



SOUTH WHIDBEY FIRE/EMS

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

Commissioners:
Michael W. Noblet
Jim Towers
Savannah Erickson

PUBLIC NOTICE

Regular Meeting of the Board of Commissioners

April 14th, 2022 5:30pm

Go-To Meeting

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Agenda will be posted on www.swfe.org 24 hours prior to the meeting.

Due to the health concerns of South Whidbey Citizens and gathering limitations, South Whidbey Fire/EMS will continue to hold virtual meetings only at this time.

**SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5579 Bayview Road, Langley, Washington
April 14th, 2022 – 5:30 PM
DRAFT Agenda**

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tablet or smartphone.**

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- I. Call to Order.
- II. Approval of Agenda.
- III. Oath of Office for District Secretary.
- IV. Oath of office for new Fire Chief.
- V. Public Input.
- VI. 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 to be routine, and will be enacted by one motion of the Commissioners with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.
 - a. Approval of Minutes.
 - i. Special Meeting on March 26th, 2022
 - ii. Special Meeting on March 30th, 2022
 - b. Finance Officer's Reports
 - c. Monthly Vouchers - \$300,159.84
- VI. Unfinished Business –
- VII. New Business –
 - a. March Call Volume Report
 - b. No new recruits
 - c. Resolution 2022-04 Appoint new Payroll/Auditing Officer
 - d. Communications for future board meeting
 - i. Platform choice, GoTo Meeting or Zoom.
 - ii. Outreach: how do we let people know about our meetings?
 - iii. Agenda: making it easy to access by all.
 - iv. Share screen: when reviewing documents, sharing them on the screen for all to see
 - e. Motion to grant Fire Chief authorization to enter into a Co-locate agreement with CWIFR.
- VIII. Announcements:

IX. Comments from Commissioners.

X. Executive Session:

XII. Action taken as result of Executive Session:

XIII. Conclude.

Linda Mazeres,
District Secretary

South Whidbey Fire/EMS
SPECIAL MEETING

Strategic Planning Retreat
Saratoga Inn
201 Cascade Ave., Langley, WA
March 26, 2022

MINUTES

In Attendance: Chairman Mike Noblet
Commissioner Jim Towers
Commissioner Savannah Erickson
Board Secretary Linda Mazeris
Outgoing Chief Rusty Palmer
Incoming Chief Nick Walsh

- I. Call to Order – The Strategic Planning Retreat for South Whidbey Fire/EMS was called to order by Board Chairman Mike Noblet at 11:01.
- II. The District’s Vision, Mission and Values Statements were reviewed. The Board discussed statement edits. It was discussed if the Mission Statement is understood by members and if it aligns with the direction of the Board. Commissioner Erickson suggested that the department’s core values, integrity, service, and trust be placed on all apparatus. Chief Palmer recommended that since the statements were the products of a group of members and officers that Chief Walsh use the same process to make any changes to the statements and forward those to the Board for approval.
- III. The District’s Strategic Plan was discussed. Commissioner Erickson asked if the plan and budget align. Chief Palmer described how a number of current plan issues were budgeted in the 2021 budget as well as the current budget. Access by members to their training records was discussed. They are available to all members through the department’s records management software. Commissioners asked that items in the plan that were delayed because of the COVID pandemic, be revitalized in the coming year. The process by which policies are reviewed was discussed. The Board agreed that Chief Walsh and the Board will conduct a mid-year plan review, the date to be announced.
- IV. Short-term goals and objectives were discussed. A number of 1st year goals for Chief Walsh were established, in no order of priority, as follows:
 - a. Work to return morale to the workplace.
 - b. Work to return morale to the volunteers.
 - c. Recruit 10 or more in-district volunteers.

