



SOUTH WHIDBEY FIRE/EMS

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

Commissioners:
Michael Noblet
Jim Towers
Savannah Erickson

PUBLIC NOTICE

Regular Meeting of the Board of Commissioners Thursday, May 9, 2024, 5:30 PM

Join Zoom Meeting

<https://us06web.zoom.us/j/2208026387?pwd=WWNSR3JscUhZK3ZHU3JOV05ZOHF1UT09&omn=85753879544>

Meeting ID: 220 802 6387

Passcode: 926342

One tap mobile

+12532158782,,2208026387#,,,,*926342# US (Tacoma)

+12532050468,,2208026387#,,,,*926342# US

Call to Order.

Approval of Agenda.

Conclude.

This meeting will be in person at South Whidbey Fire/EMS
5579 Bayview Rd, Langley, WA 98260, with optional remote viewing via Zoom Meeting.
A sign-in sheet will be available at the entrance if you attend in person.
Topic: SWFE Board of Commissioners' Regular Board Meeting
Time: May 9th, 2024 17:30 Pacific Time (US and Canada)



SOUTH WHIDBEY FIRE / EMS

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**SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5579 Bayview Road, Langley, WA 98260
May 9, 2024 – 5:30pm
DRAFT Agenda**

Join Zoom Meeting

<https://us06web.zoom.us/j/2208026387?pwd=WWNSR3JscUhZk3ZHU3JOV05ZOHF1UT09&omn=85753879544>

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I. Call to Order

II. Approval of Agenda

III. Public Input

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

BVFF Meeting on April 11th

Regular Meeting on April 11th

Finance Reports

Budget Position Report

Check Register

Treasurer's Report

Monthly Vouchers

Dated 4/4/2024 for Payroll EFT in the amount of \$63,290.04

Dated 4/12/2024 for Accounts Payable in the amount of \$51,706.63

Dated 4/18/2024 for Payroll EFT in the amount of \$59,383.73

Dated 4/19/2024 for Payroll EFT in the amount of \$8,729.18

Dated 4/19/2024 for Accounts Payable in the amount of \$24,776.34

Dated 4/26/2024 for Accounts Payable in the amount of \$130,177.14

Dated 4/1-4/30/2024 for Payroll Liabilities in the amount of \$170,625.10

Total Warrants: \$508,688.16

Member Update

New Members:

Division Chief Alex Magallon

Barry Pomeroy

Kevin Olin

Yun Cheng

V. Unfinished Business

Policy 1007 Chief Positions – Second Reading

VI. New Business

Chief's Report

VII. Announcements

VIII. Comments from Commissioners

IX. Conclude

Nicole Hagen,
Board Secretary



SOUTH WHIDBEY FIRE / EMS

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**SOUTH WHIDBEY FIRE/EMS
LOCAL BOARD FOR VOLUNTEER FIREFIGHTERS
5579 Bayview Rd, Langley, WA 98260
April 11, 2024- 5:15 PM
Agenda**

Join Zoom Meeting

<https://us06web.zoom.us/j/2208026387?pwd=WWNSR3JscUhZK3ZHU3JOV05ZOHF1UT09&omn=87636695340>

Meeting ID: 220 802 6387

Passcode: 926342

One tap mobile

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+12532050468,,2208026387#,,,,*926342# US

- I. Call to Order
Commissioner Erickson called the meeting to order at 5:22pm
- II. Approval of Agenda
Marc Swenson motioned to approve the agenda, Chief Walsh seconded the motion.
The motion carried unanimously.
- III. New Business –
 - a. Invoice Voucher 24-01
Marc Swenson motioned to approve Invoice Voucher 24-01, Chief Walsh seconded the motion.
The motion carried unanimously.
- IV. Concluded
Marc Swenson motioned to adjourn the meeting, Chief Walsh seconded the motion.
The motion carried unanimously.

The Local Board for Volunteer Firefighters Meeting was adjourned at 5:24pm



SOUTH WHIDBEY FIRE / EMS

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**SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5579 Bayview Road, Langley, WA 98260
April 11, 2024 – 5:30pm
Minutes – Draft**

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

Audience: Deputy Chief Ney, Division Chief Dilley, Lt. Kalahiki, FF Swenson, FF/EMT Turner, FF/EMT Benenati, FF/EMT Townsend and Mary Kaye Johansen

Zoom: FF/EMT Husom, Alex Magallon and Cassi Dilley

I. Call to Order

Commissioner Erickson called the meeting to order at 5:30pm

II. Approval of Agenda

Commissioner Noblet motioned to approve the agenda; 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

Special Meeting on March 12th

Regular Meeting on March 14th

Finance Reports

Budget Position Report

Check Register

Treasurer's Report

Monthly Vouchers

Dated 3/1/2024 for Accounts Payable in the amount of \$210,978.04

Dated 3/7/2024 for Payroll EFT in the amount of \$56,151.05

Dated 3/8/2024 for Accounts Payable in the amount of \$31,069.20

Dated 3/12/2024 for Payroll EFT in the amount of \$1,253.95

Dated 3/15/2024 for Accounts Payable in the amount of \$20,213.51

Dated 3/22/2024 for Accounts Payable in the amount of \$21,372.29

Dated 3/22/2024 for Payroll EFT in the amount of \$57,098.95

Dated 3/1-3/31/2024 for Payroll Liabilities in the amount of \$314,900.49

Total Warrants \$713,037.48

Commissioner Noblet motioned to approve the Consent Agenda; Commissioner Towers seconded the motion.

