00      | 0.00     | 0.00       |
| 09/22/2022    | 684.72                            | 626.31     | 47.18    | 47.18    | 684.72    | 84.90    | 684.72    | 19.86    | 0.00  | 0.00 | 99.56     | 52.38    | 151.94     |
| 09/22/2022    | 4,993.56                          | 4,567.61   | 818.98   | 818.98   | 4,993.56  | 619.20   | 4,993.56  | 144.82   | 0.00  | 0.00 | 1,200.99  | 382.01   | 1,583.00   |
| 09/22/2022    | 4,547.12                          | 3,988.54   | 600.62   | 600.62   | 4,547.12  | 563.84   | 4,547.12  | 131.86   | 0.00  | 0.00 | 948.47    | 347.85   | 1,296.32   |
| 09/22/2022    | 128.00                            | 128.00     | 0.00     | 0.00     | 128.00    | 15.88    | 128.00    | 3.72     | 0.00  | 0.00 | 9.80      | 9.80     | 19.60      |
| 09/22/2022    | 128.00                            | 128.00     | 0.00     | 0.00     | 128.00    | 15.88    | 128.00    | 3.72     | 0.00  | 0.00 | 9.80      | 9.80     | 19.60      |
| 09/22/2022    | 3,625.72                          | 3,247.80   | 313.93   | 313.93   | 3,625.72  | 449.58   | 3,625.72  | 105.14   | 0.00  | 0.00 | 591.29    | 277.36   | 868.65     |
| 09/22/2022    | 698.41                            | 612.62     | 11.26    | 11.26    | 698.41    | 86.60    | 698.41    | 20.26    | 0.00  | 0.00 | 64.69     | 53.43    | 118.12     |
| 09/22/2022    | 5,296.16                          | 4,489.79   | 924.90   | 924.90   | 5,296.16  | 656.72   | 5,296.16  | 153.58   | 0.00  | 0.00 | 1,330.05  | 405.15   | 1,735.20   |
| 09/22/2022    | 3,223.63                          | 2,948.65   | 443.32   | 443.32   | 3,223.63  | 399.74   | 3,223.63  | 93.48    | 0.00  | 0.00 | 689.93    | 246.61   | 936.54     |
| 09/22/2022    | 684.72                            | 626.31     | 47.18    | 47.18    | 684.72    | 84.90    | 684.72    | 19.86    | 0.00  | 0.00 | 99.56     | 52.38    | 151.94     |
| Employees: 26 | Monthly Liability:                | 68,477.59  | 7,803.35 | 7,803.35 | 75,654.85 | 9,381.16 | 75,654.85 | 2,194.02 | 0.00  | 0.00 | 13,590.94 | 5,787.59 | 19,378.53  |
| Employees: 26 | Total Liability:                  | 68,477.59  | 7,803.35 | 7,803.35 | 75,654.85 | 9,381.16 | 75,654.85 | 2,194.02 | 0.00  | 0.00 | 13,590.94 | 5,787.59 | 19,378.53  |
|               | Period Total:                     |            |          |          | x 0.1240  | 9,381.20 | x 0.0290  | 2,193.99 |       |      |           |          | 19,378.54  |
|               | Rounding Error:                   |            |          |          |           | 0.04     |           | -0.03    |       |      |           |          | 0.01       |
|               | 5d Additional Medicare Tax Basis: |            |          |          |           | 0.00     |           | 0.00     |       |      |           |          |            |

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## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 11:54:56 Date: 10/10/2022

Page: 1

001 General Fund Months: 01 To: 09

| Revenues | Amt Budgeted | Revenues | Remaining |  |
|----------|--------------|----------|-----------|--|
|----------|--------------|----------|-----------|--|

### 308 Beginning Balances

|  |      |            |              |      |
|--|------|------------|--------------|------|
| 308 91 00 00 Estimated Beginning Balance | 0.00 | 642,252.11 | (642,252.11) | 0.0% |
| 308 Beginning Balances                   | 0.00 | 642,252.11 | (642,252.11) | 0.0% |

### 310 Taxes

|                                   |              |              |              |       |
|-----------------------------------|--------------|--------------|--------------|-------|
| 311 10 00 00 Property Taxes 75%   | 3,667,819.06 | 2,283,608.19 | 1,384,210.87 | 62.3% |
| 337 00 00 01 Leasehold Excise Tax | 2,000.00     | 1,441.40     | 558.60       | 72.1% |
| 337 00 00 02 Timber Tax           | 0.00         | 1,002.64     | (1,002.64)   | 0.0%  |
| 310 Taxes                         | 3,669,819.06 | 2,286,052.23 | 1,383,766.83 | 62.3% |

### 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           | 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 | 1,180.00 | 40.00    | 96.7% |
| 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%  |
| 330 State Generated Revenues                                      | 7,763.10 | 1,180.00 | 6,583.10 | 15.2% |

### 340 Charges For Services

|  |            |      |            |      |
|--|------------|------|------------|------|
| 341 70 00 00 Sales Of Merchandise                      | 0.00       | 0.00 | 0.00       | 0.0% |
| 342 21 00 00 Hospital Payments For Consumable Supplies | 167,198.32 | 0.00 | 167,198.32 | 0.0% |
| 340 Charges For Services                               | 167,198.32 | 0.00 | 167,198.32 | 0.0% |

### 360 Misc Revenues

|  |          |           |            |        |
|--|----------|-----------|------------|--------|
| 361 11 00 01 Investment Interest           | 6,000.00 | 5,541.72  | 458.28     | 92.4%  |
| 362 10 00 00 CPR Public Class Registration | 800.00   | 0.00      | 800.00     | 0.0%   |
| 362 50 00 00 Lease & Rental Payments       | 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     | 8,435.28  | (8,435.28) | 0.0%   |
| 360 Misc Revenues                          | 6,800.00 | 13,977.00 | (7,177.00) | 205.5% |

### 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% |
| 390 Other Revenues                  | 0.00 | 0.00 | 0.00 | 0.0% |

## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 11:54:56 Date: 10/10/2022

Page: 2

001 General Fund Months: 01 To: 09

| Revenues                                   | Amt Budgeted | Revenues   | Remaining    |      |
|--|--------------|------------|--------------|------|
| <b>397 Interfund Transfers</b>             |              |            |              |      |
| 397 22 00 02    Transfer From Capital Fund | 0.00         | 888,372.18 | (888,372.18) | 0.0% |
| 397 Interfund Transfers                    | 0.00         | 888,372.18 | (888,372.18) | 0.0% |

|                       |                     |                     |                  |              |
|-----------------------|---------------------|---------------------|------------------|--------------|
| <b>Fund Revenues:</b> | <b>3,851,580.48</b> | <b>3,831,833.52</b> | <b>19,746.96</b> | <b>99.5%</b> |
|-----------------------|---------------------|---------------------|------------------|--------------|

| Expenditures   | Amt Budgeted | Expenditures | Remaining |       |
|--|--------------|--------------|-----------|-------|
| <b>522 Fire Control</b>                                    |              |              |           |       |
| 522 45 10 01    Authorized Overtime - Training             | 5,250.00     | 1,884.39     | 3,365.61  | 35.9% |
| 522 45 20 10    FICA Medicare Benefits-FF OT Training      | 0.00         | 144.13       | (144.13)  | 0.0%  |
| 522 45 20 20    L&I / Unemployment Premiums-FF OT Training | 0.00         | 114.31       | (114.31)  | 0.0%  |
| 522 45 20 30    Healthcare Benefits-FF OT Training         | 0.00         | 1.03         | (1.03)    | 0.0%  |
| 522 45 20 40    Retirement Benefits-FF OT Training         | 0.00         | 99.53        | (99.53)   | 0.0%  |
| 522 Fire Control   | 5,250.00     | 2,243.39     | 3,006.61  | 42.7% |

**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 | 67,080.00 | 67,080.00  | 50.0% |
| 591 Debt Service                   | 319,160.00 | 67,080.00 | 252,080.00 | 21.0% |

**594 Capital Expenditures**

|   |            |            |            |        |
|---|------------|------------|------------|--------|
| 594 20 35 60    Personal Safety Equipment - Capital | 125,000.00 | 130,741.19 | (5,741.19) | 104.6% |
| 594 22 30 00    Communications Equipment            | 354,200.00 | 0.00       | 354,200.00 | 0.0%   |
| 594 45 35 10    Fire Training Equipment - Capital   | 21,000.00  | 10,117.24  | 10,882.76  | 48.2%  |
| 594 60 48 31    Marine Vehicle Repair - Capital     | 25,000.00  | 611.79     | 24,388.21  | 2.4%   |
| 594 Capital Expenditures                            | 525,200.00 | 141,470.22 | 383,729.78 | 26.9%  |

**010 ADMIN**

**522 Fire Control**

|   |            |            |           |       |
|---|------------|------------|-----------|-------|
| 522 10 10 10    Chief's Wages                     | 146,311.10 | 124,816.71 | 21,494.39 | 85.3% |
| 522 10 10 20    Deputy Chiefs' Wages              | 296,762.12 | 202,071.03 | 94,691.09 | 68.1% |
| 522 10 10 30    Division Chief's Wages            | 42,024.60  | 12,607.38  | 29,417.22 | 30.0% |
| 522 10 10 40    Administration Wages              | 285,059.75 | 208,606.20 | 76,453.55 | 73.2% |
| 522 10 10 60    Commissioner's Stipends           | 12,288.00  | 9,856.00   | 2,432.00  | 80.2% |
| 522 10 10 85    Public Education Officer Wages    | 0.00       | 0.00       | 0.00      | 0.0%  |
| 522 10 10 90    Disability                        | 4,000.00   | 900.00     | 3,100.00  | 22.5% |
| 522 10 15 20    Deputy Chief Deferred Comp Match  | 6,900.42   | 4,676.81   | 2,223.61  | 67.8% |
| 522 10 15 21    Admin Deferred Compensation Match | 5,701.16   | 1,141.09   | 4,560.07  | 20.0% |
| 522 10 20 10    FICA / Medicare Benefits-Admin    | 60,334.10  | 38,986.56  | 21,347.54 | 64.6% |
| 522 10 20 20    L&I / Unemployment Premiums-Admin | 27,664.72  | 13,001.77  | 14,662.95 | 47.0% |
| 522 10 20 30    Admin Healthcare Benefits/ADD     | 187,410.44 | 173,196.23 | 14,214.21 | 92.4% |
| 522 10 20 40    Retirement Benefits-ADMIN         | 62,269.89  | 35,734.76  | 26,535.13 | 57.4% |
| 522 10 20 50    Tuition Reimbursement-Admin       | 2,500.00   | 0.00       | 2,500.00  | 0.0%  |
| 522 10 31 10    Office Supplies                   | 6,650.00   | 4,789.09   | 1,860.91  | 72.0% |
| 522 10 31 11    Printing - Newsletter             | 2,200.00   | 2,106.24   | 93.76     | 95.7% |
| 522 10 31 12    Maps & Mapping Supplies           | 100.00     | 0.00       | 100.00    | 0.0%  |
| 522 10 31 20    Photographic Supplies             | 100.00     | 82.65      | 17.35     | 82.7% |

## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 11:54:56 Date: 10/10/2022