Strategic Planning Retreat Minutes

March 26, 2022

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- d. Add 1 firefighter per shift.
 - e. Update the department's website. An internal website was discussed, or a member only section to the current website.
 - f. Create an internal and external communications plan.
 - g. Increase the department's social media presence.
 - h. Get to know the staff and membership.
 - i. Work with Chief Palmer to understand the budget.
 - j. Chief Walsh suggested that he update the Board with weekly reports.
- V. The District's Policies & Procedures were discussed. Chief Palmer discussed the review and update processes. Policies are updated by Lexipol for all legal citations for Washington law on a regular basis. The Chief reviews those and accepts the changes. Portions of the manual are reviewed annually and the overall policy manual is reviewed every two years. Changes may occur whenever necessary.
- VI. A communication plan was discussed. The Board asked that Chief Walsh increase both internal and external communications. The website and content was discussed as well and our social media presence.
- VII. Staffing issues were discussed. Chief Palmer was asked to explain how the department's salary matrix and benefits functioned. It is the Board's desire to update the salary matrix annually with a cost of living allowance (COLA). Chief Palmer suggested that the matrix be adjusted after the full-year COLA numbers are released at the end of June each year. That would allow time for the adjustment prior to the budget preparation starting in August for the following year.

Full-time staffing was discussed. Shift configurations and staffing levels were discussed. Commissioner Towers suggested that Chief Walsh look into the costs of adding an additional firefighter to each shift to bring the staffing to 5 (4 firefighters and 300).

The Board discussed the annual performance review process for Chief Walsh. Commissioners discuss a number of core competencies they wish to evaluate.

Commissioner Towers volunteered to take the lead in development of the evaluation process and will forward his ideas to Ms. Mazeres to forward to the Board.

- VIII. Engine and MERV staffing by volunteers was discussed. Chief Palmer advised that we have a small core of volunteers that staff partial evenings on a regular basis. We also have a small group of volunteers that participate with the career staff and ride

with them on a regular basis. While volunteer response to large calls remains good, the career staff responds to the majority of calls.

Recruitment and retention of volunteers was discussed. The use of out of district volunteers has increased, however, the need to recruit in district volunteers remain critical.

Incentives and benefits for volunteers were discussed. It was agreed that these should be reviewed to see if there are opportunities for others to be added. The points system was discussed and how volunteers are compensated for their time. Chief Palmer described the requirements of the Fair Labor Standards Act to establish that a member is a legitimate volunteer.

- IX. The Washington Surveying and Ratings Bureau (WSRB) process for evaluating the community and establishing the fire classification of Langley and the unincorporated portion of the district was discuss. The downgrade of the rating was discussed as were necessary steps to increase the rating. Currently Langley is a Class 6 and the balance of the district a Class 7.

The purchase of an aerial was discussed as it was one of the major factors of the downgraded classification. The value to the taxpayers of adding such and expensive apparatus and the firefighters to staff it was discussed.

- X. The current status of Whidbey Health and the impacts to the district for EMS response was discussed. Chiefs Walsh and Palmer attended numerous meetings with the Island County Fire Chiefs and EMS Council meetings discussing the issues. There has not been adequate information given to the organizations to develop a county wide plan to date. Facilities, apparatus and staffing was discussed should the district need to fill a gap in the response. The Board discussed meetings at their level to have a higher level discussion.

- XI. The Board and Chief reviewed the fund balances for the Capital, Reserve, and Contingency funds. The division of funds was discussed. The purpose of the Capital Fund, Reserve Fund, and Contingency Fund was discussed. Future impacts to each fund were discussed.

The Board discussed the Facilities Plan Schedule and the Apparatus Plan Schedule for repair and replacement of facilities and apparatus.

- XII. A general discussion of future funding needs took place. Chief Palmer discussed the district's levy lid lift history and the reason for such actions. Citizen support for the 2012 lid lift was just above 56%, and the support for the 2020 lid lift was just above 65%. The 2020 lid lift was approved with an inflation factor that allows the addition of funds each year to counter the effects of inflation. The increase for 2022 was 6.2% and is expected to be higher for 2023.

Assistance to Firefighter Grants (AFG) from the federal government were discussed. The district submitted two grants for SCBA, one regional and one just the district, neither of which were approved. SCBA will be purchased this year with capital funds.

A third AFG grant was submitted for staffing. The department was not successful with that request either. The district continues to look for grant opportunities to assist with operations.

- XIII. The relationship between the Board and partner agencies was discussed. Commissioner Towers has been asked to conduct a tour of Station 36 with the Boards from Central and North fire. Chief Palmer will attend to answer specific questions.