The motion carried unanimously.

Member Update

Chief Walsh explained that the interview panel for the next batch of new volunteers is taking place on April 19th.

V. Unfinished Business

None

VI. New Business

Chief's Report

Chief Walsh explained the call volume and the fourth and fifth seat coverage for the month of March.

Commissioner Noblet asked how our coverage compares to neighboring districts.

Chief Walsh explained that Central Whidbey Island Fire & Rescue will be moving to 4 person coverage.

Chief Walsh also stated that FF Camargo will be graduating State Fire Academy on April 19th. He also mentioned our annual awards banquet was moved to May 24th.

Engineering Report for securing generator

Chief Ney explained that one of our current volunteers has researched the securing of our generators. The cost to have someone come out and design up a mount for the generator at Station 36 will cost around \$750.

Commissioner Noblet asked what seismic event this retrofit will cover.

Chief Ney explained that the retrofit will cover up to 7.5-8.0 earthquake.

Commissioner Noblet motioned to move forward with the engineering for the generator at Station 36 for approximately \$750; Commissioner Towers seconded the motion.

The motion carried unanimously.

Estimate for installation of second propane tank at 34 (seismic preparation)

Chief Ney explained the location of the current propane tank at Station 34 and suggested adding an additional tank on the same side of the building as the generator. The estimate in the amount of \$4,819.84 would be for adding the second tank. The cost is a little high due to the fact that the propane line will have to be ran under a concrete sidewalk.

Division Chief/ Reorganization of Chiefs

Chief Walsh explained the organization charts.

Commissioner Erickson asked if the Span of Control would be manageable with this new organizational chart.

Chief Walsh further explained the Platoons and that the Span of Control would be manageable.

Commissioner Noblet asked where would the Captain be on the organizational chart.

Chief Walsh explained that it would be directly under Chief Dilley.

Commissioner Erickson clarified that is Chief Walsh takes time off, the Assistant Chief would be acting.

Chief Walsh explained that yes, the Assistant Chief would be acting if Chief Walsh is off. He also stated that in the Fire Service, if it is not defined, it normally goes by seniority. He also explained the financial impact of promoting Chief Ney to Assistant Chief and Chief Dilley to Deputy Chief, savings of \$39,899.94 due to a Deputy Chief position not being filled this year.

Commissioner Noblet motioned to approve the new organizational chart as well as the promotion of Chief Ney to Assistant Chief and Chief Dilley to Deputy Chief; Commissioner Towers seconded the motion.

The motion carried unanimously.

Policy 1007 Chief Positions – First Reading

Chief Walsh explained the proposed changes to Policy 1007 to reflect the new organizational chart.

Commissioner Erickson stated that it seems pretty straight forward.

Resolution 2024-08 Bank Account Signer

Chief Walsh explained that this resolution is to add our Finance Officer as a signer on our bank accounts.

Commissioner Towers motioned to approve Resolution 2024-08; Commissioner Noblet seconded the motion.

The motion carried unanimously.

Presentation on New Tenders

Chief Ney went over the specs of a proposed new tender. He stated that replacing one of our older tenders with a new one would bring our average age from 16 down to 10.

Commissioner Noblet asked if the safety features that are spec'd out for the new tender can be retrofitted to our current tenders.

Chief Ney explained that moving the hard suction hose would not be feasible, but the electric valve to avoid being directly behind the tender is feasible.

Chief Walsh explained that we have \$440,000 budgeting for a new tender and that with the current surplus vehicles bringing in \$60,000 so far, that will make up the difference needed.

Commissioner Towers motioned to approve the order of the new tender; Commissioner Noblet seconded the motion.

The motion carried unanimously.

VII. Announcements

Chief Walsh announced that our new battery powered extrication tools are here. FF/EMT Townsend gave a quick demonstration.

VIII. Comments from Commissioners

None

IX. Conclude

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

The motion carried unanimously.

Commissioner Erickson adjourned the Regular Meeting of the Board of Commissioners at 6:42pm.

