



SOUTH WHIDBEY FIRE / EMS

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

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

Audience: Chief Ney and Mary Kaye Johansen

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

I. Call to Order.

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

II. Approval of Agenda.

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

The motion carried unanimously.

III. Public Input

None.

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

Approval of Minutes

Regular Meeting on January 11th

Special Meeting on January 31st

Finance Reports

Budget Position Report

Check Register

Treasurer's Report

Monthly Vouchers

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

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

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

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

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

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

Total Warrants \$291,525.06

V. Member Update

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

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

VI. Unfinished Business

None.

VII. New Business

Resolution 2024-01 Warrant Cancellation

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

The motion carried unanimously.

Resolution 2024-02 Finance Officer

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

The motion carried unanimously.

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

Resolution 2024-03 Surplus Items

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

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

The motion carried unanimously.

Resolution 2024-04 Budget Amendment

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

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

The motion carried unanimously.

Resolution 2024-05 Single Source Vendor

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

vendor.

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

The motion carried unanimously.

Policy 1002 Volunteer Services Membership – First Reading

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

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

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

Chief Walsh explained that it was discussed at the meeting.

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

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

The motion carried unanimously.

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

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

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

I. Announcements

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

II. Comments from Commissioners

None.

III. Executive Session

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

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

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

IV. Action taken as a result of the Executive Session

None.

V. Conclude

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

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

Nicole Hagen,

District Board Secretary