The Board discussed hosting a joint Boards meeting at Station 36. Chief Walsh will need to reach out the other Fire Chiefs to arrange that.

A brief discussion took place as to the merits of a 5 person Board.

There being no further business, the meeting was concluded at 14:29.

Respectfully submitted,

Cheif Rusty Palmer

for

Linda Mazeris

Finance Officer/District Secretary

South Whidbey Fire/EMS
Special Meeting
5579 Bayview Road, Langley, Washington
March 30th, 2022 -4:30 PM
Meeting Minutes
<https://meet.goto.com/283341493>

Attendance via GoTo Meeting: Deputy Chief Jon Beck, Commissioner Savannah Erickson, Deputy Chief Terry Ney, FF/EMT Blake Benenati, FF/EMT Alex McMahon, FF/EMT Karley Diffie

In Person Attendance: Chairman Noblet, Commissioner Towers, Chief Palmer

- I. Call to Order.** Chairman Noblet called the meeting to order at 4:30 p.m.
- II. Approval of Agenda.** Chairman Noblet made a motion to approve the agenda as presented; Commissioner Towers seconded.
- III. Appoint acting Fire Chief.** Chairman Noblet announced the purpose of this special meeting is for the Board of Commissioners to appoint Deputy Chief Terry Ney as acting Fire Chief effective 5:01 p.m. Friday, April 1st, 2022 through 7:00 a.m. Monday, April 11th, 2022. The Board discussed stated that Deputy Chief Terry Ney will act in accordance to the District's Fire Chief job description, with limitations.

Chairman Noblet proposed the motion to accept Deputy Chief Terry Ney as acting Fire Chief. Then Commissioner Towers made a motion to approve; Commissioner Erickson seconded. Motion passed unanimously.
- IV. Conclude.** Chairman Noblet concluded the meeting at 4:35 p.m.

Linda Mazeres
District Secretary

2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 15:14:52 Date: 04/11/2022

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001 General Fund 01/01/2022 To: 12/31/2022

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 91 00 00 Estimated Beginning Balance	0.00	667,930.81	(667,930.81)	0.0%
308 Beginning Balances	0.00	667,930.81	(667,930.81)	0.0%

310 Taxes

311 10 00 00 Property Taxes 80%	3,667,819.06	18,301.49	3,649,517.57	0.5%
337 00 00 01 Leasehold Excise Tax	2,000.00	404.73	1,595.27	20.2%
337 00 00 02 Timber Tax	0.00	0.00	0.00	0.0%
310 Taxes	3,669,819.06	18,706.22	3,651,112.84	0.5%

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	0.00	1,220.00	0.0%
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	0.00	7,763.10	0.0%

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	628.24	5,371.76	10.5%
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	253.65	(253.65)	0.0%
360 Misc Revenues	6,800.00	881.89	5,918.11	13.0%

380 Non Revenues

388 10 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: 15:14:52 Date: 04/11/2022

Page: 2

001 General Fund 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
397 Interfund Transfers				
397 22 00 02 Transfer From Capital Fund	0.00	600,000.00	(600,000.00)	0.0%
397 Interfund Transfers	0.00	600,000.00	(600,000.00)	0.0%
Fund Revenues:	3,851,580.48	1,287,518.92	2,564,061.56	33.4%

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 45 10 01 Authorized Overtime - Training	25,250.00	0.00	25,250.00	0.0%
522 Fire Control	25,250.00	0.00	25,250.00	0.0%

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

594 Capital Expenditures				
594 20 35 60 Personal Safety Equipment - Capital	125,000.00	0.00	125,000.00	0.0%
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	0.00	21,000.00	0.0%
594 60 48 31 Marine Vehicle Repair - Capital	25,000.00	0.00	25,000.00	0.0%
594 Capital Expenditures	525,200.00	0.00	525,200.00	0.0%