Nicole Hagen,
Board Secretary

2024 BUDGET POSITION

South Whidbey Fire EMS

Time: 10:38:13 Date: 04/29/2024

Page: 1

001 General Fund Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

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

310 Taxes

311 10 00 00 Property Taxes	6,132,547.68	618,905.27	5,513,642.41	10.1%
337 00 00 01 Leasehold Excise Tax	3,000.00	831.17	2,168.83	27.7%
337 00 00 02 Timber Tax	0.00	0.00	0.00	0.0%
310 Taxes	6,135,547.68	619,736.44	5,515,811.24	10.1%

330 State Generated Revenues

331 97 03 00 FEMA Public Assistance Grant	0.00	0.00	0.00	0.0%
334 01 30 00 WSP Basic FF Academy Reimbursement Program	0.00	0.00	0.00	0.0%
334 01 80 00 State Direct/Indirect Grant From Military Department	0.00	0.00	0.00	0.0%
334 04 90 00 Dept. Of Health EMS Trauma Grant	0.00	766.00	(766.00)	0.0%
337 07 60 00 In-Lieu Tax - Ferries	3,923.00	11,769.30	(7,846.30)	300.0%
337 07 70 00 In-Lieu Tax - School District	1,386.00	0.00	1,386.00	0.0%
337 07 70 02 In-Lieu Tax- South Whidbey Parks	231.67	0.00	231.67	0.0%
330 State Generated Revenues	5,540.67	12,535.30	(6,994.63)	226.2%

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	279,055.68	120,872.00	158,183.68	43.3%
340 Charges For Services	279,055.68	120,872.00	158,183.68	43.3%

360 Misc Revenues

361 11 00 01 Investment Interest	30,000.00	8,558.63	21,441.37	28.5%
362 10 00 00 CPR Public Class Registration	4,000.00	3,000.00	1,000.00	75.0%
362 50 00 00 Lease & Rental Payments	0.00	0.00	0.00	0.0%
367 11 00 01 Donations and Gifts	0.00	0.00	0.00	0.0%
369 10 00 00 Sale Of Surplus	0.00	0.00	0.00	0.0%
369 40 00 00 Judgements/Settlements	0.00	0.00	0.00	0.0%
369 91 00 00 Other Revenue	0.00	86.19	(86.19)	0.0%
360 Misc Revenues	34,000.00	11,644.82	22,355.18	34.2%

380 Non Revenues

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

390 Other Revenues

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

South Whidbey Fire EMS

Time: 10:38:13 Date: 04/29/2024

Page: 2

001 General Fund

Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
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390 Other Revenues

390 Other Revenues	0.00	0.00	0.00	0.0%
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397 Interfund Transfers

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

397 Interfund Transfers	0.00	0.00	0.00	0.0%
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Fund Revenues:	6,454,144.03	764,788.56	5,689,355.47	11.8%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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522 Fire Control

522 22 20 00 Fire Suppression And Emergency Medical Services - Personnel Benefits	0.00	116.10	(116.10)	0.0%
522 45 20 10 Fire Suppression And Emergency Medical Services - Personnel Benefits	0.00	117.26	(117.26)	0.0%
522 50 20 00 Fire Suppression And Emergency Medical Services - Personnel Benefits	0.00	14.98	(14.98)	0.0%
522 Fire Control	0.00	248.34	(248.34)	0.0%

010 ADMIN

522 Fire Control

522 10 10 10 Chief's Wages	161,805.00	50,562.54	111,242.46	31.2%
522 10 10 20 Deputy Chiefs' Wages	267,808.15	42,479.31	225,328.84	15.9%
522 10 10 30 Division Chief's Wages	119,876.19	38,871.42	81,004.77	32.4%
522 10 10 40 Administration Wages	210,478.89	56,122.92	154,355.97	26.7%
522 10 10 60 Commissioner's Stipends	36,864.00	2,560.00	34,304.00	6.9%
522 10 15 20 ChiefsDeferred Comp Match	10,989.79	1,829.06	9,160.73	16.6%
522 10 15 21 Admin Deferred Compensation Match	4,209.58	602.68	3,606.90	14.3%
522 10 20 10 FICA / Medicare Benefits-Admin	65,659.15	18,446.45	47,212.70	28.1%
522 10 20 20 L&I / Unemployment Premiums-Admin	25,074.39	10,825.20	14,249.19	43.2%
522 10 20 30 Admin Healthcare Benefits/ADD	201,576.72	63,140.39	138,436.33	31.3%
522 10 20 40 Retirement Benefits-ADMIN	49,291.47	3,768.43	45,523.04	7.6%
522 10 20 50 Tuition Reimbursement-Admin	0.00	0.00	0.00	0.0%
522 10 31 10 Office Supplies	5,255.00	1,222.31	4,032.69	23.3%
522 10 31 11 Printing - Newsletter	1,800.00	2,722.00	(922.00)	151.2%
522 10 31 12 Maps & Mapping Supplies	100.00	0.00	100.00	0.0%
522 10 31 20 Photographic Supplies	950.00	0.00	950.00	0.0%
522 10 32 10 Fuel - Administration	10,000.00	3,722.62	6,277.38	37.2%
522 10 35 10 Office Equipment	1,700.00	0.00	1,700.00	0.0%
522 10 35 20 Software	1,375.00	0.00	1,375.00	0.0%
522 10 35 30 Computer Hardware	4,705.00	1,780.87	2,924.13	37.9%
522 10 41 10 Legal Services	16,000.00	15,062.50	937.50	94.1%
522 10 41 20 Audit & Review Services	19,000.00	6,839.50	12,160.50	36.0%
522 10 41 30 Consulting Services	73,500.00	24,000.00	49,500.00	32.7%
522 10 41 33 Consulting- Website	3,600.00	3,600.00	0.00	100.0%