Page: 3

001 General Fund

Months: 01 To: 09

| Expenditures  | Amt Budgeted        | Expenditures        | Remaining         |              |
|---|---------------------|---------------------|-------------------|--------------|
| <b>522 Fire Control</b>                               |                     |                     |                   |              |
| 522 10 32 10 Fuel - Administration                    | 10,000.00           | 5,236.53            | 4,763.47          | 52.4%        |
| 522 10 35 10 Office Equipment                         | 1,100.00            | 1,423.91            | (323.91)          | 129.4%       |
| 522 10 35 20 Software                                 | 5,405.00            | 0.00                | 5,405.00          | 0.0%         |
| 522 10 35 30 Computer Hardware                        | 28,850.00           | 20,721.96           | 8,128.04          | 71.8%        |
| 522 10 41 10 Legal Services                           | 5,500.00            | 8,484.50            | (2,984.50)        | 154.3%       |
| 522 10 41 20 Audit & Review Services                  | 7,000.00            | 13,936.40           | (6,936.40)        | 199.1%       |
| 522 10 41 30 Consulting Services                      | 12,000.00           | 8,570.00            | 3,430.00          | 71.4%        |
| 522 10 41 33 Consulting Marketing Retention           | 0.00                | 0.00                | 0.00              | 0.0%         |
| 522 10 41 34 Consulting Website                       | 0.00                | 0.00                | 0.00              | 0.0%         |
| 522 10 41 40 Professional Services                    | 18,880.00           | 535.79              | 18,344.21         | 2.8%         |
| 522 10 41 70 Photography                              | 500.00              | 380.45              | 119.55            | 76.1%        |
| 522 10 42 10 Postage & Shipping                       | 9,490.00            | 3,526.09            | 5,963.91          | 37.2%        |
| 522 10 42 20 Internet Connections/Whidbey Telecom     | 10,800.00           | 7,885.04            | 2,914.96          | 73.0%        |
| 522 10 42 30 Cell & Digital Telephones                | 39,600.00           | 18,977.75           | 20,622.25         | 47.9%        |
| 522 10 42 40 Wired Telephones & FAX/Whidbey Telecom   | 9,540.00            | 7,431.21            | 2,108.79          | 77.9%        |
| 522 10 42 50 Alarm Monitoring                         | 2,100.00            | 1,060.81            | 1,039.19          | 50.5%        |
| 522 10 43 01 Admin Ferry Fees                         | 270.00              | 50.00               | 220.00            | 18.5%        |
| 522 10 43 10 Commissioner Travel                      | 500.00              | 176.08              | 323.92            | 35.2%        |
| 522 10 43 20 Career Staff Travel                      | 4,900.00            | 0.00                | 4,900.00          | 0.0%         |
| 522 10 44 10 Administrative Advertising               | 2,500.00            | 815.89              | 1,684.11          | 32.6%        |
| 522 10 44 30 Volunteer Recruit./Retention Advertising | 2,500.00            | 1,006.75            | 1,493.25          | 40.3%        |
| 522 10 45 10 Admin Equipment Leases                   | 7,656.00            | 2,787.43            | 4,868.57          | 36.4%        |
| 522 10 46 10 Liability/Umbrella-Enduris               | 104,890.00          | 140,791.00          | (35,901.00)       | 134.2%       |
| 522 10 47 10 Election Expenses                        | 0.00                | 6,163.80            | (6,163.80)        | 0.0%         |
| 522 10 47 20 Timber Tax                               | 17.90               | 0.00                | 17.90             | 0.0%         |
| 522 10 47 30 Clean Water Uility Taxes                 | 448.33              | 453.93              | (5.60)            | 101.2%       |
| 522 10 48 10 Computer Repair & Maintenance            | 6,000.00            | 717.78              | 5,282.22          | 12.0%        |
| 522 10 48 20 Office Equipment Repair & Maintenance    | 1,790.00            | 1,401.84            | 388.16            | 78.3%        |
| 522 10 49 10 Memberships                              | 8,062.00            | 4,250.00            | 3,812.00          | 52.7%        |
| 522 10 49 20 Subscriptions                            | 50,086.45           | 35,352.79           | 14,733.66         | 70.6%        |
| 522 10 49 30 Information Services                     | 2,707.50            | 718.00              | 1,989.50          | 26.5%        |
| 522 10 49 40 Software Recuring Licenses               | 27,831.44           | 17,838.79           | 9,992.65          | 64.1%        |
| 522 10 49 50 Investment/Bank Fees                     | 760.00              | 74.34               | 685.66            | 9.8%         |
| <b>522 Fire Control</b>                               | <b>1,529,960.92</b> | <b>1,143,341.38</b> | <b>386,619.54</b> | <b>74.7%</b> |
| <b>010 ADMIN</b>                                      | <b>1,529,960.92</b> | <b>1,143,341.38</b> | <b>386,619.54</b> | <b>74.7%</b> |

### 020 FIRE SUPPRESSION

522 Fire Control

|   |            |           |            |        |
|---|------------|-----------|------------|--------|
| 522 20 15 10 Volunteer Reimbursement                          | 140,000.00 | 48,273.09 | 91,726.91  | 34.5%  |
| 522 20 15 20 Volunteer Deferred Compensation Match            | 3,000.00   | 1,500.00  | 1,500.00   | 50.0%  |
| 522 20 15 30 Volunteer Shift Reimbursement                    | 0.00       | 0.00      | 0.00       | 0.0%   |
| 522 20 20 10 FICA/Medicare Benefits-Volunteers                | 10,710.00  | 5,169.68  | 5,540.32   | 48.3%  |
| 522 20 20 31 Accidental Death & Disability - VFIS             | 2,300.00   | 5,774.00  | (3,474.00) | 251.0% |
| 522 20 20 41 Retirement Premium-Board Of Vol. FF's            | 4,500.00   | 1,800.00  | 2,700.00   | 40.0%  |
| 522 20 20 42 Retirement Premium-LOSAP                         | 25,827.00  | 34,175.00 | (8,348.00) | 132.3% |
| 522 20 20 50 Tuition Reimbursement-Part Time FFs & Volunteers | 2,500.00   | 0.00      | 2,500.00   | 0.0%   |
| 522 20 23 10 Physicals  | 2,760.00   | 0.00      | 2,760.00   | 0.0%   |
| 522 20 23 20 Vaccinations                                     | 3,360.00   | 0.00      | 3,360.00   | 0.0%   |
| 522 20 23 30 Testing  | 1,050.00   | 0.00      | 1,050.00   | 0.0%   |

## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 11:54:56 Date: 10/10/2022

Page: 4

001 General Fund

Months: 01 To: 09

| Expenditures                | Amt Budgeted                                       | Expenditures        | Remaining           |                         |
|-----------------------------|--|---------------------|---------------------|-------------------------|
| <b>522 Fire Control</b>     |  |                     |                     |                         |
| 522 20 23 40                | Fitness Equipment                                  | 7,586.47            | 1,755.50            | 5,830.97 23.1%          |
| 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)                              | 950.00              | 756.42              | 193.58 79.6%            |
| 522 20 28 10                | Recognition Awards                                 | 9,120.00            | 2,786.09            | 6,333.91 30.5%          |
| 522 20 28 20                | Special Recognition & Activities                   | 11,295.00           | 6,097.07            | 5,197.93 54.0%          |
| 522 20 28 30                | Incidents, Special Projects & Out Of Area Meals    | 1,790.00            | 666.42              | 1,123.58 37.2%          |
| 522 20 28 40                | Health & Wellness Activities                       | 0.00                | 0.00                | 0.00 0.0%               |
| 522 20 31 10                | Fire Operations Supplies                           | 8,670.00            | 6,702.36            | 1,967.64 77.3%          |
| 522 20 31 11                | Fire Rehab Supplies                                | 2,070.00            | 220.18              | 1,849.82 10.6%          |
| 522 20 31 12                | Fire Safety Supplies                               | 450.00              | 26.07               | 423.93 5.8%             |
| 522 20 31 20                | Medical Operations Supplies                        | 22,833.00           | 4,834.64            | 17,998.36 21.2%         |
| 522 20 31 30                | Marine Rescue Operations Supplies                  | 1,806.00            | 2,101.29            | (295.29) 116.4%         |
| 522 20 31 40                | Technical Rescue Operations Supplies               | 0.00                | 66.76               | (66.76) 0.0%            |
| 522 20 31 60                | Uniforms & Badges                                  | 20,605.00           | 11,393.09           | 9,211.91 55.3%          |
| 522 20 32 10                | Fuel - Fire Apparatus                              | 21,450.00           | 8,210.29            | 13,239.71 38.3%         |
| 522 20 32 20                | Fuel - Medical Apparatus                           | 8,500.00            | 3,730.60            | 4,769.40 43.9%          |
| 522 20 32 30                | Fuel - Marine Apparatus                            | 4,200.00            | 1,177.05            | 3,022.95 28.0%          |
| 522 20 32 40                | Fuel - Technical Rescue Apparatus                  | 500.00              | 0.00                | 500.00 0.0%             |
| 522 20 35 10                | Fire Equipment                                     | 40,716.69           | 8,646.72            | 32,069.97 21.2%         |
| 522 20 35 11                | Rehab Equipment                                    | 50.00               | 54.34               | (4.34) 108.7%           |
| 522 20 35 12                | Fire Safety Equipment                              | 2,570.00            | 2,451.66            | 118.34 95.4%            |
| 522 20 35 20                | Medical Equipment                                  | 6,300.00            | 750.00              | 5,550.00 11.9%          |
| 522 20 35 30                | Marine Rescue Equipment                            | 17,090.00           | 9,607.05            | 7,482.95 56.2%          |
| 522 20 35 40                | Technical Rescue Equipment                         | 3,700.00            | 3,647.45            | 52.55 98.6%             |
| 522 20 35 50                | Communications Equipment                           | 45,236.14           | 43,471.50           | 1,764.64 96.1%          |
| 522 20 35 60                | Personal Safety Equipment                          | 62,260.00           | 38,634.09           | 23,625.91 62.1%         |
| 522 20 41 10                | Hose Testing                                       | 5,000.00            | 138.55              | 4,861.45 2.8%           |
| 522 20 41 20                | Apparatus Testing/Certification                    | 7,830.00            | 5,825.12            | 2,004.88 74.4%          |
| 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              | 103.60              | 160.40 39.2%            |
| 522 20 42 10                | Dispatch Services                                  | 87,238.27           | 69,828.81           | 17,409.46 80.0%         |
| 522 20 45 10                | Operations Equipment Leases                        | 2,500.00            | 437.49              | 2,062.51 17.5%          |
| 522 20 45 20                | Operations Rents And Fees                          | 17,751.84           | 17,753.47           | (1.63) 100.0%           |
| 522 22 10 00                | Part Time Firefighter Wages                        | 942,510.91          | 749,752.04          | 192,758.87 79.5%        |
| 522 22 10 01                | Authorized Overtime Part Time Firefighters         | 55,000.00           | 31,500.55           | 23,499.45 57.3%         |
| 522 22 15 20                | Firefighter Deferred Compensation Match            | 18,750.24           | 0.00                | 18,750.24 0.0%          |
| 522 22 20 10                | FICA Medicare Benefits-PT Firefighters             | 78,260.33           | 53,223.82           | 25,036.51 68.0%         |
| 522 22 20 20                | L&I/ Unemployment Premiums- PT Firefighters        | 49,131.04           | 60,346.56           | (11,215.52) 122.8%      |
| 522 22 20 30                | Part Time Firefighters Healthcare Benefits/AD&D    | 207,942.84          | 236,159.38          | (28,216.54) 113.6%      |
| 522 22 20 40                | Retirement Benefits Part Time Firefighters         | 126,618.20          | 38,884.29           | 87,733.91 30.7%         |
| <b>522 Fire Control</b>     |  | <b>2,104,965.47</b> | <b>1,518,432.09</b> | <b>586,533.38 72.1%</b> |
| <b>020 FIRE SUPPRESSION</b> |  | <b>2,104,965.47</b> | <b>1,518,432.09</b> | <b>586,533.38 72.1%</b> |

**030 FIRE PREVENTION & INVESTIGATION**



## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 11:54:56 Date: 10/10/2022