010 ADMIN

522 Fire Control				
522 10 10 10 Chief's Wages	146,311.10	35,065.94	111,245.16	24.0%
522 10 10 20 Deputy Chiefs' Wages	345,022.14	80,006.84	265,015.30	23.2%
522 10 10 30 Division Chief's Wages	0.00	0.00	0.00	0.0%
522 10 10 40 Administration Wages	285,059.75	81,341.33	203,718.42	28.5%
522 10 10 60 Commissioner's Stipends	12,288.00	5,888.00	6,400.00	47.9%
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	884.70	6,015.72	12.8%
522 10 15 21 Admin Deferred Compensation Match	5,701.16	417.13	5,284.03	7.3%
522 10 20 10 FICA / Medicare Benefits-Admin	60,334.10	13,835.92	46,498.18	22.9%
522 10 20 20 L&I / Unemployment Premiums-Admin	27,664.72	4,597.41	23,067.31	16.6%
522 10 20 30 Admin Healthcare Benefits/ADD	187,410.44	73,069.14	114,341.30	39.0%
522 10 20 40 Retirement Benefits-ADMIN	62,269.89	17,849.09	44,420.80	28.7%
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	1,537.61	5,112.39	23.1%
522 10 31 11 Printing - Newsletter	7,200.00	2,106.24	5,093.76	29.3%
522 10 31 12 Maps & Mapping Supplies	100.00	0.00	100.00	0.0%
522 10 31 20 Photographic Supplies	100.00	0.00	100.00	0.0%
522 10 32 10 Fuel - Administration	10,000.00	885.16	9,114.84	8.9%
522 10 35 10 Office Equipment	1,100.00	31.50	1,068.50	2.9%
522 10 35 20 Software	5,405.00	0.00	5,405.00	0.0%
522 10 35 30 Computer Hardware	28,850.00	3,853.88	24,996.12	13.4%
522 10 41 10 Legal Services	5,500.00	5,857.50	(357.50)	106.5%

2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 15:14:52 Date: 04/11/2022

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001 General Fund 01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 10 41 20	Audit & Review Services	7,000.00	7,073.40	(73.40) 101.0%
522 10 41 30	Consulting Services	30,000.00	6,295.00	23,705.00 21.0%
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	880.00	535.79	344.21 60.9%
522 10 41 70	Photography	500.00	0.00	500.00 0.0%
522 10 42 10	Postage & Shipping	9,490.00	2,494.92	6,995.08 26.3%
522 10 42 20	Internet Connections/Whidbey Telecom	10,800.00	5,031.66	5,768.34 46.6%
522 10 42 30	Cell & Digital Telephones	25,200.00	9,645.63	15,554.37 38.3%
522 10 42 40	Wired Telephones & FAX/Whidbey Telecom	9,540.00	2,764.30	6,775.70 29.0%
522 10 42 50	Alarm Monitoring	2,100.00	761.61	1,338.39 36.3%
522 10 43 01	Admin Ferry Fees	270.00	0.00	270.00 0.0%
522 10 43 10	Commissioner Travel	500.00	0.00	500.00 0.0%
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	0.00	2,500.00 0.0%
522 10 45 10	Admin Equipment Leases	7,656.00	1,112.58	6,543.42 14.5%
522 10 46 10	Liability/Umbrella-Enduris	104,890.00	1,190.00	103,700.00 1.1%
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	0.00	448.33 0.0%
522 10 48 10	Computer Repair & Maintenance	6,000.00	426.85	5,573.15 7.1%
522 10 48 20	Office Equipment Repair & Maintenance	1,290.00	300.11	989.89 23.3%
522 10 49 10	Memberships	8,062.00	4,250.00	3,812.00 52.7%
522 10 49 20	Subscriptions	39,882.23	12,931.82	26,950.41 32.4%
522 10 49 30	Information Services	2,707.50	158.50	2,549.00 5.9%
522 10 49 40	Software Recuring Licenses	38,035.66	15,990.62	22,045.04 42.0%
522 10 49 50	Investment/Bank Fees	760.00	19.40	740.60 2.6%
522 Fire Control		1,526,296.34	406,089.27	1,120,207.07 26.6%
010 ADMIN		1,526,296.34	406,089.27	1,120,207.07 26.6%

020 FIRE SUPPRESSION

522 Fire Control				
522 20 15 10	Volunteer Reimbursement	140,000.00	12,005.75	127,994.25 8.6%
522 20 15 20	Volunteer Deferred Compensation Match	3,000.00	500.00	2,500.00 16.7%
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	2,351.44	8,358.56 22.0%
522 20 20 31	Accidental Death & Diability - VFIS	2,300.00	2,337.00	(37.00) 101.6%
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	0.00	25,827.00 0.0%
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%
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%