2024 BUDGET POSITION

South Whidbey Fire EMS

Time: 10:38:13 Date: 04/29/2024

Page: 3

001 General Fund

Months: 01 To: 04

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 10 41 40 Professional Services	1,000.00	23,443.09	(22,443.09)	2344.3%
522 10 42 10 Postage & Shipping	4,050.00	2,711.62	1,338.38	67.0%
522 10 42 20 Internet Connections/Whidbey Telecom	11,400.00	3,721.99	7,678.01	32.6%
522 10 42 30 Cell & Digital Telephones	28,444.00	8,785.58	19,658.42	30.9%
522 10 42 40 Wired Telephones & FAX/Whidbey Telecom	9,024.00	3,010.09	6,013.91	33.4%
522 10 42 50 Alarm Monitoring	625.00	1,142.42	(517.42)	182.8%
522 10 43 01 Admin Ferry Fees	270.00	204.80	65.20	75.9%
522 10 43 10 Commissioner Travel	500.00	0.00	500.00	0.0%
522 10 43 20 Career Staff Travel	1,700.00	0.00	1,700.00	0.0%
522 10 44 10 Administrative Advertising	1,500.00	1,101.00	399.00	73.4%
522 10 44 30 Volunteer Recruit./Retention Advertising	1,500.00	286.40	1,213.60	19.1%
522 10 45 10 Admin Equipment Leases	4,543.00	1,438.25	3,104.75	31.7%
522 10 46 10 Liability/Umbrella-Enduris	164,644.05	0.00	164,644.05	0.0%
522 10 47 10 Election Expenses	19,500.00	6,323.01	13,176.99	32.4%
522 10 47 20 Timber Tax	17.90	0.00	17.90	0.0%
522 10 47 30 Clean Water Utility Taxes	454.20	0.00	454.20	0.0%
522 10 48 10 Computer Repair & Maintenance	121,720.00	25,634.11	96,085.89	21.1%
522 10 48 20 Office Equipment Repair & Maintenance	1,290.00	0.00	1,290.00	0.0%
522 10 49 10 Memberships	8,882.00	4,475.00	4,407.00	50.4%
522 10 49 20 Subscriptions	62,964.21	10,840.28	52,123.93	17.2%
522 10 49 30 Information Services	5,588.70	2,351.50	3,237.20	42.1%
522 10 49 40 Software Recurring Licenses	41,303.72	2,510.02	38,793.70	6.1%
522 10 49 50 Investment/Bank Fees	600.00	139.74	460.26	23.3%
522 Fire Control	1,783,139.11	446,277.10	1,336,862.01	25.0%
010 ADMIN	1,783,139.11	446,277.10	1,336,862.01	25.0%

020 FIRE SUPPRESSION

522 Fire Control

522 20 15 10 Volunteer Reimbursement	60,000.00	18,002.17	41,997.83	30.0%
522 20 15 20 Volunteer Deferred Compensation Match	5,000.00	1,288.57	3,711.43	25.8%
522 20 15 30 Volunteer Shift Reimbursement	40,000.00	2,072.60	37,927.40	5.2%
522 20 20 10 FICA/Medicare Benefits-Volunteers	11,092.50	1,638.04	9,454.46	14.8%
522 20 20 31 Accidental Death & Disability - VFIS	5,500.00	0.00	5,500.00	0.0%
522 20 20 32 Disability	2,000.00	0.00	2,000.00	0.0%
522 20 20 35 Volunteer AD&D Insurance	2,000.00	0.00	2,000.00	0.0%
522 20 20 41 Retirement Premium-Board Of Vol. FF's	1,230.00	3,870.00	(2,640.00)	314.6%
522 20 20 42 Retirement Premium-LOSAP	33,000.00	30,376.00	2,624.00	92.0%
522 20 20 50 Tuition Reimbursement-Part Time FFs & Volunteers	0.00	0.00	0.00	0.0%
522 20 23 10 Physicals	10,250.00	830.00	9,420.00	8.1%
522 20 23 20 Vaccinations	3,500.00	0.00	3,500.00	0.0%
522 20 23 30 Testing	10,000.00	855.30	9,144.70	8.6%
522 20 23 40 Fitness Equipment	4,614.94	600.00	4,014.94	13.0%
522 20 24 40 Trusteed Plans (WFCA)	1,200.00	591.70	608.30	49.3%
522 20 28 10 Recognition Awards	4,960.00	1,791.02	3,168.98	36.1%
522 20 28 20 Special Recognition & Activities	7,599.00	854.86	6,744.14	11.2%
522 20 28 30 Incidents, Special Projects & Out Of Area Meals	2,350.00	0.00	2,350.00	0.0%