Page: 5

001 General Fund

Months: 01 To: 09

| Expenditures                                     | Amt Budgeted    | Expenditures    | Remaining       |              |
|--|-----------------|-----------------|-----------------|--------------|
| <b>522 Fire Control</b>                          |                 |                 |                 |              |
| 522 30 31 51 Fire Prevention Supplies            | 500.00          | 0.00            | 500.00          | 0.0%         |
| 522 30 31 60 Public Education Operating Supplies | 5,360.00        | 4,410.91        | 949.09          | 82.3%        |
| 522 30 32 10 Public Education Fuel               | 150.00          | 0.00            | 150.00          | 0.0%         |
| 522 30 49 00 Special Projects                    | 3,600.00        | 902.91          | 2,697.09        | 25.1%        |
| <b>522 Fire Control</b>                          | <b>9,610.00</b> | <b>5,313.82</b> | <b>4,296.18</b> | <b>55.3%</b> |
| <b>030 FIRE PREVENTION &amp; INVESTIGATION</b>   | <b>9,610.00</b> | <b>5,313.82</b> | <b>4,296.18</b> | <b>55.3%</b> |

**045 TRAINING EMPLOYEE**

522 Fire Control

|  |                   |                  |                   |              |
|--|-------------------|------------------|-------------------|--------------|
| 522 45 31 00 Administration Training Supplies          | 429.70            | 38.03            | 391.67            | 8.9%         |
| 522 45 31 10 Fire Training Supplies                    | 7,953.78          | 2,999.16         | 4,954.62          | 37.7%        |
| 522 45 31 20 Medical Training Supplies                 | 4,985.00          | 2,316.55         | 2,668.45          | 46.5%        |
| 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                  | 330.00            | 0.00             | 330.00            | 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            | 46.41            | 353.59            | 11.6%        |
| 522 45 35 00 Administration Training Equipment         | 0.00              | 0.00             | 0.00              | 0.0%         |
| 522 45 35 10 Fire Training Equipment                   | 34,353.28         | 7,988.20         | 26,365.08         | 23.3%        |
| 522 45 35 20 Medical Training Equipment                | 7,260.95          | 1,327.08         | 5,933.87          | 18.3%        |
| 522 45 35 30 Marine Training Equipment                 | 1,320.00          | 1,534.08         | (214.08)          | 116.2%       |
| 522 45 35 40 Technical Rescue Training Equipment       | 0.00              | 0.00             | 0.00              | 0.0%         |
| 522 45 41 10 Training Professional Services            | 7,800.00          | 0.00             | 7,800.00          | 0.0%         |
| 522 45 43 00 Administrative Training Travel            | 2,345.00          | 65.00            | 2,280.00          | 2.8%         |
| 522 45 43 01 Administrative Lodging & Food             | 12,508.00         | 693.13           | 11,814.87         | 5.5%         |
| 522 45 43 02 Training Ferry Fees                       | 430.00            | 96.65            | 333.35            | 22.5%        |
| 522 45 43 10 Fire Training Travel                      | 75.00             | 0.00             | 75.00             | 0.0%         |
| 522 45 43 11 Fire Lodging & Food                       | 3,045.00          | 0.00             | 3,045.00          | 0.0%         |
| 522 45 43 20 Medical Training Travel                   | 50.00             | 0.00             | 50.00             | 0.0%         |
| 522 45 43 21 Medical Lodging & Food                    | 800.00            | 0.00             | 800.00            | 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               | 2,400.00          | 0.00             | 2,400.00          | 0.0%         |
| 522 45 43 51 Maintenance Lodging & Food                | 4,250.00          | 1,096.20         | 3,153.80          | 25.8%        |
| 522 45 49 00 Administration Tuition & Registration     | 11,085.00         | 685.00           | 10,400.00         | 6.2%         |
| 522 45 49 10 Fire Tuition & Registration               | 17,185.00         | 1,254.44         | 15,930.56         | 7.3%         |
| 522 45 49 11 Fire Training Projects & Workshops        | 10,380.00         | 1,723.00         | 8,657.00          | 16.6%        |
| 522 45 49 20 Medical Tuition & Registration            | 8,220.00          | 7,599.45         | 620.55            | 92.5%        |
| 522 45 49 21 Medical Training Projects                 | 784.00            | 0.00             | 784.00            | 0.0%         |
| 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            | 0.00             | 200.00            | 0.0%         |
| 522 45 49 31 Marine Rescue Training Projects           | 0.00              | 0.00             | 0.00              | 0.0%         |
| 522 45 49 40 Technical Rescue Tuition & Registration   | 10,095.00         | 9,839.00         | 256.00            | 97.5%        |
| 522 45 49 41 Technical Rescue Training Projects        | 0.00              | 0.00             | 0.00              | 0.0%         |
| 522 45 49 50 Maintenance Tuition & Registration        | 3,395.95          | 1,150.00         | 2,245.95          | 33.9%        |
| 522 45 49 60 Health & Wellness Training - Registration | 0.00              | 0.00             | 0.00              | 0.0%         |
| <b>522 Fire Control</b>                                | <b>153,302.66</b> | <b>40,451.38</b> | <b>112,851.28</b> | <b>26.4%</b> |

## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 11:54:56 Date: 10/10/2022

Page: 6

001 General Fund Months: 01 To: 09

| Expenditures                 | Amt Budgeted      | Expenditures     | Remaining         |              |
|------------------------------|-------------------|------------------|-------------------|--------------|
| <b>045 TRAINING EMPLOYEE</b> | <b>153,302.66</b> | <b>40,451.38</b> | <b>112,851.28</b> | <b>26.4%</b> |

### 050 FACILITIES

#### 522 Fire Control

|                         |   |                   |                   |                   |              |
|-------------------------|---|-------------------|-------------------|-------------------|--------------|
| 522 50 10 00            | Maintenance Employees Wages                     | 140,793.17        | 100,433.24        | 40,359.93         | 71.3%        |
| 522 50 10 01            | Maintenance Employees Authorized Overtime       | 4,000.00          | 1,724.48          | 2,275.52          | 43.1%        |
| 522 50 15 20            | Maintenance Deferred Compensation Match         | 2,691.16          | 0.00              | 2,691.16          | 0.0%         |
| 522 50 20 10            | FICA/Medicare Benefits-Maintenance Employees    | 10,599.67         | 6,957.02          | 3,642.65          | 65.6%        |
| 522 50 20 20            | L&I/Unemployment Premiums-Maintenance Employees | 7,223.45          | 4,439.28          | 2,784.17          | 61.5%        |
| 522 50 20 30            | Maintenance Healthcare Benefits/AD&D            | 57,982.56         | 50,081.94         | 7,900.62          | 86.4%        |
| 522 50 20 40            | Retirement Benefits-Maintenance Employees       | 17,776.96         | 9,807.21          | 7,969.75          | 55.2%        |
| 522 50 20 50            | Tuition Reimbursement-Maintenance Employees     | 2,500.00          | 0.00              | 2,500.00          | 0.0%         |
| 522 50 31 10            | Janitorial Supplies                             | 8,400.00          | 3,059.87          | 5,340.13          | 36.4%        |
| 522 50 31 20            | Maintenance Parts & Supplies                    | 8,064.00          | 574.95            | 7,489.05          | 7.1%         |
| 522 50 32 10            | Fuel - Maintenance                              | 4,500.00          | 2,239.97          | 2,260.03          | 49.8%        |
| 522 50 35 10            | Small Tools                                     | 48,250.00         | 41,901.25         | 6,348.75          | 86.8%        |
| 522 50 35 20            | Furnishings                                     | 700.00            | 310.51            | 389.49            | 44.4%        |
| 522 50 35 30            | Appliances                                      | 750.00            | 0.00              | 750.00            | 0.0%         |
| 522 50 41 10            | Janitorial Services                             | 46,144.00         | 17,672.00         | 28,472.00         | 38.3%        |
| 522 50 41 20            | Yard Maintenance                                | 15,000.00         | 0.00              | 15,000.00         | 0.0%         |
| 522 50 41 30            | Building Maintenance Services                   | 25,508.00         | 8,906.44          | 16,601.56         | 34.9%        |
| 522 50 45 10            | Maintenance Equipment Rental & Leases           | 2,000.00          | 638.25            | 1,361.75          | 31.9%        |
| 522 50 47 10            | Electricity Consumed                            | 47,424.00         | 22,145.53         | 25,278.47         | 46.7%        |
| 522 50 47 20            | LPG Gas Consumed                                | 5,610.90          | 3,402.77          | 2,208.13          | 60.6%        |
| 522 50 47 30            | Water Consumed                                  | 5,866.00          | 3,713.45          | 2,152.55          | 63.3%        |
| 522 50 47 40            | Waste Disposal Used                             | 4,220.00          | 2,785.99          | 1,434.01          | 66.0%        |
| 522 50 48 10            | Facilities Repair & Maintenance                 | 10,100.00         | 2,948.36          | 7,151.64          | 29.2%        |
| <b>522 Fire Control</b> |   | <b>476,103.87</b> | <b>283,742.51</b> | <b>192,361.36</b> | <b>59.6%</b> |

|                       |  |                   |                   |                   |              |
|-----------------------|--|-------------------|-------------------|-------------------|--------------|
| <b>050 FACILITIES</b> |  | <b>476,103.87</b> | <b>283,742.51</b> | <b>192,361.36</b> | <b>59.6%</b> |
|-----------------------|--|-------------------|-------------------|-------------------|--------------|

### 060 VEHICLE & EQUIP MAINTENANCE

#### 522 Fire Control

|              |   |           |           |           |        |
|--------------|---|-----------|-----------|-----------|--------|
| 522 60 43 01 | Maintenance Ferry Fees                          | 1,000.00  | 1,115.75  | (115.75)  | 111.6% |
| 522 60 48 10 | Fire Equipment Repair & Maintenance             | 27,662.04 | 9,523.83  | 18,138.21 | 34.4%  |
| 522 60 48 11 | Fire Apparatus Repair & Maintenance             | 97,920.00 | 54,676.75 | 43,243.25 | 55.8%  |
| 522 60 48 12 | Administrative Vehicle Repair & Maintenance     | 11,320.05 | 5,659.09  | 5,660.96  | 50.0%  |
| 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            | 6,160.00  | 6,095.23  | 64.77     | 98.9%  |
| 522 60 48 30 | Marine Equipment Repair & Maintenance           | 2,000.00  | 861.43    | 1,138.57  | 43.1%  |
| 522 60 48 31 | Marine Vehicle Repair & Maintenance             | 25,200.00 | 22,545.73 | 2,654.27  | 89.5%  |
| 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%   |

## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 11:54:56 Date: 10/10/2022

Page: 7

001 General Fund Months: 01 To: 09

| Expenditures  | Amt Budgeted      | Expenditures      | Remaining        |              |
|---|-------------------|-------------------|------------------|--------------|
| <b>522 Fire Control</b>                                 |                   |                   |                  |              |
| 522 60 48 50 Training Equipment Repair & Maintenance    | 500.00            | 0.00              | 500.00           | 0.0%         |
| 522 60 48 60 Maintenance Equipment Repair & Maintenance | 3,750.00          | 539.29            | 3,210.71         | 14.4%        |
| 522 60 48 61 Maintenance Vehicle Repair & Maintenance   | 1,450.00          | 324.60            | 1,125.40         | 22.4%        |
| 522 60 49 70 Collision/Accident                         | 5,999.98          | 31.74             | 5,968.24         | 0.5%         |
| 522 Fire Control  | 187,197.07        | 101,373.44        | 85,823.63        | 54.2%        |
| <b>060 VEHICLE &amp; EQUIP MAINTENANCE</b>              | <b>187,197.07</b> | <b>101,373.44</b> | <b>85,823.63</b> | <b>54.2%</b> |