2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 15:14:52 Date: 04/11/2022

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001 General Fund 01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 20 24 40	Trusteed Plans (WFCA)	950.00	380.00	570.00 40.0%
522 20 28 10	Recognition Awards	9,120.00	1,237.04	7,882.96 13.6%
522 20 28 20	Special Recognition & Activities	11,295.00	251.61	11,043.39 2.2%
522 20 28 30	Incidents, Special Projects & Out Of Area Meals	1,790.00	278.38	1,511.62 15.6%
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	549.67	8,120.33 6.3%
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	0.00	450.00 0.0%
522 20 31 20	Medical Operations Supplies	38,033.00	1,955.98	36,077.02 5.1%
522 20 31 30	Marine Rescue Operations Supplies	1,806.00	0.00	1,806.00 0.0%
522 20 31 40	Technical Rescue Operations Supplies	0.00	0.00	0.00 0.0%
522 20 31 60	Uniforms & Badges	20,605.00	6,640.21	13,964.79 32.2%
522 20 32 10	Fuel - Fire Apparatus	21,450.00	353.81	21,096.19 1.6%
522 20 32 20	Fuel - Medical Apparatus	8,500.00	385.14	8,114.86 4.5%
522 20 32 30	Fuel - Marine Apparatus	4,200.00	0.00	4,200.00 0.0%
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	2,387.81	38,328.88 5.9%
522 20 35 11	Rehab Equipment	50.00	0.00	50.00 0.0%
522 20 35 12	Fire Safety Equipment	1,770.00	1,527.04	242.96 86.3%
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	7,669.63	9,420.37 44.9%
522 20 35 40	Technical Rescue Equipment	3,700.00	3,120.39	579.61 84.3%
522 20 35 50	Communications Equipment	45,236.14	0.00	45,236.14 0.0%
522 20 35 60	Personal Safety Equipment	62,260.00	37,340.24	24,919.76 60.0%
522 20 41 10	Hose Testing	5,000.00	0.00	5,000.00 0.0%
522 20 41 20	Apparatus Testing/Certification	7,830.00	0.00	7,830.00 0.0%
522 20 41 30	SCBA Flow Testing/Certification	7,912.50	0.00	7,912.50 0.0%
522 20 41 40	Biohazard Waste Disposal	264.00	51.80	212.20 19.6%
522 20 42 10	Dispatch Services	87,238.27	23,276.27	63,962.00 26.7%
522 20 45 10	Operations Equipment Leases	2,500.00	0.00	2,500.00 0.0%
522 20 45 20	Operations Rents And Fees	17,751.84	17,753.47	(1.63) 100.0%
522 22 10 00	Part Time Firefighter Wages	942,510.91	268,219.55	674,291.36 28.5%
522 22 10 01	Authorized Overtime Part Time Firefighters	30,000.00	11,026.03	18,973.97 36.8%
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	18,497.64	59,762.69 23.6%
522 22 20 20	L&I/ Unemployment Premiums- PT Firefighters	49,131.04	19,321.57	29,809.47 39.3%
522 22 20 30	Part Time Firefighters Healthcare Benefits/AD&D	207,942.84	104,775.14	103,167.70 50.4%
522 22 20 40	Retirement Benefits Part Time Firefighters	126,618.20	18,506.99	108,111.21 14.6%
522 Fire Control		2,094,365.47	567,225.28	1,527,140.19 27.1%
020 FIRE SUPPRESSION		2,094,365.47	567,225.28	1,527,140.19 27.1%

030 FIRE PREVENTION & INVESTIGATION

522 Fire Control				
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	77.21	5,282.79 1.4%
522 30 32 10	Public Education Fuel	150.00	0.00	150.00 0.0%
522 30 49 00	Special Projects	3,600.00	785.68	2,814.32 21.8%

2022 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund 01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 Fire Control	9,610.00	862.89	8,747.11	9.0%
030 FIRE PREVENTION & INVESTIGATION				
	9,610.00	862.89	8,747.11	9.0%