2024 BUDGET POSITION

South Whidbey Fire EMS

Time: 10:38:13 Date: 04/29/2024

Page: 4

001 General Fund

Months: 01 To: 04

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 20 31 10	Fire Operations Supplies	7,270.00	1,901.26	5,368.74 26.2%
522 20 31 11	Fire Rehab Supplies	2,070.00	0.00	2,070.00 0.0%
522 20 31 12	Fire Safety Supplies	450.00	0.00	450.00 0.0%
522 20 31 20	Medical Operations Supplies	16,117.00	2,957.18	13,159.82 18.3%
522 20 31 30	Marine Rescue Operations Supplies	1,531.00	0.00	1,531.00 0.0%
522 20 31 60	Uniforms & Badges	60,165.00	10,181.60	49,983.40 16.9%
522 20 32 10	Fuel - Fire Apparatus	21,450.00	8,486.37	12,963.63 39.6%
522 20 32 20	Fuel - Medical Apparatus	15,000.00	4,529.73	10,470.27 30.2%
522 20 32 30	Fuel - Marine Apparatus	1,700.00	693.34	1,006.66 40.8%
522 20 32 40	Fuel - Technical Rescue Apparatus	500.00	33.58	466.42 6.7%
522 20 34 01	Wildland Food	64.82	0.00	64.82 0.0%
522 20 34 02	Wildland Communication Equipment	1,517.26	0.00	1,517.26 0.0%
522 20 34 03	Wildland Personal Safety Equipment	1,364.95	0.00	1,364.95 0.0%
522 20 34 04	Wildland Equipment and Supplies	31.76	0.00	31.76 0.0%
522 20 35 10	Fire Equipment	52,457.00	20,187.25	32,269.75 38.5%
522 20 35 11	Rehab Equipment	118.00	0.00	118.00 0.0%
522 20 35 12	Fire Safety Equipment	320.00	0.00	320.00 0.0%
522 20 35 20	Medical Equipment	3,700.00	469.49	3,230.51 12.7%
522 20 35 30	Marine Rescue Equipment	5,750.00	572.17	5,177.83 10.0%
522 20 35 40	Technical Rescue Equipment	8,080.00	0.00	8,080.00 0.0%
522 20 35 50	Communications Equipment	10,250.00	1,921.40	8,328.60 18.7%
522 20 35 60	Personal Safety Equipment	56,505.00	21,589.82	34,915.18 38.2%
522 20 41 10	Hose Testing	13,419.00	0.00	13,419.00 0.0%
522 20 41 20	Apparatus Testing/Certification	7,340.00	0.00	7,340.00 0.0%
522 20 41 30	SCBA Flow Testing/Certification	7,912.50	0.00	7,912.50 0.0%
522 20 41 40	Biohazard Waste Disposal	144.00	0.00	144.00 0.0%
522 20 42 10	Dispatch Services	105,053.76	26,511.96	78,541.80 25.2%
522 20 45 10	Operations Equipment Leases	2,500.00	0.00	2,500.00 0.0%
522 20 45 20	Operations Rents And Fees	18,837.51	18,837.41	0.10 100.0%
522 22 10 00	Full Time Firefighter Wages	1,353,407.29	398,122.94	955,284.35 29.4%
522 22 10 01	Authorized Overtime Full Time Firefighters	88,200.00	36,683.25	51,516.75 41.6%
522 22 15 20	Firefighter Deferred Compensation Match	29,568.63	4,447.15	25,121.48 15.0%
522 22 20 10	FICA Medicare Benefits-FT Firefighters	115,361.99	40,161.37	75,200.62 34.8%
522 22 20 20	L&I/ Unemployment Premiums- FT Firefighters	137,681.68	53,233.94	84,447.74 38.7%
522 22 20 30	Full Time Firefighters Healthcare Benefits/AD&D	438,010.20	207,686.20	230,324.00 47.4%
522 22 20 40	Retirement Benefits Full Time Firefighters	78,652.54	50,747.40	27,905.14 64.5%
522 Fire Control		2,866,797.33	972,725.07	1,894,072.26 33.9%
020 FIRE SUPPRESSION		2,866,797.33	972,725.07	1,894,072.26 33.9%

030 FIRE PREVENTION & INVESTIGATION

522 Fire Control

522 30 31 51	Fire Prevention Supplies	3,075.00	52.20	3,022.80 1.7%
522 30 31 60	Public Education Operating Supplies	12,790.00	1,141.52	11,648.48 8.9%
522 30 31 61	Public Education Equipment	4,000.00	0.00	4,000.00 0.0%
522 30 32 10	Public Education Fuel	150.00	0.00	150.00 0.0%
522 30 49 00	Special Projects	6,500.00	0.00	6,500.00 0.0%

2024 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund

Months: 01 To: 04

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 30 49 01 Authorized Overtime-Fire Prevention/Public Education	5,000.00	940.02	4,059.98	18.8%
522 Fire Control	31,515.00	2,133.74	29,381.26	6.8%
030 FIRE PREVENTION & INVESTIGATION	31,515.00	2,133.74	29,381.26	6.8%