### 062 CAPITAL FACILITIES

#### 594 Capital Expenditures

|  |                   |                  |                   |              |
|--|-------------------|------------------|-------------------|--------------|
| 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                           | 37,520.00         | 0.00             | 37,520.00         | 0.0%         |
| 594 22 63 31 Station 31 - 5535 Cameron Road                        | 37,600.00         | 67.94            | 37,532.06         | 0.2%         |
| 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                         | 50,468.12         | 1,361.53         | 49,106.59         | 2.7%         |
| 594 22 63 34 Station 34 - 820 Camano Avenue                        | 9,100.00          | 0.00             | 9,100.00          | 0.0%         |
| 594 22 63 35 Station 35 - 3982 Saratoga Road                       | 15,205.00         | 1,934.40         | 13,270.60         | 12.7%        |
| 594 22 63 36 Station 36 - 5579 Bayview Road                        | 59,196.00         | 48,597.86        | 10,598.14         | 82.1%        |
| 594 22 63 37 Maintenance Facility - 2874 Verlaine Street           | 31,654.84         | 2,486.13         | 29,168.71         | 7.9%         |
| 594 22 64 01 Bayview Facility Construction General Fund            | 0.00              | 0.00             | 0.00              | 0.0%         |
| 594 Capital Expenditures   | 245,243.96        | 54,447.86        | 190,796.10        | 22.2%        |
| <b>062 CAPITAL FACILITIES</b>                                      | <b>245,243.96</b> | <b>54,447.86</b> | <b>190,796.10</b> | <b>22.2%</b> |

### 070 OTHER

#### 580 Non Expenditures

|   |      |             |           |      |
|---|------|-------------|-----------|------|
| 588 10 00 00 Prior Period Adjustment    | 0.00 | (702.31)    | 702.31    | 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 | (41,608.23) | 41,608.23 | 0.0% |
| 580 Non Expenditures                    | 0.00 | (42,310.54) | 42,310.54 | 0.0% |

#### 597 Interfund Transfers

|   |      |            |              |      |
|---|------|------------|--------------|------|
| 597 00 00 02 Transfer To Capital Fund     | 0.00 | 600,000.00 | (600,000.00) | 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 | 600,000.00 | (600,000.00) | 0.0% |

|                  |             |                   |                     |             |
|------------------|-------------|-------------------|---------------------|-------------|
| <b>070 OTHER</b> | <b>0.00</b> | <b>557,689.46</b> | <b>(557,689.46)</b> | <b>0.0%</b> |
|------------------|-------------|-------------------|---------------------|-------------|

|                           |                     |                     |                     |              |
|---------------------------|---------------------|---------------------|---------------------|--------------|
| <b>Fund Expenditures:</b> | <b>5,555,993.95</b> | <b>3,915,585.55</b> | <b>1,640,408.40</b> | <b>70.5%</b> |
|---------------------------|---------------------|---------------------|---------------------|--------------|

# 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 11:54:56 Date: 10/10/2022

Page: 8

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001 General Fund

Months: 01 To: 09

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|                               |                       |                    |
|-------------------------------|-----------------------|--------------------|
| <b>Fund Excess/(Deficit):</b> | <b>(1,704,413.47)</b> | <b>(83,752.03)</b> |
|-------------------------------|-----------------------|--------------------|

## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 11:54:56 Date: 10/10/2022

Page: 9

003 Reserve Fund Months: 01 To: 09

|  | Amt Budgeted | Revenues | Remaining |  |
|--|--------------|----------|-----------|--|
|--|--------------|----------|-----------|--|

308 Beginning Balances

|  |      |           |             |      |
|--|------|-----------|-------------|------|
| 308 41 10 00 Estimated Beginning Balance | 0.00 | 52,935.18 | (52,935.18) | 0.0% |
| 308 Beginning Balances                   | 0.00 | 52,935.18 | (52,935.18) | 0.0% |

397 Interfund Transfers

|  |      |      |      |      |
|--|------|------|------|------|
| 397 00 00 03 Transfer From General Fund To Reserve | 0.00 | 0.00 | 0.00 | 0.0% |
| 397 Interfund Transfers                            | 0.00 | 0.00 | 0.00 | 0.0% |

|                       |             |                  |                    |             |
|-----------------------|-------------|------------------|--------------------|-------------|
| <b>Fund Revenues:</b> | <b>0.00</b> | <b>52,935.18</b> | <b>(52,935.18)</b> | <b>0.0%</b> |
|-----------------------|-------------|------------------|--------------------|-------------|

|                               |             |                  |  |  |
|-------------------------------|-------------|------------------|--|--|
| <b>Fund Excess/(Deficit):</b> | <b>0.00</b> | <b>52,935.18</b> |  |  |
|-------------------------------|-------------|------------------|--|--|

## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 11:54:56 Date: 10/10/2022

Page: 10

004 Contingency Fund Months: 01 To: 09

| Revenues | Amt Budgeted | Revenues | Remaining |
|----------|--------------|----------|-----------|
|----------|--------------|----------|-----------|

308 Beginning Balances

|              |                             |      |            |              |      |
|--------------|-----------------------------|------|------------|--------------|------|
| 308 91 11 00 | Estimated Beginning Balance | 0.00 | 168,476.26 | (168,476.26) | 0.0% |
|              | 308 Beginning Balances      | 0.00 | 168,476.26 | (168,476.26) | 0.0% |

360 Misc Revenues

|              |                   |      |          |            |      |
|--------------|-------------------|------|----------|------------|------|
| 367 11 00 00 | Donations & Gifts | 0.00 | 1,000.00 | (1,000.00) | 0.0% |
|              | 360 Misc Revenues | 0.00 | 1,000.00 | (1,000.00) | 0.0% |

397 Interfund Transfers

|              |   |      |      |      |      |
|--------------|---|------|------|------|------|
| 397 00 00 04 | Transfer From General Fund To Contingency | 0.00 | 0.00 | 0.00 | 0.0% |
|              | 397 Interfund Transfers                   | 0.00 | 0.00 | 0.00 | 0.0% |

|                       |             |                   |                     |             |
|-----------------------|-------------|-------------------|---------------------|-------------|
| <b>Fund Revenues:</b> | <b>0.00</b> | <b>169,476.26</b> | <b>(169,476.26)</b> | <b>0.0%</b> |
|-----------------------|-------------|-------------------|---------------------|-------------|

|                               |             |                   |  |  |
|-------------------------------|-------------|-------------------|--|--|
| <b>Fund Excess/(Deficit):</b> | <b>0.00</b> | <b>169,476.26</b> |  |  |
|-------------------------------|-------------|-------------------|--|--|

## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 11:54:56 Date: 10/10/2022

Page: 11

300 Capital Fund Months: 01 To: 09

|  | Amt Budgeted | Revenues | Remaining |  |
|--|--------------|----------|-----------|--|
|--|--------------|----------|-----------|--|

### 308 Beginning Balances

|  |      |              |                |      |
|--|------|--------------|----------------|------|
| 308 41 00 00 Estimated Beginning Balance | 0.00 | 2,358,673.14 | (2,358,673.14) | 0.0% |
| 308 Beginning Balances                   | 0.00 | 2,358,673.14 | (2,358,673.14) | 0.0% |

### 310 Taxes

|                                 |            |            |            |       |
|---------------------------------|------------|------------|------------|-------|
| 311 10 00 01 Property Taxes 25% | 907,648.06 | 761,202.71 | 146,445.35 | 83.9% |
| 310 Taxes                       | 907,648.06 | 761,202.71 | 146,445.35 | 83.9% |

### 397 Interfund Transfers

|   |      |            |              |      |
|---|------|------------|--------------|------|
| 397 00 00 02 Transfer From General Fund | 0.00 | 600,000.00 | (600,000.00) | 0.0% |
| 397 Interfund Transfers                 | 0.00 | 600,000.00 | (600,000.00) | 0.0% |

|                       |                   |                     |                       |               |
|-----------------------|-------------------|---------------------|-----------------------|---------------|
| <b>Fund Revenues:</b> | <b>907,648.06</b> | <b>3,719,875.85</b> | <b>(2,812,227.79)</b> | <b>409.8%</b> |
|-----------------------|-------------------|---------------------|-----------------------|---------------|

|  | Amt Budgeted | Expenditures | Remaining |  |
|--|--------------|--------------|-----------|--|
|--|--------------|--------------|-----------|--|

### 594 Capital Expenditures

|   |              |            |              |        |
|---|--------------|------------|--------------|--------|
| 594 20 35 12 Fire Safety Equipment - Capital                | 616,156.50   | 1,277.32   | 614,879.18   | 0.2%   |
| 594 20 42 10 Dispatch Services - Capital                    | 20,093.42    | 20,093.42  | 0.00         | 100.0% |
| 594 22 64 00 Bayview Facility Construction                  | 0.00         | 0.00       | 0.00         | 0.0%   |
| 594 22 64 11 Vehicles                                       | 302,787.62   | 133,360.65 | 169,426.97   | 44.0%  |
| 594 22 64 13 Fire Apparatus                                 | 660,000.00   | 0.00       | 660,000.00   | 0.0%   |
| 594 22 65 00 Bayview Facility Building Permit & Design Work | 0.00         | 0.00       | 0.00         | 0.0%   |
| 594 Capital Expenditures                                    | 1,599,037.54 | 154,731.39 | 1,444,306.15 | 9.7%   |

### 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% |

## 062 CAPITAL FACILITIES

### 594 Capital Expenditures

|                                    |            |        |            |      |
|------------------------------------|------------|--------|------------|------|
| 594 22 62 11 Bayview Road Property | 319,160.00 | 782.62 | 318,377.38 | 0.2% |
| 594 Capital Expenditures           | 319,160.00 | 782.62 | 318,377.38 | 0.2% |

|                               |                   |               |                   |             |
|-------------------------------|-------------------|---------------|-------------------|-------------|
| <b>062 CAPITAL FACILITIES</b> | <b>319,160.00</b> | <b>782.62</b> | <b>318,377.38</b> | <b>0.2%</b> |
|-------------------------------|-------------------|---------------|-------------------|-------------|

## 070 OTHER

### 597 Interfund Transfers

|                                       |      |            |              |      |
|---------------------------------------|------|------------|--------------|------|
| 597 22 00 02 Transfer To General Fund | 0.00 | 888,372.18 | (888,372.18) | 0.0% |
| 597 Interfund Transfers               | 0.00 | 888,372.18 | (888,372.18) | 0.0% |

## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 11:54:56 Date: 10/10/2022

Page: 12

| 300 Capital Fund              |                       | Months: 01 To: 09   |                     |              |
|-------------------------------|-----------------------|---------------------|---------------------|--------------|
| Expenditures                  | Amt Budgeted          | Expenditures        | Remaining           |              |
| <b>070 OTHER</b>              | <b>0.00</b>           | <b>888,372.18</b>   | <b>(888,372.18)</b> | <b>0.0%</b>  |
| <b>Fund Expenditures:</b>     | <b>1,918,197.54</b>   | <b>1,043,886.19</b> | <b>874,311.35</b>   | <b>54.4%</b> |
| <b>Fund Excess/(Deficit):</b> | <b>(1,010,549.48)</b> | <b>2,675,989.66</b> |                     |              |



## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 11:54:56 Date: 10/10/2022

Page: 13

| 301 Bond Fund                            | Months: 01 To: 09 |             |             |             |
|--|-------------------|-------------|-------------|-------------|
| Revenues                                 | Amt Budgeted      | Revenues    | Remaining   |             |
| <b>308 Beginning Balances</b>            |                   |             |             |             |
| 308 41 20 00 Estimated Beginning Balance | 0.00              | 0.00        | 0.00        | 0.0%        |
| 308 Beginning Balances                   | 0.00              | 0.00        | 0.00        | 0.0%        |
| <b>Fund Revenues:</b>                    | <b>0.00</b>       | <b>0.00</b> | <b>0.00</b> | <b>0.0%</b> |
| <b>Fund Excess/(Deficit):</b>            | <b>0.00</b>       | <b>0.00</b> |             |             |