045 TRAINING EMPLOYEE

522 Fire Control				
522 45 31 00 Administration Training Supplies	429.70	0.00	429.70	0.0%
522 45 31 10 Fire Training Supplies	7,953.78	1,827.13	6,126.65	23.0%
522 45 31 20 Medical Training Supplies	4,985.00	2,217.55	2,767.45	44.5%
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	0.00	400.00	0.0%
522 45 35 00 Administration Training Equipment	0.00	0.00	0.00	0.0%
522 45 35 10 Fire Training Equipment	13,353.28	16,971.79	(3,618.51)	127.1%
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	0.00	1,320.00	0.0%
522 45 35 40 Technical Rescue Training Equipment	0.00	0.00	0.00	0.0%
522 45 41 10 Training Professional Services	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	0.00	12,508.00	0.0%
522 45 43 02 Training Ferry Fees	430.00	0.00	430.00	0.0%
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	0.00	4,250.00	0.0%
522 45 49 00 Administration Tuition & Registration	11,085.00	540.00	10,545.00	4.9%
522 45 49 10 Fire Tuition & Registration	17,185.00	2,358.00	14,827.00	13.7%
522 45 49 11 Fire Training Projects & Workshops	10,380.00	0.00	10,380.00	0.0%
522 45 49 20 Medical Tuition & Registration	8,220.00	507.93	7,712.07	6.2%
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	0.00	10,095.00	0.0%
522 45 49 41 Technical Rescue Training Projects	0.00	0.00	0.00	0.0%
522 45 49 50 Maintenance Tuition & Registration	3,395.95	180.00	3,215.95	5.3%
522 45 49 60 Health & Wellness Training - Registration	0.00	0.00	0.00	0.0%
522 Fire Control	132,302.66	25,994.48	106,308.18	19.6%
045 TRAINING EMPLOYEE				
	132,302.66	25,994.48	106,308.18	19.6%

050 FACILITIES

2022 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund 01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 50 10 00	Maintenance Employees Wages	134,557.75	36,227.10	98,330.65 26.9%
522 50 10 01	Maintenance Employees Authorized Overtime	4,000.00	0.00	4,000.00 0.0%
522 50 15 20	Maintenance Deferred Compensation Match	2,691.16	0.00	2,691.16 0.0%
522 50 20 10	FICA/Medicare Benefits-Maintenance Employees	10,599.67	2,375.46	8,224.21 22.4%
522 50 20 20	L&I/Unemployment Premiums-Maintenance Employees	7,223.45	1,468.85	5,754.60 20.3%
522 50 20 30	Maintenance Healthcare Benefits/AD&D	57,982.56	23,754.12	34,228.44 41.0%
522 50 20 40	Retirement Benefits-Maintenance Employees	17,776.96	4,799.16	12,977.80 27.0%
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	923.81	7,476.19 11.0%
522 50 31 20	Maintenance Parts & Supplies	8,064.00	285.11	7,778.89 3.5%
522 50 32 10	Fuel - Maintenance	4,500.00	175.54	4,324.46 3.9%
522 50 35 10	Small Tools	48,250.00	11,026.01	37,223.99 22.9%
522 50 35 20	Furnishings	700.00	0.00	700.00 0.0%
522 50 35 30	Appliances	750.00	0.00	750.00 0.0%
522 50 41 10	Janitorial Services	47,944.00	6,580.00	41,364.00 13.7%
522 50 41 20	Yard Maintenance	15,000.00	0.00	15,000.00 0.0%
522 50 41 30	Building Maintenance Services	24,208.00	4,495.37	19,712.63 18.6%
522 50 45 10	Maintenance Equipment Rental & Leases	2,000.00	0.00	2,000.00 0.0%
522 50 47 10	Electricity Consumed	47,424.00	11,319.83	36,104.17 23.9%
522 50 47 20	LPG Gas Consumed	5,610.90	2,444.12	3,166.78 43.6%
522 50 47 30	Water Consumed	5,866.00	1,832.99	4,033.01 31.2%
522 50 47 40	Waste Disposal Used	4,220.00	864.68	3,355.32 20.5%
522 50 48 10	Facilities Repair & Maintenance	10,100.00	993.63	9,106.37 9.8%
522 Fire Control		470,368.45	109,565.78	360,802.67 23.3%
050 FACILITIES		470,368.45	109,565.78	360,802.67 23.3%