045 TRAINING EMPLOYEE

522 Fire Control				
522 45 10 01 Authorized Overtime-Training	36,824.00	1,508.48	35,315.52	4.1%
522 45 31 00 Administration Training Supplies	108.00	0.00	108.00	0.0%
522 45 31 10 Fire Training Supplies	12,213.00	3,107.66	9,105.34	25.4%
522 45 31 20 Medical Training Supplies	4,770.00	0.00	4,770.00	0.0%
522 45 31 21 Medical Training Supplies - WEMSC Grant	554.00	0.00	554.00	0.0%
522 45 31 30 Marine Training Supplies	250.00	0.00	250.00	0.0%
522 45 31 40 Technical Rescue Training Supplies	250.00	0.00	250.00	0.0%
522 45 32 10 Fuel - Training	500.00	35.66	464.34	7.1%
522 45 35 10 Fire Training Equipment	20,000.00	9,845.15	10,154.85	49.2%
522 45 35 20 Medical Training Equipment	705.00	4.23	700.77	0.6%
522 45 35 30 Marine Training Equipment	250.00	0.00	250.00	0.0%
522 45 41 10 Training Professional Services	20,500.00	0.00	20,500.00	0.0%
522 45 43 00 Administrative Training Travel	3,650.00	0.00	3,650.00	0.0%
522 45 43 01 Administrative Lodging & Food	10,000.00	922.51	9,077.49	9.2%
522 45 43 02 Training Ferry Fees	650.00	0.00	650.00	0.0%
522 45 43 10 Fire Training Travel	5,050.00	1,021.54	4,028.46	20.2%
522 45 43 11 Fire Lodging & Food	11,695.00	47.09	11,647.91	0.4%
522 45 43 20 Medical Training Travel	200.00	0.00	200.00	0.0%
522 45 43 21 Medical Lodging & Food	3,600.00	0.00	3,600.00	0.0%
522 45 43 50 Maintenance Training Travel	3,300.00	0.00	3,300.00	0.0%
522 45 43 51 Maintenance Lodging & Food	3,100.00	0.00	3,100.00	0.0%
522 45 49 00 Administration Tuition & Registration	5,050.00	1,980.00	3,070.00	39.2%
522 45 49 10 Fire Tuition & Registration	22,183.00	1,107.14	21,075.86	5.0%
522 45 49 11 Fire Training Projects & Workshops	12,720.00	0.00	12,720.00	0.0%
522 45 49 20 Medical Tuition & Registration	10,990.80	8,737.16	2,253.64	79.5%
522 45 49 21 Medical Training Projects	1,040.00	728.00	312.00	70.0%
522 45 49 30 Marine Tuition & Registration	274.40	0.00	274.40	0.0%
522 45 49 31 Marine Rescue Training Projects	23,500.00	0.00	23,500.00	0.0%
522 45 49 50 Maintenance Tuition & Registration	2,870.95	1,501.00	1,369.95	52.3%
522 45 49 60 Health & Wellness Training - Registration	2,500.00	899.00	1,601.00	36.0%
522 Fire Control	219,298.15	31,444.62	187,853.53	14.3%
045 TRAINING EMPLOYEE	219,298.15	31,444.62	187,853.53	14.3%

050 FACILITIES

522 Fire Control				
522 50 10 00 Maintenance Employees Wages	166,028.54	49,736.94	116,291.60	30.0%

2024 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund Months: 01 To: 04

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 50 10 01	Maintenance Employees Authorized Overtime	4,000.00	0.00	4,000.00 0.0%
522 50 15 20	Maintenance Deferred Compensation Match	3,400.57	347.72	3,052.85 10.2%
522 50 20 10	FICA/Medicare Benefits-Maintenance Employees	13,267.33	4,633.33	8,634.00 34.9%
522 50 20 20	L&I/Unemployment Premiums-Maintenance Employees	7,535.28	974.48	6,560.80 12.9%
522 50 20 30	Maintenance Healthcare Benefits/AD&D	78,027.96	33,938.32	44,089.64 43.5%
522 50 20 40	Retirement Benefits-Maintenance Employees	16,203.72	730.36	15,473.36 4.5%
522 50 31 10	Janitorial Supplies	4,650.00	1,569.95	3,080.05 33.8%
522 50 31 20	Maintenance Parts & Supplies	8,050.00	1,978.33	6,071.67 24.6%
522 50 32 10	Fuel - Maintenance	2,900.00	475.18	2,424.82 16.4%
522 50 35 10	Small Tools	2,500.00	367.34	2,132.66 14.7%
522 50 35 20	Furnishings	1,400.00	0.00	1,400.00 0.0%
522 50 35 30	Appliances	1,000.00	0.00	1,000.00 0.0%
522 50 41 20	Yard Maintenance	22,584.00	6,636.86	15,947.14 29.4%
522 50 41 30	Building Maintenance Services	31,735.38	10,580.13	21,155.25 33.3%
522 50 45 10	Maintenance Equipment Rental & Leases	6,000.00	0.00	6,000.00 0.0%
522 50 47 10	Electricity Consumed	43,685.00	15,346.30	28,338.70 35.1%
522 50 47 20	LPG Gas Consumed	8,010.90	5,517.89	2,493.01 68.9%
522 50 47 30	Water Consumed	5,986.00	1,280.29	4,705.71 21.4%
522 50 47 40	Waste Disposal Used	5,637.92	1,451.37	4,186.55 25.7%
522 50 48 10	Facilities Repair & Maintenance	9,900.00	4,243.38	5,656.62 42.9%
522 Fire Control		442,502.60	139,808.17	302,694.43 31.6%
050 FACILITIES		442,502.60	139,808.17	302,694.43 31.6%