## 2022 BUDGET POSITION TOTALS

South Whidbey Fire EMS

Months: 01 To: 09

Time: 11:54:56 Date: 10/10/2022

Page: 14

| Fund                 | Revenue Budgeted    | Received            |               | Expense Budgeted    | Spent               |              |
|----------------------|---------------------|---------------------|---------------|---------------------|---------------------|--------------|
| 001 General Fund     | 3,851,580.48        | 3,831,833.52        | 99.5%         | 5,555,993.95        | 3,915,585.55        | 70%          |
| 003 Reserve Fund     | 0.00                | 52,935.18           | 0.0%          | 0.00                | 0.00                | 0%           |
| 004 Contingency Fund | 0.00                | 169,476.26          | 0.0%          | 0.00                | 0.00                | 0%           |
| 300 Capital Fund     | 907,648.06          | 3,719,875.85        | 409.8%        | 1,918,197.54        | 1,043,886.19        | 54%          |
| 301 Bond Fund        | 0.00                | 0.00                | 0.0%          | 0.00                | 0.00                | 0%           |
|                      | <u>4,759,228.54</u> | <u>7,774,120.81</u> | <u>163.3%</u> | <u>7,474,191.49</u> | <u>4,959,471.74</u> | <u>66.4%</u> |

## **October**

Fire Chiefs Update

Consent Report

### **Fourth Seat Coverage**

September 33.54% of the time we had at station 36 (on duty)

### **Recruitment Report**

2 Ready for approval at October Meeting

4 Applications In process, not ready for approval

#### **-Total Volunteers**

September - 40 (including those being approved tonight)



# SOUTH WHIDBEY FIRE / EMS

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

## Commissioners

Jim Towers  
Mike Noblet  
Savanah Erickson

## Fire Chief

Nicholas Walsh  
chief@swfe.org  
(360)321-6061

## Operations

Deputy Chief  
Terry Ney  
ops@swfe.org  
(360)321-2546

## Resource

Deputy Chief  
Jon Beck  
resource@swfe.org  
(360)321-2147

## Training

Deputy Chief  
Wendy Moffatt  
training@swfe.org  
(360)321-2645

## Records

Records Officer  
Vicki Lange  
records@swfe.org  
(360)222-5011

## Finance

Finance Officer  
finance@swfe.org  
(360)222-5012

## Admin Specialist

Kelly McDonald  
info@swfe.org  
(360)222-5013

## MEMORANDIUM

To: Chief Walsh  
From: Deputy Chief Beck  
Date: October 10, 2022  
Re: Information Technology and Security Updates

As of today, the contractors of our insurance company, Kroll and McDonald Hopkins have entered the tedious phase of the deep data dive of the email breach to see if attachments contain any PII. This phase has to be completed manually by a physical person. There is not timeline for when this will be completed due to the large number of documents that require individual review.

Michael Hastings has implemented the Sophos Email Phishing testing and training program with a once successful “catch and training” done.

We have also tightened the scanning of all outgoing emails to ensure no PII or HIPPA information is being compromised that may be sent from anyone @SWFE.org.

We are meeting the IS Outsource this week to begin documentation of our IT networks as well as getting the final proposal to migrate away from our own Microsoft Exchange email server to Outlook 365 cloud hosted services. The order has been placed for the Microsoft licenses to begin as soon as the contractor is chosen.

We will be moving forward as soon as approved by the board to move from BIAS hosted financial software to their Springbrook cloud based hosted services. This will allow us to shut down the oldest server that is not compliant with current security patches due to no longer supported software.

**Memo**

**To:** Commissioners Erickson & Towers  
**From:** Mike Noblet, Chairman of the Board  
**Subject:** Final Draft of Section 101  
**Date:** October 10, 2022

Commissioners,

Follow is my final working draft of Section 101 pertaining to the Board of Commissioners of Island County. It is designed to address situations in the future when later boards could have one or more rogue commissioners, to address such rogue actions by such commissioners which could be controlled by the invoking the terms of Section 101.

Noted text I added is or I have a question about are:

1. Section 101.2: text pertaining to the Board being permitted to accept complaints from staff which have not been address by the fire chief – see text in red on page 2. .
2. Section 101.5: Social Media Policy Pertaining to Commissioners: Adapted from FEMA document – see pg. 4.
3. Section 101.6: Penalties for Commissioner not following authority or responsibilities – See page 5 for text pertaining to third infraction to be publically stated as a Censure Motion.
4. Section 101.16 Commissioners Political Relationships: See page 12 & 13 for text in green. I find no reason for this text and propose it be deleted. Let's discuss its merit during Thursday's meeting.

Also, throughout the draft 101 Section is text in red denoting what I have added.

Please advise me if you have questions – Mike.

---

## **101.1 Board of Fire Commissioners (proposed)**

South Whidbey Fire/EMS (SWFE) is a special purpose governmental district serving the residents, business owners and visitors covering 66 square miles of southern Whidbey Island. SWFE (District) is a paramilitary styled local governmental organization with administrative orders issued from the fire chief or deputy chiefs and travel down through an established chain of command **to all employees and volunteers**. **They** report to one superior and as such must follow his/her command. If **they** were to have multiple bosses, formal or informal, it would result in confusion and resulting possible danger to a firefighter during a fire/emergency.

The District's chain of command principle is buttressed by the concept of unity in direction defined as having one goal of motivating employees **to protect the** life and property of those the District serves. Such directional unity is enhanced by having an orderly communication flow from top to bottom and bottom up.

The District is headed by three elected fire commissioners whose responsibility is to represent the interests of those citizens the District serves by developing and approving policy to guide the District to attain its goal of protecting its citizens from harm. **The District's fire chief is charged with implementing that policy.**

## **101.2 COMMISSIONER'S AUTHORITY AND RESPONSIBILITY (proposed)**

The commissioners are the District's sole policy makers and as such do not have any direct or indirect administrative personnel authority other than the hiring/firing of the fire chief. Individual commissioners are not permitted to influence the carrying out of policy by the fire chief or deputy chiefs and/or other **paid/volunteer** staff members. Such influence attempts are, but not limited to, meetings with employees either planned or unannounced joining of meetings between the fire chief and District staff or communicating by electronic means to observe or otherwise be involved with implementing or influencing District policy.

The Board's sole direct personnel related authority is to negotiate, approve, and, terminate an employment contract with the District's fire chief. The board has the authority to fix the compensation to be paid to the fire chief through the fire chief's employment contract. In addition, the board has the authority to approve policy upon recommendation from the fire chief for contracts with other employees or agents of the District, whether through contracts or **the** normal budgetary process.

**The Board of Commissioners also serves as a sounding board for employees and volunteers for grievances they feel have not been addressed by the fire chief, but only if they believe that grievance has not been satisfactorily resolved. In such situations the employee must communicate their grievance to the Board via the District's internal email system. Upon receiving such a complaint, the Board Chair will arrange for an executive meeting of the Board to discuss the complaint and decide on what action it deems necessary to resolve the matter.**

Commissioners shall not assume duties and responsibilities of the fire chief, nor that of members of the fire chief's staff or any other administrative or line personnel.

The Board and staff shall not be bound in any way by any action taken or statement made by

an individual commissioner, except when such statements or actions are pursuant to specific instructions **resulting from** official action of the board such as approved policy as determined by a majority vote of the Board of Commissioners which then **has** become the official policy of the District.

### **101.3 INDIVIDUAL COMMISSIONER'S GENERAL RESPONSIBILITIES**

Fire commissioners have the following general responsibilities but are not limited to:

1. Give proper respect due **paid/volunteer** staff members.
2. Support the fire chief when outside **or inside** pressure may be applied to revise a policy or procedure.
3. Be respectful of those he/she serves.
4. Show confidence in the fire District and the staff members' future.
5. Strive to build a positive approach to negative questions and/or matters.
6. Be informed on all matters pertinent to his or her elected responsibilities..
7. Weigh all possible information to arrive at his/her decision.
8. Not committing the District in any way before there has been a full discussion by the **Board of Commissioners** and administration (when appropriate), and **before such** policy has been approved by a majority of the Board of Commissioners.
9. Clearly state he/she is speaking for him or herself when giving an individual opinion and not representing the board as a whole.
10. Handle business matters in an expedient and professional manner.
11. Have meetings with the fire chief, when appropriate or necessary, to gather information, discuss business or confer on District matters.
12. Encourage staff members to participate in professional associations and community activities.
13. The board and staff shall not be bound in any way by any action taken or statement made by any individual commissioner, except when such statements or actions are pursuant to specific instructions through official action **by a majority vote** of the Board .
14. **Commissioners are not to** post any social media comments on the District's social media platforms since such posting is authorized by the fire chief to be done only by the District's webmaster or equivalent designated person.

## 101.4 BOARD OF COMMISSIONERS' GENERAL RESPONSIBILITIES

The board of commissioners specific responsibilities include, but are not limited to, the following based on a majority vote of the board are:

1. Select the chief and delegate all necessary administrative powers to him/her.
2. Negotiate, approve, and, terminate an employment contract with the fire chief.
3. The Board shall have the authority to fix the compensation to be paid to the fire chief through the contract, and all other employees or agents of the District, whether through contracts or normal budgetary process.
4. Clarify its expectations of the duties and responsibilities of the fire chief.
5. Adopt policies for the operation of the fire protection District.
6. Provide direction for the scope and operation of the fire services program.
5. Approve the annual budget.
6. Approve staff positions based upon the recommendations of the chief.
7. Approve contracts for capital improvements.
8. Approve policy authorize a public vote to **approve** tax supported bonds and or levy lifts.
9. Approve payment of vouchers and payroll.
10. Approve disposal of surplus supplies and equipment.
11. Approve criteria and processes for evaluating staff.
12. Approve insurance program recommended by the fire chief.
13. Serve as final arbitrator for appeals of staff and citizens.
14. Review reports, documents and information produced by the fire chief that are relevant to district business.
15. Review **and approve** standard operating procedures.
16. Review personnel actions (employment/termination) taken by the fire chief.
17. Review monthly and annual fiscal reports.
18. **Appoint** a replacement commissioner should an incumbent commissioner resign or



otherwise leave office during his/her term of office.

19. Other responsibilities/policies as determined by state law or to respond to emergencies facing the district

#### 101.5 Social Media Policy Pertaining to Commissioners (proposed new section)

1. Commissioners may not state or imply that they are communicating on behalf of the District or the commissioners, while using their personal social media.
2. Commissioners are prohibited from using social media in a manner that:
  - a. Is reasonably likely to disrupt the District's mission performance;
  - b. Violates any law, rule, or regulation; and/or
  - c. Involves the release of government-protected information.
3. Commissioners are not to post any social media comments on the District's social media platforms since such posting is authorized by the fire chief to be done only by the District's webmaster or equivalent designated person.
4. Commissioners are to contact the fire chief for guidance if they encounter a situation in which public comment from the district appears warranted and they do not have prior authorization to communicate official district information to the public or media.
5. If a commissioner makes a public comment about District topics without prior authorization to speak officially for the District, the commissioner must disclose that he/she is a commissioner and acknowledge that their comment is not necessarily the official District or the other commissioners' position on the matter in question.
6. Commissioners are not to release any non-public information, but they are free to discuss and share all public District information.