060 VEHICLE & EQUIP MAINTENANCE

522 Fire Control				
522 60 43 01	Maintenance Ferry Fees	1,000.00	120.70	879.30 12.1%
522 60 48 10	Fire Equipment Repair & Maintenance	27,662.04	1,587.75	26,074.29 5.7%
522 60 48 11	Fire Apparatus Repair & Maintenance	97,920.00	8,504.25	89,415.75 8.7%
522 60 48 12	Administrative Vehicle Repair & Maintenance	11,320.05	922.01	10,398.04 8.1%
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	734.85	5,425.15 11.9%
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	459.23	24,740.77 1.8%
522 60 48 40	Technical Rescue Equipment Repair & Maintenance	500.00	0.00	500.00 0.0%
522 60 48 41	Technical Rescue Vehicle Repair & Maintenance	950.00	0.00	950.00 0.0%
522 60 48 50	Training Equipment Repair & Maintenance	500.00	0.00	500.00 0.0%
522 60 48 60	Maintenance Equipment Repair & Maintenance	3,750.00	118.74	3,631.26 3.2%
522 60 48 61	Maintenance Vehicle Repair & Maintenance	1,450.00	0.00	1,450.00 0.0%

2022 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund 01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 60 49 70 Collision/Accident	5,999.98	0.00	5,999.98	0.0%
522 Fire Control	187,197.07	13,308.96	173,888.11	7.1%
060 VEHICLE & EQUIP MAINTENANCE	187,197.07	13,308.96	173,888.11	7.1%

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	373.64	37,226.36	1.0%
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	166.87	50,301.25	0.3%
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	272.89	14,932.11	1.8%
594 22 63 36 Maintenance Facility - 2874 Verlane Street	31,654.84	65,782.80	(34,127.96)	207.8%
594 22 63 38 Station 36 - 5579 Bayview Road	59,196.00	960.15	58,235.85	1.6%
594 22 64 01 Bayview Facility Construction General Fund	0.00	0.00	0.00	0.0%
594 Capital Expenditures	245,243.96	67,556.35	177,687.61	27.5%
062 CAPITAL FACILITIES	245,243.96	67,556.35	177,687.61	27.5%

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	1,575.59	(1,575.59)	0.0%
580 Non Expenditures	0.00	873.28	(873.28)	0.0%

597 Interfund Transfers

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

070 OTHER	0.00	873.28	(873.28)	0.0%
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Fund Expenditures:	5,534,993.95	1,191,476.29	4,343,517.66	21.5%
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Fund Excess/(Deficit):	(1,683,413.47)	96,042.63		
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2022 BUDGET POSITION

South Whidbey Fire EMS

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003 Reserve Fund 01/01/2022 To: 12/31/2022

	Amt Budgeted	Revenues	Remaining	
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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%

Fund Revenues:	0.00	52,935.18	(52,935.18)	0.0%
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Fund Excess/(Deficit):	0.00	52,935.18		
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2022 BUDGET POSITION

South Whidbey Fire EMS

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004 Contingency Fund 01/01/2022 To: 12/31/2022

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	0.00	0.00	0.0%
360 Misc Revenues	0.00	0.00	0.00	0.0%
397 Interfund Transfers				
397 00 00 04 Transfer From General Fund To Contingency	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	168,476.26	(168,476.26)	0.0%
Fund Excess/(Deficit):	0.00	168,476.26		

2022 BUDGET POSITION

South Whidbey Fire EMS

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300 Capital Fund 01/01/2022 To: 12/31/2022

	Amt Budgeted	Revenues	Remaining	
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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 20%	907,648.06	4,575.37	903,072.69	0.5%
310 Taxes	907,648.06	4,575.37	903,072.69	0.5%

397 Interfund Transfers

397 00 00 02 Transfer From General Fund	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Revenues:	907,648.06	2,363,248.51	(1,455,600.45)	260.4%
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	Amt Budgeted	Expenditures	Remaining	
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594 Capital Expenditures