060 VEHICLE & EQUIP MAINTENANCE

522 Fire Control				
522 60 43 01	Maintenance Ferry Fees	1,000.00	0.00	1,000.00 0.0%
522 60 48 10	Fire Equipment Repair & Maintenance	28,337.04	15,015.11	13,321.93 53.0%
522 60 48 11	Fire Apparatus Repair & Maintenance	100,000.00	13,275.72	86,724.28 13.3%
522 60 48 12	Administrative Vehicle Repair & Maintenance	12,500.00	10,261.85	2,238.15 82.1%
522 60 48 20	Medical Equipment Repair & Maintenance	797.00	541.82	255.18 68.0%
522 60 48 21	Medical Vehicle Repair & Maintenance	8,400.00	555.89	7,844.11 6.6%
522 60 48 30	Marine Equipment Repair & Maintenance	500.00	16.35	483.65 3.3%
522 60 48 31	Marine Vehicle Repair & Maintenance	20,650.00	1,157.15	19,492.85 5.6%
522 60 48 40	Technical Rescue Equipment Repair & Maintenance	500.00	0.00	500.00 0.0%
522 60 48 41	Technical Rescue Vehicle Repair & Maintenance	950.00	0.00	950.00 0.0%
522 60 48 50	Training Equipment Repair & Maintenance	500.00	0.00	500.00 0.0%
522 60 48 60	Maintenance Equipment Repair & Maintenance	1,750.00	718.77	1,031.23 41.1%
522 60 48 61	Maintenance Vehicle Repair & Maintenance	1,450.00	55.52	1,394.48 3.8%
522 60 49 70	Collision/Accident	5,999.98	0.00	5,999.98 0.0%

2024 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund Months: 01 To: 04

Expenditures	Amt Budgeted	Expenditures	Remaining	
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522 Fire Control

522 Fire Control	183,334.02	41,598.18	141,735.84	22.7%
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060 VEHICLE & EQUIP MAINTENANCE	183,334.02	41,598.18	141,735.84	22.7%
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062 CAPITAL FACILITIES

591 Debt Service

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

594 Capital Expenditures

594 22 30 00 Communications Equipment	493,786.00	206,542.73	287,243.27	41.8%
594 22 35 00 Fire Training Equipment- Capital	0.00	0.00	0.00	0.0%
594 22 35 10 Fire Equipment- Capital	108,000.00	107,807.74	192.26	99.8%
594 22 35 12 Fire Safety Equipment - Capital	0.00	0.00	0.00	0.0%
594 22 35 60 Personal Safety Equipment - Capital	0.00	0.00	0.00	0.0%
594 22 42 10 Dispatch Services - Capital	0.00	0.00	0.00	0.0%
594 22 62 11 Station 32-33 Replacement	0.00	0.00	0.00	0.0%
594 22 62 38 Station 32- Upgrade Transfer Switch & 30 KW Generator	0.00	0.00	0.00	0.0%
594 22 63 30 Cultus Bay Radio Tower Site	0.00	0.00	0.00	0.0%
594 22 63 31 Station 31 - 5535 Cameron Road	0.00	0.00	0.00	0.0%
594 22 63 32 Station 32 - 6435 Central Avenue	0.00	0.00	0.00	0.0%
594 22 63 33 Station 33 - 3405 French Road	500.00	0.00	500.00	0.0%
594 22 63 34 Station 34 - 820 Camano Avenue	0.00	0.00	0.00	0.0%
594 22 63 35 Station 35 - 3982 Saratoga Road	750.00	0.00	750.00	0.0%
594 22 63 36 Station 36 - 5579 Bayview Road	27,000.00	0.00	27,000.00	0.0%
594 22 63 37 Maintenance Facility - 2874 Verlane Street	0.00	0.00	0.00	0.0%
594 22 64 03 Medical Equipment- Capital	0.00	0.00	0.00	0.0%
594 22 64 32 Computers / IT Capital	0.00	0.00	0.00	0.0%
594 Capital Expenditures	630,036.00	314,350.47	315,685.53	49.9%

062 CAPITAL FACILITIES	950,946.00	314,350.47	636,595.53	33.1%
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064 CAPITAL VEHICLES

