# SOUTH WHIDBEY FIRE/EMS SPECIAL MEETING

**5579 Bayview Road, Langley, WA 98260**

**October 30, 2023 – 4:00 PM**

**Minutes**

Join Zoom Meeting

<https://us06web.zoom.us/j/2208026387?pwd>=

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**In Attendance:** Commissioner Noblet, Commissioner Towers, Commissioner Erickson Chief Walsh and Kat Nguyen

**Audience:** Lt. Kalahiki, FF/EMT Boyd, FF/EMT Diffie, FF/EMT McDougald, FF/EMT Osborne, FF/EMT Benenati and FF/EMT Turner

1. **Call to Order**

Commissioner Towers called the meeting to order at 4 pm.

Commissioner Noblet moved, Erickson second. **The motion carried unanimously.**

1. **Approval of Agenda**

Commissioner Noblet moved to approve the agenda, Erickson second **The motion carried unanimously.**

1. **New Business**

 2024 Preliminary Budget

 The budget position, presentation, and annual comparison were presented. Chief Walsh explained each line item under the revenue and expenses. The property taxes and beginning balance are estimates and will be finalized at the end of the year. Interest revenue is expected to increase higher than in previous years.

Commissioner Noblet asked if the department goes out for a Levy lift in 2024, would there need to be funds available for printing materials?

Chief Walsh said he would look into this.

Commissioner Noblet asked if the department planned to fill the public officer position and if not, could it be removed.

Chief Walsh comfirmed that the position would not be filled and could be removed.

Chief Walsh explained that the salaries were determined from the federal COLA. The department used the CPI in the past Commissioner Towers requested the add it to the next regular meeting.

Commissioner Noblet asked for clarification on professional services, wages, legal services, consulting services, liability insurance, and volunteer reimbursement.

Chief Walsh explained that Kathryn Nguyen calculated the required funding based on historical costs increased by the CPI and vendor confirming increase.

Commissioner Noblet asked about the Fire Equipment line.

Chief Walsh stated that the line includes regular replacement items and items required to be replaced.

 Chief Walsh explained that firefighter overtime was categorized into training, prevention, and regular overtime. Training professional service includes evaluator/testing, anti-harassment, and extrication training.

 Kathryn explained that lodges, travel, and food costs were estimated by gathering conferences and training staff will attend and utilizing the federal per-diem rates.

 Commissioner Noblet questioned the marine vehicle maint.

 Chief Walsh explained that during the annual maintenance, unanticipated repairs were required.

 Commissioner Erickson suggested the board consider selling marine vessel 31, which is frequently out of service.

 Commissioner Towers stated that the department and board will need to evaluate the issue during the 10-year financial planning.

 Commissioner Noblet asked for an explanation of the Fire Apparatus under Capital.

 Chief Walsh said the capital budget was reduced substantially compared to prior years. Due to the aging fleet, apparatus is still needed to update the fleet. The department will need to address all vehicles in the fleet.

 Commissioner Towers requested a capital purchase plan before vehicles are purchased.

 Chief Walsh explained that funding under station 36 is to fund the fire alarm pull system, smoke detectors, and kitchen outlet and oven shut-off button.

 Commissioner Noblet asked about funding for natural disaster preparations.

 Chief Walsh explained that Chief Ney investigated the generators and propane tanks and discovered some were not bolted to the ground. There are a few solutions to consider, but would need to contact a contractor for funding requirements.

 Commissioner Towers requested to review the vehicle maintenance item.

 Chief Walsh stated that the budget is due to the County by November 30th.

1. **Announcements**

No announcements

1. **Comments from Commissioners.**

 Commissioner Noblet stated that enjoyed Trunk or Treat.

1. **Conclude**

Commissioner Towers called the meeting to an end at 5:35pm. Commissioner Noblet moved, commissioner Erickson second. **The motion carried unanimously.**

Kathryn Nguyen,

District Secretary