#### 101.6 PENALTIES FOR COMMISSIONER NOT FOLLOWING AUTHORITY OR RESPONSIBILITIES

A commissioner who intentionally or unintentionally does not follow the roles and responsibilities found herein Section 101, as interpreted by the majority of board members, may be subject to the following actions:

1. First infraction: A verbal reminder in executive session and not in a public forum.
2. Second infraction: A written reminder and notification of a public statement to be made. A copy will be given to each member of the board.
3. Third infraction: By a majority vote, the Board of Commissioners may approve Censure Motion resulting in a public statement to be read into the District record listing the actions taken and rules or responsibilities the offending commissioner did not follow, and, the number of times that each occurred. Such a Censure Motion is a formal statement by the board of its disapproval of the actions taken by the commissioner who received the first and second infraction reminders in items 1 and 2 of this section 101.5.

## **101.7 NUMBER OF AND QUALIFICATIONS OF COMMISSIONERS**

The Board of Fire Commissioners consists of three members who must reside within the District's boundaries, be an American citizen and registered voter and be elected by a majority of registered voters of the fire district.

Fire commissioners serve in accordance with the policies as found in this section as well as the entire SWFE Standard Operating Procedures (SOP), and Washington State law as defined by The Revised Code of Washington (RCW 52.14.).

A person elected to the Board of Fire Commissioners may not serve as a volunteer firefighter or EMT of the district during his or her tenure on the board.

A quorum of the Board of Fire Commissioners is two (2) or more commissioners.

## **101.8 TERMS OF OFFICE**

Except as otherwise provided by law, commissioners shall hold office for terms of six years and until their successors are elected **and have taken office**. Terms of commissioners shall be staggered to provide for election of one commissioner every two years.

Each commissioner elected to a six year term shall take office at the first meeting in January following an election provided:

1. Election results have been certified by the county auditor; and
2. The newly elected commissioner has taken and subscribed to an oath of office as required by RCW 52.14.070, Oath of Office.

A commissioner elected to a less than 6 year term shall assume office as soon as the election results have been certified and has taken the oath of office. **Persons appointed by the Board of Commissioners to fill a vacated board position will take office after swearing during the meeting when the appointment is made.**

## **101.9 ELECTIONS**

District election shall be held on the Tuesday after the first Monday in November of odd-numbered years.

A person may become a candidate for the office of fire commissioner by filing a declaration of candidacy with the county auditor during the filing period as establish by the State of Washington and Island County.

In the event that there are more than two candidates for any board position, a primary election shall be held on the third Tuesday of September in the manner as prescribed by law.

The two candidates receiving the greatest number of votes will appear on the November election ballot.

### **101.10 RESIGNATION**

A commissioner may resign from the board at any time, for any reason by providing the board with a written resignation.

If the commissioner's permanent residence ceases to be in the fire district boundaries, the commissioner shall resign immediately.

The Board shall consider the resignation at its next regular scheduled meeting. The Board shall accept the resignation by formal action and declare the position vacant, unless the resignation is withdrawn any time prior to the Board's action.

### **101.11 VACANCIES**

If a board position is vacated, the remaining commissioners shall fill that position by appointment, as follows:

1. The position shall be filled by appointment of a qualified person by a vote of the remaining commissioners, within sixty (60) days of the vacancy.
2. If the Board of Fire Commissioners fails to fill the vacancy within sixty (60) days, the Board of Commissioners of Island County shall fill the position.

Any appointee shall serve in the position until the next regularly scheduled fire district election, at which time a commissioner shall be elected for the unexpired term(s).

### **101.12 COMMISSIONER'S OATH OF OFFICE**

Each commissioner and the district secretary shall take an oath to support the constitutions of the United States and the State of Washington, and to faithfully discharge the duties of his/her office to the best of his/her abilities.

A Notary Public authorized to administer oaths must certify to this oath and the signature of the member, and shall file the signed oath of office in the Island County Auditor's Office.

### **101.13 BOARD OF FIRE COMMISSIONERS MEETINGS**

All meetings of the Board of Fire Commissioners shall be held in accordance with this section. Meetings shall be conducted in an orderly, businesslike manner, using Robert's Rules of Order to guide procedures.

Meetings of the Board of Fire Commissioners shall be scheduled, and conducted in compliance with all applicable laws of the State of Washington, and as deemed by the board to be in the best interests of the community and the District.

Each fire commissioner should receive the meeting agenda and all supporting materials to agenda items in a timely manner, defined as no later than the Friday before the scheduled Thursday Board of Commissioners meeting. Receipt will be via the board member's designated email address. Exceptions

to this policy can be made when necessary, such as an emergency, but only after prior notice is made to every board member.

The agenda must include all items for which action will be taken at the meeting. Those items to be discussed in executive session, for which action will be taken in the open meeting, must appear on the agenda.

Each commissioner shall have a single vote on issues and all votes shall be by voice, unless a roll call vote is requested by the chair or other member of the Board.

### **101.13.1 ANNUAL ORGANIZATIONAL MEETING**

The January meeting of each year shall be the Annual Organizational Meeting, at which the **officers of the Board shall be elected by a majority vote of the commissioners**, and the annual meeting schedule shall be approved.

### **101.13.2 REGULAR MEETINGS**

The Board of Fire Commissioners shall meet in regular session not less than once a month **in person or remotely by electronic telecommunication**, on a schedule and at a location approved by the board.

When a meeting date falls on a legal holiday, the meeting shall be held at a time and location noted on the approved meeting schedule.

### **101.13.3 SPECIAL MEETINGS**

Special meetings may be called by the chair or on a petition of the majority of the Board.

A written notice of the special meeting, stating its purpose, shall be delivered to each fire commissioner not less than 24 hours in advance.

Public notice shall also be posted not less than 24 hours in advance.

Business transacted at the special meeting is limited to that stated in the notice of special meeting.

### **101.13.4 EMERGENCY MEETINGS**

In the event of an emergency, including large scale disasters, or incidents involving possible personal injury or property damage, the Board of Fire Commissioners may meet immediately, **in person or remotely by electronic telecommunication**, and take official action without prior notification.

### **101.13.5 EXECUTIVE SESSIONS**

Before convening in executive session, the chair shall publicly announce the purpose for excluding the public from the meeting, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the chair. An executive session may be conducted for one or more of the following purposes;

1. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
2. To consider the minimum price at which real estate will be offered for sale or public lease when public knowledge regarding such consideration would cause a likelihood of decreased price, however, the final action of selling or leasing public property shall be taken in a meeting open to the public;
3. To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
4. To receive and evaluate complaints or charges brought against a commissioner or staff member, however, upon the request of such commissioner or staff member, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;
5. To evaluate the qualifications of an applicant for public employment or to review the performance of a staff member, however, discussion of salaries, wages, and other conditions of employment to be generally applied with the commission staff shall occur in a meeting open to the public, and when the commission elects to take a final action of hiring, setting the salary of an individual staff member or class of staff members, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;
6. To evaluate the qualifications of a candidate for appointment to the commission, however, any interview of such candidate and final action appointing a candidate to the commission shall be in a meeting open to the public;
7. To discuss with legal counsel representing a matter relating to commission enforcement actions, or to discuss with legal counsel representing the district, litigation or potential litigation to which the commission, or commissioners acting in an official capacity are likely to become a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the district;

A closed (executive) session of the fire commission may be held when the board is;

1. Involved in collective bargaining sessions with employee organizations, grievance meetings and discussion relating to the interpretation or application of a labor agreement; or

2. That portion of a meeting during which the board is planning or adopting the strategy or position to be taken during the course of collective bargaining or professional negotiations, grievance or mediation proceedings, or reviewing the proposals made in such negotiations or proceedings while in progress.

#### **101.13.6 BOARD OF COMMISSIONERS MEETING PUBLIC NOTICE**

In order to maintain transparency, and to communicate with the public in a consistent manner, the public shall be notified of all regular and special meetings of the board.

Notice of an emergency meeting may be sent with less than 24 hours notice via electronic means if possible.

The District will notify all news media that have requested notice of such meetings. Furthermore, the district will provide such notification to citizens that have requested such notifications.

#### **101.13.7 BOARD OF COMMISSIONERS OPEN MEETINGS**

All meetings, and portions thereof, shall be open to the public, with the exception of executive sessions, as required by the State of Washington, Open Meetings Act.

All final actions by the Board, including those from executive sessions, shall be taken at an open meeting.

Audience Participation shall be allowed as follows;

1. Following approval of the meeting agenda at the beginning of the meeting.
2. Following board discussion and prior to any official board action on items listed on the agenda, provided that the individual is a resident of the district, or staff. Individuals wishing to speak, must be recognized by the chair, must identify themselves for the record, and must limit their input to the issue being acted upon. Any representative of a firm eligible to bid on materials and services solicited by the board shall also be given opportunity to speak.
3. At the conclusion of the meeting, individuals shall be given opportunity to speak to any issue not included on the agenda.

The Board reserves right to limit input to a reasonable amount of time, equitably for all speakers. Furthermore, the chair may interrupt or terminate an individual's statement if it exceeds the allotted time limited established, is personally directed, is abusive, obscene or irrelevant.

The Board may adjourn a regular, special or adjourned meeting to a specific future date. Notice of such adjournment or continuation must be posted at or near the door to the meeting.

### **101.13.8 BOARD OF COMMISSIONERS MEETING MINUTES**

The District Secretary shall record the minutes of all board meetings. Minutes become official after approval by the board and shall be retained as a permanent record of the district. When issues are discussed that may require detailed record, the board may direct the Secretary to record the discussion verbatim. Such verbatim records shall be maintained on file for a period of six (6) years. Any other verbatim records of a meeting shall be destroyed after the minutes have been approved.

Minutes shall be comprehensive and shall show the following:

1. The date, time, and place of the meeting.
2. The presiding officer.
3. Members in attendance.
4. Items discussed during the meeting and the results of any voting that may have occurred.
5. Action taken to recess for executive session with a general statement of the purpose and the duration.
6. Actions taken as result of the executive session.
7. Time of conclusion or adjournment.

Draft minutes shall be delivered to commissioners in advance of the next regularly scheduled meeting of the Board and shall also be available to other interested citizens. Minutes need not be read publicly, provided the commissioners have had an opportunity to review them before adoption. A file containing permanent minutes of all board meetings shall be maintained in the district office to be made available for inspection upon the proper request of any interested party.

### **101.13.9 BOARD OF COMMISSIONERS COMMITTEES**

It is necessary from time to time for board members to sit on committees, both internal and external, in order to represent the district on matters of importance to the district.

The chair shall appoint board members, as necessary, to fill such committee positions. In order to avoid a quorum of the board at committee meetings, no more than one board member shall be appointed to any committee.

Board members assigned to committees shall report committee activities to the board at the meeting following committee meetings.

## **101.14 BOARD OF COMMISSIONERS OFFICERS**

### **101.14.1 CHAIR**

The chair shall preside at all meeting of the Board of Fire Commissioners and sign all papers and documents as required by law and as authorized by action of the Board.

The chair shall conduct the meeting in the manner prescribed by the Bboard's policies. And the chair shall have the full right to participate in debate without relinquishing the chair and shall have the right to vote on all matters put to a vote.

The chair should conduct the meeting so that deliberation is clear, concise, and directed to the issue at hand, and that discussion and action is summarized before moving to the next agenda item. The chair should manage the meeting so that the agenda is expeditiously handled.

The chair shall confer with the fire chief regarding sensitive issues which need immediate action. When appropriate, the chief will confer with individual board members when other opinions should be sought.

The chair or his/her designee shall serve as spokesperson of the board. The chair is authorized to report and discuss those actions which have been taken and those decisions made by the Board of Commissioners

### **101.14.2 VICE CHAIR**

The vice chair shall preside at board meetings in the absence of the chair and shall perform all of the duties of the chair in case of his/her absence or disability.