594 20 35 12 Fire Safety Equipment - Capital	616,156.50	0.00	616,156.50	0.0%
594 20 42 10 Dispatch Services - Capital	20,093.42	0.00	20,093.42	0.0%
594 22 63 37 ST31 5535 Cameron Road Improvements	0.00	2,763.54	(2,763.54)	0.0%
594 22 64 00 Bayview Facility Construction	0.00	0.00	0.00	0.0%
594 22 64 11 Vehicles	302,787.62	22,881.59	279,906.03	7.6%
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	25,645.13	1,573,392.41	1.6%

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	0.00	319,160.00	0.0%
594 Capital Expenditures	319,160.00	0.00	319,160.00	0.0%

062 CAPITAL FACILITIES	319,160.00	0.00	319,160.00	0.0%
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070 OTHER

597 Interfund Transfers

597 22 00 02 Transfer To General Fund	0.00	600,000.00	(600,000.00)	0.0%
597 Interfund Transfers	0.00	600,000.00	(600,000.00)	0.0%

2022 BUDGET POSITION

South Whidbey Fire EMS

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300 Capital Fund 01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
070 OTHER	0.00	600,000.00	(600,000.00)	0.0%
Fund Expenditures:	1,918,197.54	625,645.13	1,292,552.41	32.6%
Fund Excess/(Deficit):	(1,010,549.48)	1,737,603.38		

2022 BUDGET POSITION

South Whidbey Fire EMS

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301 Bond Fund 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

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%

Fund Revenues:	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00		
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2022 BUDGET POSITION TOTALS

South Whidbey Fire EMS

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	3,851,580.48	1,287,518.92	33.4%	5,534,993.95	1,191,476.29	22%
003 Reserve Fund	0.00	52,935.18	0.0%	0.00	0.00	0%
004 Contingency Fund	0.00	168,476.26	0.0%	0.00	0.00	0%
300 Capital Fund	907,648.06	2,363,248.51	260.4%	1,918,197.54	625,645.13	33%
301 Bond Fund	0.00	0.00	0.0%	0.00	0.00	0%
	<u>4,759,228.54</u>	<u>3,872,178.87</u>	<u>81.4%</u>	<u>7,453,191.49</u>	<u>1,817,121.42</u>	<u>24.4%</u>

South Whidbey Fire/EMS

Expenditure Approval Document

Date of Approval: April 14th, 2022

Warrants Approved From: March 24th, 2022 - April 14th, 2022

Batch Date	Batch #	Batch Type	Total Amount
3/24/2022	March 24th DD	Direct Deposit Payroll	\$ 46,610.07
3/24/2022	March 24th EFT	941 Payroll Taxes	\$ 16,476.73
3/30/2022	March 30th AP	Accounts Payable	\$ 43,272.67
4/7/2022	April 7th DD	Direct Deposit Payroll	\$ 49,226.86
4/7/2022	April 7th EFT	941 Payroll Taxes	\$ 17,237.27
4/7/2022	April 7th Liabilities	Payroll Liabilities	\$ 72,103.07
4/11/2022	April 11th AP	Accounts Payable	\$ 55,233.17
		Total Warrants Approved:	\$ 300,159.84

We, the undersigned of the above-names governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Auditing Officer: _____
Linda Mazeres

Fire Chief: _____
Nick Walsh

Commissioner: _____
Michael W. Noblet

Commissioner: _____
Savannah Erickson

Commissioner: _____
Jim Towers

**SOUTH WHIDBEY FIRE/EMS
5579 BAYVIEW ROAD
FREELAND, WA 98249**

RESOLUTION NO. 2022-04

BE IT RESOLVED that Linda Mazeris hereby appointed Auditing Officer and District Secretary to the Board of Fire Commissioners of South Whidbey Fire/EMS effective April 14th, 2022.

The Board appoints Vicki Lange as alternate Auditing Officer and alternate District Secretary, as needed from time to time, should the Auditing Officer not be available to perform her duties.

ADOPTED at a regular meeting of the Board of Commissioners of South Whidbey Fire/EMS on April 14th, 2022, the following Commissioners being present:

Mike Noblet, Chairman

Jim Towers, Commissioner

Savannah Erickson, Commissioner

ATTEST:

Linda Mazeris, Secretary to the Board