### **101.14.3 SECRETARY**

The board shall appoint a secretary of the district for such term as they shall determine. The secretary shall not be a member of the board, nor have any authority on behalf of the board, except as listed as follows:

1. The secretary shall keep a record of the proceedings of the board, and;
2. Shall take and subscribe to an official oath of office similar to that of the commissioners, which shall be filed with the Island County Auditor's Office, and;
3. Shall be the official recipient of correspondence as pertains to the board, and;
4. Shall perform other duties as prescribed by the board.



### **101.15 BOARD OF COMMISSIONERS MEETING ATTENDANCE**

Each commissioner is obligated to attend board meeting regularly. Whenever possible, commissioners should give advance notice to the chair or chief of his/her inability to attend a board meeting.

Absence from regularly scheduled meetings will be excused by request for unusual employment circumstances or assignments, illness, or death in the family.

After two consecutive unexcused absences, a commissioner will be sent notification to appear at the next regularly scheduled meeting or be subject to loss of his/her position. The Board shall declare a commissioner's position vacant after three (3) consecutive unexcused absences from regular board meetings.

### **101.16 COMMISSIONERS POLITICAL RELATIONSHIPS**

The Board of Fire Commissioners recognizes the need to provide information or communicate on matters pertaining to fire district affairs or advocate the official position or interests of the District to any elected official or officer or staff member of any agency.

Staff shall serve as a resource for the Board before it becomes involved in a political issue in order to provide recommendations and political direction to the board. Before taking any action on a political issue, the board shall develop a district position statement on the issue in order to provide unity and congruence to the district's position and to prepare the board ahead of time to take action on any issue(s).

The conduct of the Board and staff with regard to political activities shall be governed by RCW 42.17.130, which forbids the use of any of the facilities of a public office, or the District, directly or indirectly, for the purpose of assisting a campaign or the election of any person to any office or for the promotion or opposition to any ballot proposition. This does not preclude the use of District facilities for activities that are part of the normal and regular conduct of the district, action taken at an open public meeting, or statement by the commissioners in support of or in opposition to any ballot proposition at an open press conference or in response to a specific inquiry.

The Board of Fire Commissioners recognizes the need for volunteers to use valuable drill time for its intended purpose, and prohibits any candidate running for a position on the Board of Commissioners to attend any volunteer drills for the purpose of campaigning.

In the event that there are two or more candidates for fire commissioner, and all candidates choose to participate, the District may arrange a Meet the Candidates event, prior to the general election. This event may be held on district property or any other appropriate location. All district members shall be invited and the event shall not occur on a regular drill night.

Committee representatives shall seek direction for political action from the board prior to taking action on a committee as a representative of the district and the Board of Fire Commissioners. Committee representative shall also report back to the board the results of their action and committee activities.

If a commissioner does not agree with the political position taken by the majority of the board and desires to give his or her personal opinion or take actions contrary to the board's position, the commissioner shall clearly state the he or she is not representing the board or district.

### **101.17 CODE OF CONDUCT**

It is expected by our community that fire commissioners, and the chief, maintain the highest ethical position possible in the performance of his or her duties, in accordance with the RCW. Except as provided by law, commissioner or the chief, shall not:

1. For any reward, consideration, or gratuity paid or agreed to be paid, grant to another, either directly or indirectly, the right or authority to discharge any function of his or her office, or permit another to perform any of his or her duties.
2. Use his or her position to secure special privileges or exemptions for himself, herself, or others.
3. Directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the district, for a matter connected with or related to their services as an officer of the district unless otherwise provided by law.
4. Accept employment or engage in business or professional activity that the officer might reasonably expect would require him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
5. Disclose confidential information gained by reason of their position, nor otherwise use such information for his or her personal gain or benefit.
6. Employ or use any person, money, or property under his or her official control or direction, or in his or her official custody, for the private benefit or gain of himself or another.
7. Be beneficially interested, either directly or indirectly, in any contract which may be made by, through or under their supervision, in whole or in part, or which may be made for the benefit of his or her office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein. A commissioner or the chief, is not interested in a contract, within the meaning of the RCW, if he or she has only a remote interest in the contract and the extent of the interest is disclosed to the board and noted in the official minutes or similar records of the district prior to formation of the contact, and thereafter the board authorizes, approves, or ratifies the contract in good faith by a vote of its membership sufficient for the purpose without counting the vote or votes of the commissioner(s) having the remote interest. As used in this section "remote interest" means:
  - a. That of a non-salaried officer of a nonprofit corporation;
  - b. That of an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary;
  - c. That of a landlord or tenant of a contracting party;

d. That of a holder of less than one percent of the shares of a corporation or cooperative which is a contracting party.

**\*\*Note\*\*** None of the provisions of this section are applicable to any commissioner or the chief, if interested in a contract, even if the interest is only remote, if the commissioner or chief influences or attempts to influence any other member of the board to enter into the contract.

In addition to all other penalties, a violation by any commissioner or the chief of the provisions of RCW Chapter 42.52 "Ethics in Public Service" shall result in forfeiture of his or her office.

## **101.18 COMMISSIONER COMPENSATION AND EXPENSES**

### **101.18.1 COMPENSATION**

Fire commissioners are eligible to receive compensation at the rate determined by RCW 52.14.010 for the following activities:

1. Attending regular, special, and emergency meetings of the Board of Fire Commissioners.
2. Serving as a designated representative of the board, including but not limited to, such activities as; fire district committees, community development and/or betterment committees, collective bargaining, etc.
3. Attending board approved training and/or development activities, including but not limited to; regional, state, or national fire district association conferences, board in-services, etc.. This includes travel time to and from the event.
4. Attending special board-related activities when approved by the board in advance, including but not limited to; building dedications, staff retirements, and other ceremonies.

Total compensation for the year shall not exceed the maximum determined by RCW 52.14.010, plus reasonable expensed incurred for travel, meals, and lodging.

A fire commissioner may waive any or all of his or her compensation for any month or months during his or her term of office by written waiver filed with the fire district. The waiver may be filled out any time following the commissioner's election, but before the date on which the compensation would otherwise be paid, and shall specify the month or period of months for which it is filed.

A commissioner shall submit a monthly claim which verifies the nature and amount of approved activities, other than regular meetings, for which compensation is claimed during the month. Receipts for any travel, meals and lodging shall be included with the claim.

### **101.18.2 COMMISSONERS EXPENSES**

The actual expenses for commissioners while traveling to and from and attending board meetings may be paid. The expenses of commissioners who attend conferences or meetings as official representatives of the fire district may be paid. Such expenses for conferences may be paid in advance with prior approval. A commissioner may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for such services as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel. Reimbursable expenses are:

1. Transportation expenses including fares for commercial or public carriers and mileage at the approved IRS standard mileage rate when using one's own private vehicle.
2. Fees and registration costs for conferences and meetings.
3. Hotel/motel fees at a single room rate, or per diem at the current approved rate.
4. Actual expenses for meals, or per-diem at the current approved rate.
5. Such incidental expenses as parking fees, reasonable duplication costs and the like which are incurred for the benefit of the district.

Non-Reimbursable Expenses:

1. Expenses for personal benefit, entertainment, or alcohol shall not be reimbursed.

Expenses to be reimbursed to the District:

1. In the event that a commissioner registers for conferences or meetings and fails to attend without a legitimate excuse, the commissioner shall reimburse the District for all costs incurred by the District, to include but not limited to, hotel room charges, travels expenses, or registration expenses. For the purpose of this section a legitimate excuse shall be a family or medical emergency, or travel disruption beyond the control of the commissioner.

### **101.18.3 COMMISSIONER'S INSURANCE**

The District shall maintain sufficient insurance to protect he board and its individual members against liability arising from actions of the board or its individual members while each is acting on behalf of the fire district and within his or her authority as a fire commissioner.

An individual commissioner may participate at his or her own cost in any of the life, health, health care, accident, disability, salary protection, or any other form of insurance made available to staff.

|   |       |  |
|---|-------|--|
| Fire Chief Annual Review,<br>Period: Jan _____ to Dec _____ | Name: | Board of Fire Commissioners<br>Annual Review of Fire Chief's<br>Performance.<br><br>Date Review Delivered: |
|---|-------|--|

**Rating Scale**

- 5: Far Exceeds Expectations – Consistently performs above mastery level.
- 4: Above expectations – Good mastery of job
- 3: Meets expectation and fulfills job description
- 2: Below expectations – Needs improvement
- 1: Poor performance – Needs substantial improvement and remedial action.

**INSTRUCTIONS**

Please read through the instructions for each section. You can complete your form in multiple sessions, however, be sure to SAVE each time you exit. When you have completed the process and are at the end of the form, click SAVE, then SEND via email to the Board for review. You can wait until the Board has completed the form before signing.

Think about your performance over the last 12 months. You might consider reviewing emails, notes, updates, areas for improvement and/or anything else that would speak to your performance. You can reference this information in summarizing your review of the past year and in supporting your goals and development initiatives for the coming year. Please provide a rating, using the scale above and any summary comments to represent how you demonstrated commitment to the competencies in the last year. Remember to include areas of growth, work you are most proud of and specific results in your summary. **Review the Competency Matrix to understand your expected performance based upon your job title.**

**CORE COMPETENCIES**

**RATING**

**Relationship with the Board:** Working relationship with the Board. This should include communication, feedback, and professional relationships with Board Members.

Please provide examples where you exhibit this competency in your work. Also, what can you improve upon?

|                          |                          |
|--------------------------|--------------------------|
| <b>Emp</b>               | <b>Sup</b>               |
| <input type="checkbox"/> | <input type="checkbox"/> |

Employee Comments:

Supervisor Comments:

**Leadership:** As Fire Chief you are expected to provide leadership for the whole Department. You are expected to inspire trust and integrity throughout the Department. You are also expected to provide a command presence.

Please provide examples where you exhibit this competency in your daily work. Also, what can you improve upon?

|                          |                          |
|--------------------------|--------------------------|
| <b>Emp</b>               | <b>Sup</b>               |
| <input type="checkbox"/> | <input type="checkbox"/> |

Employee Comments:

Supervisor Comments:

|   |   |   |
|---|---|---|
|   |   |   |
| <p><b>District Fire Ground Performance:</b> You are directly responsible for SWFE's performance on non-medical emergencies. Using Fire Department metrics, review SWFE's performance over the last year. Please provide details of SWFE's performance over the last year. Provide details of how you intend to improve performance over the next year. Include non-medical emergency equipment and facilities.</p> <p>Employee Comments:</p> <p>Supervisor Comments:</p>  | <p>Emp</p> <input data-bbox="1370 247 1435 315" type="checkbox"/>   | <p>Sup</p> <input data-bbox="1468 247 1533 315" type="checkbox"/>   |
| <p><b>District Medical Response Performance:</b> You are directly responsible for SWFE's medical emergency response performance. Using Fire Department metrics, review SWFE's performance over the last year. Please provide details of SWFE's performance over the last year. Provide details of how you intend to improve SWFE's performance over the next year. Include medical equipment and facilities.</p> <p>Your Comments:</p> <p>Supervisor Comments:</p>  | <p>Emp</p> <input data-bbox="1370 604 1435 672" type="checkbox"/>   | <p>Sup</p> <input data-bbox="1468 604 1533 672" type="checkbox"/>   |
| <p><b>District Fire Prevention and Public Outreach:</b> You are directly responsible for SWFE's Fire Prevention and Outreach programs. Describe the Departments performance over the past year providing metrics to support the conclusions.</p> <p>Your Comments:</p> <p>Supervisor Comments:</p>  | <p>Emp</p> <input data-bbox="1370 966 1435 1033" type="checkbox"/>  | <p>Sup</p> <input data-bbox="1468 966 1533 1033" type="checkbox"/>  |
| <p><b>External Communications:</b> You are directly responsible for SWFE's communications with the public, local businesses and organizations, branches of local government and SWFE's mutual response agencies. This includes web &amp; social media content, written materials and correspondence, social media presence, presentations, and meetings. Please review SWFE's external engagement metrics and performance over the last year and provide recommendations for improvement.</p> <p>Your Comments:</p> <p>Supervisor Comments:</p> | <p>Emp</p> <input data-bbox="1370 1318 1435 1386" type="checkbox"/> | <p>Sup</p> <input data-bbox="1468 1318 1533 1386" type="checkbox"/> |
| <p><b>Internal Communications:</b> You are directly responsible for SWFE's internal communications with staff, paid and volunteer firefighters. Excellent communications are required for smooth operation of the Department. This includes verbal, written, training and on scene communications. Please review SWFE's internal communications over the last year and provide recommendations for improvement.</p> <p>Your Comments:</p>   | <p>Emp</p> <input data-bbox="1370 1747 1435 1814" type="checkbox"/> | <p>Sup</p> <input data-bbox="1468 1747 1533 1814" type="checkbox"/> |

|  |  |  |
|--|--|--|
| Supervisor Comments:   |  |  |
| <p><b>Business Acumen and Budget:</b> You are directly responsible for managing the budget as well as SWFE's budget, business performance and long-term planning for the future of the Department.<br/>Please review SWFE's financial performance during the last twelve months. Use business metrics to provide a review of both your personal performance and the overall District financial health.</p>   | <p><b>Emp</b></p> <input data-bbox="1370 352 1435 420" type="checkbox"/>   | <p><b>Sup</b></p> <input data-bbox="1468 352 1533 420" type="checkbox"/>   |
| Your Comments:   |  |  |
| Supervisor Comments:   |  |  |
| <p><b>Employee and Volunteer Relations:</b> You are responsible for the well-being of the Department employees and volunteers. You are charged with providing a safe, agreeable and pleasant working environment while striving for excellence in what can be very challenging circumstances.<br/>Please review the working environment provided to Department employees and volunteers. Please review the safety record for the previous twelve months.</p> | <p><b>Emp</b></p> <input data-bbox="1370 760 1435 827" type="checkbox"/>   | <p><b>Sup</b></p> <input data-bbox="1468 760 1533 827" type="checkbox"/>   |
| Your Comments:   |  |  |
| Supervisor Comments:   |  |  |
| <p><b>Training:</b> You are responsible for planning and implementing training provided to Department employees. Mandated training must be completed. Both classroom and practical training must be provided.<br/>Please review the Departments training for the last year, demonstrate that training needs are being fulfilled and discuss potential improvements. Discuss training facilities and equipment and improvements for the coming year.</p>      | <p><b>Emp</b></p> <input data-bbox="1370 1167 1435 1234" type="checkbox"/> | <p><b>Sup</b></p> <input data-bbox="1468 1167 1533 1234" type="checkbox"/> |
| Your Comments:   |  |  |
| Supervisor Comments:   |  |  |

**Board of Commissioners Goals**

At the start of each year the Board of Commissioners will set goals for the Fire Chief for the coming year. Provide details of how you, the Fire Chief, have performed achieving these goals.

Your Comments:

Emp

Supervisor

Supervisor Comments:

**Last Year's Development Plan**

Did you achieve your Development Plan for last year? Was there anything that got in the way that we can look to overcome next year? This section does not need to be completed in the first year of employment.

Your Comments:

Supervisor Comments:

**INSTRUCTIONS**

Think about your performance over the last 12 months. You might consider reviewing emails, notes, updates, areas for improvement and/or anything else that would speak to your performance. Reference these to support your goals and development for the last year. Remember to include any metrics that will assist you in achieving your goals & development initiatives for this plan year!

**Next Year's Goals**



Your goals will relate to the Department wide initiatives for next year.

Listed here:

Supervisor Comments and Commissioners Goals for the Fire Chief:

### Development Plan for Next Year

Describe 1-2 steps you will personally commit to taking in the next 12 months that will enhance your performance, prepare you for your desired next role, enhance your contributions within SWFE and support you for the future. Examples include further education, seminars or conferences, on-line learning, research, and training.

Your Personal Goals:

Supervisor Comments

### ACKNOWLEDGEMENT

We have met and discussed the goals for the next Annual Review Cycle and have set next year's Commissioners Goals and your personal Development Goals.

X

Employee

X

Supervisor

X

Supervisor

X

---

Supervisor

SOUTH WHIDBEY FIRE/EMS

RESOLUTION NO. 2022-11  
DECLARATION OF APPOINTMENT FINANCE OFFICER/AUDIT OFFICER WITH  
ISLAND COUNTY TREASURER'S OFFICE

WHEREAS, The District finds, as the person filling the Finance Officer/Audit Officer position, leaves or changes, the district must appoint the new individual to fulfill this position for the District on a permanent basis;

WHEREAS, The District also finds, as the person filling the Finance Officer/Audit Officer position, may be on leave or unavailable, the district must appoint an individual(s) to fulfill this position for the District on an interim basis;

WHEREAS, The District appointed person(s) filling the Finance Officer/Audit Officer position require access to the District's financial and banking assets both in person and online, with the Island County Treasurer's Officer to perform the core functions of said position;

WHEREAS, The District's policy requires the person(s) filling the Finance Officer/Audit Officer position to sign checks as a second signer and have such authority with the Island County Treasurer's Officer financial institution of record to perform the core functions of said position;

WHEREAS, The Island County Treasurer's Office requires the District to specify the person(s) filling the Finance Officer/Audit Officer position, both permanent and interim, to be designated by resolution;

THEREFORE BE IT RESOLVED; the following individual, acting and as interim Finance Officer/Audit Officer, are authorized by the South Whidbey Fire/EMS Board of Commissioners to have signature authority, and all necessary form of access to the said South Whidbey Fire/EMS accounts with the Island County Treasurer's Office and associated financial institution for the performance of duties of that position starting October 17<sup>th</sup>, 2022:

- Finance Officer: **Kathryn Nguyen**
- Backup Finance Officer/Audit Officer: **Vicki Lange**

ADOPTED at the regular meeting of the Board of Fire Commissioners on October 14th, 2022.

By \_\_\_\_\_  
Michael Noblet, Chairman

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

ATTEST:

By \_\_\_\_\_  
Savannah Erickson, Commissioner

\_\_\_\_\_  
Nicholas Walsh

SOUTH WHIDBEY FIRE/EMS

RESOLUTION NO. 2022-12  
DECLARATION OF SURPLUS PROPERTY

WHEREAS, The District finds, from time to time, that various pieces of property are no longer used or of value to the District;

WHEREAS, HeartStart FR2 defibrillators were declared surplus in 2021;

WHEREAS, The District finds, surplus pieces of property may still have value to the citizens of South Whidbey;

WHEREAS, The District works closely with law enforcement agencies who respond on medical calls with Fire and EMS on cardiac incidents;

THEREFORE BE IT RESOLVED; the following surplus HeartStart FR2 defibrillator's ownership will be transferred to the following Island County public safety entities according to District Policy.

- City of Langley, Police Department – four (4) units. It is recommended that this unit will be transferred AS-IS.
- Island County Sheriff's Office - twelve (12) units. It is recommended that this unit will be transferred AS-IS.

ADOPTED at the regular meeting of the Board of Fire Commissioners, October 14<sup>th</sup>, 2022.

By \_\_\_\_\_  
Michael Noblet, Chairman

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

ATTEST:

By \_\_\_\_\_  
Savannah Erickson, Commissioner

\_\_\_\_\_  
Nicholas Walsh

**SOUTH WHIDBEY FIRE/EMS**

**RESOLUTION NO. 2022-13**

**A RESOLUTION ADJUSTING LINE ITEMS WITHIN THE 2022 BUDGET**

WHEREAS, the Board of Fire Commissioners of South Whidbey Fire/EMS, in its duties to the District, have reviewed the year to date spending through September 2022,

WHEREAS, two unforeseen and one unbudgeted expenses to the adjusted mid-year budget have occurred to replace a failed septic controller at Station 36, professional services consultant's fee for Fire Chief hiring process, and migrate accounting software off of a vulnerable server to cloud hosted services,

NOW THEREFORE, BE IT RESOLVED that the Board of Fire Commissioners of South Whidbey Fire/EMS hereby adopts to correct the established budget by transferring funds between accounts as outlined on page 2.

WHEREAS, funds will be transferred back into the Contingency Fund 4 within the 2023 budget cycle upon receipt of first half April taxes in 2023.

ADOPTED at the regular meeting of the Board of Fire Commissioners October 13th, 2022.

\_\_\_\_\_  
Mike Noblet, Chairman

ATTEST:

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

By \_\_\_\_\_  
Nicholas Walsh, Fire Chief

\_\_\_\_\_  
Savanah Erickson, Commissioner

A RESOLUTION ADJUSTING LINE ITEMS WITHIN THE 2021 BUDGET  
Resolution 2022-13 (Continued)

**Fund to Fund Transfer – Fund 4 to Fund 1:**

| <b>From</b>      | <b>Account</b>                           | <b>Amount</b>      | <b>To</b>                   | <b>Account</b>   | <b>Purpose</b>                                   |
|------------------|--|--------------------|-----------------------------|--|--|
| 004.397.00.00.04 | Transfer from Capital Contingency Fund 4 | <b>\$6,000.00</b>  | Fund 1,<br>001.522.50.41.30 | Transfer to General Fund, Facilities Building Maintenance Services | Repair Failed Septic Control Panel at Station 36 |
| 004.397.00.00.04 | Transfer from Capital Contingency Fund 4 | <b>\$20,700.00</b> | Fund 1,<br>001.522.10.41.40 | Transfer to General Fund, Admiration, Professional Services        | Fire Chief Hiring Consultant Fee                 |
| 004.397.00.00.04 | Transfer from Capital Contingency Fund 4 | <b>\$10,780.00</b> | Fund 1,<br>001.522.10.49.40 | Transfer to General Fund, Admiration, Reoccurring Licenses         | Migrate from BIAS to Springbrook Hosted Software |
|                  | <b>Total Fund 4 Transfer</b>             | <b>\$37,480.00</b> |                             |  |  |

**SOUTH WHIDBEY FIRE/EMS**

**RESOLUTION NO. 2022-14**

**A RESOLUTION ADJUSTING LINE ITEMS WITHIN THE 2022 BUDGET**

WHEREAS, the Board of Fire Commissioners of South Whidbey Fire/EMS, in its duties to the District, have reviewed the year to date spending through September 2022,

NOW THEREFORE, BE IT RESOLVED that the Board of Fire Commissioners of South Whidbey Fire/EMS hereby adopts to correct the established budget by transferring funds between accounts as outlined on page 2.

WHEREAS, funds will be transferred back into the Capital Fund once the District has received the second half distribution of property taxes no later than December 2022,

ADOPTED at the regular meeting of the Board of Fire Commissioners October 13th, 2022.

\_\_\_\_\_  
Mike Noblet, Chairman

ATTEST:

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

By \_\_\_\_\_  
Nicholas Walsh, Fire Chief

\_\_\_\_\_  
Savanah Erickson, Commissioner

A RESOLUTION ADJUSTING LINE ITEMS WITHIN THE 2021 BUDGET  
Resolution 2022-14 (Continued)

**Fund to Fund Transfer – Fund 2 to Fund 1:**

| <b>From</b>  | <b>Account</b>               | <b>Amount</b>       | <b>To</b>    | <b>Account</b>           | <b>Purpose</b>            |
|--------------|------------------------------|---------------------|--------------|--------------------------|---------------------------|
| 397.22.00.02 | Transfer from Capital Fund   | <b>\$600,000.00</b> | 597.22.00.02 | Transfer to General Fund | General Fund Expenditures |
|              | <b>Total Fund 2 Transfer</b> | <b>\$600,000.00</b> |              |                          |                           |