594 Capital Expenditures

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

064 CAPITAL VEHICLES	443,080.00	2,451.26	440,628.74	0.6%
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2024 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund Months: 01 To: 04

Expenditures	Amt Budgeted	Expenditures	Remaining
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070 OTHER

580 Non Expenditures

588 10 00 00	Prior Period Adjustment	0.00	0.00	0.00	0.0%
589 00 00 10	Non Expenditure - Suspense	0.00	0.00	0.00	0.0%
589 90 00 00	Payroll Deduction Clearing	0.00	36,423.77	(36,423.77)	0.0%
580 Non Expenditures		0.00	36,423.77	(36,423.77)	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	36,423.77	(36,423.77)	0.0%
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Fund Expenditures:	6,920,612.21	1,987,460.72	4,933,151.49	28.7%
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Fund Excess/(Deficit):	(466,468.18)	(1,222,672.16)		
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2024 BUDGET POSITION

South Whidbey Fire EMS

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003 Reserve Fund Months: 01 To: 04

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 91 10 00 Estimated Beginning Balance	344,242.22	53,603.24	290,638.98	15.6%
308 Beginning Balances	344,242.22	53,603.24	290,638.98	15.6%

360 Misc Revenues

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

397 Interfund Transfers

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

Fund Revenues:	344,742.22	53,693.13	291,049.09	15.6%
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	Amt Budgeted	Expenditures	Remaining	
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597 Interfund Transfers

597 00 01 03 Transfer from Reserve to General	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	344,742.22	53,693.13		
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2024 BUDGET POSITION

South Whidbey Fire EMS

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004 Contingency Fund Months: 01 To: 04

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 91 11 00 Estimated Beginning Balance	170,707.41	171,939.83	(1,232.42)	100.7%
308 Beginning Balances	170,707.41	171,939.83	(1,232.42)	100.7%

360 Misc Revenues

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

397 Interfund Transfers

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

Fund Revenues:	172,207.41	172,228.16	(20.75)	100.0%
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	Amt Budgeted	Expenditures	Remaining	
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597 Interfund Transfers

597 00 01 04 Transfer from Contingency to General	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	172,207.41	172,228.16		
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2024 BUDGET POSITION

South Whidbey Fire EMS

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300 General Investment Fund Months: 01 To: 04

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 41 00 00 Estimated Beginning Balance	1,260,720.92	2,975,152.58	(1,714,431.66)	236.0%
308 Beginning Balances	1,260,720.92	2,975,152.58	(1,714,431.66)	236.0%

397 Interfund Transfers

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

Fund Revenues:	1,260,720.92	2,975,152.58	(1,714,431.66)	236.0%
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	Amt Budgeted	Expenditures	Remaining	
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999 Ending Balance

508 41 00 00 Ending Balance	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%

070 OTHER

597 Interfund Transfers

597 22 00 02 Transfer To General Fund	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

070 OTHER	0.00	0.00	0.00	0.0%
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Fund Expenditures:	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	1,260,720.92	2,975,152.58		
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2024 BUDGET POSITION TOTALS

South Whidbey Fire EMS

Months: 01 To: 04

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	6,454,144.03	764,788.56	11.8%	6,920,612.21	1,987,460.72	29%
003 Reserve Fund	344,742.22	53,693.13	15.6%	0.00	0.00	0%
004 Contingency Fund	172,207.41	172,228.16	100.0%	0.00	0.00	0%
300 General Investment Fund	1,260,720.92	2,975,152.58	236.0%	0.00	0.00	0%
	<u>8,231,814.58</u>	<u>3,965,862.43</u>	<u>48.2%</u>	<u>6,920,612.21</u>	<u>1,987,460.72</u>	<u>28.7%</u>

CHECK REGISTER

South Whidbey Fire EMS

Time: 09:57:03 Date: 05/02/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
476	04/09/2024	Payroll	1	0	Internal Revenue Service		Duplicatye
478	04/12/2024	Payroll	1	EFT	WA D/Retirement Systems		This should not have been posted in GL yet
479	04/12/2024	Payroll	1	0	Internal Revenue Service		This shuold have not been posted to the GL.
480	04/12/2024	Payroll	1	0	South Whidbey Firefighters Union		This should not have been posted to GL yet
481	04/12/2024	Payroll	1	0	Trusteed Plans Service Corp.		This should not have been posted to GL yet
482	04/12/2024	Payroll	1	0	Trusteed Plans Service Corp.		Invoice needs to be adjusted
483	04/12/2024	Payroll	1	0	Trusteed Plans Service Corp.	49,281.00	Pay Cycle(s) 04/04/2024 To 04/04/2024 - Medical/Dental; Pay Cycle(s) 12/01/2024 To 12/31/2024 - Life Insurance
597	04/05/2024	Payroll	1	0	Internal Revenue Service	26,726.19	941 Deposit for Pay Cycle(s) 04/04/2024 - 04/04/2024
598	04/09/2024	Payroll	1	EFT	Internal Revenue Service	1,556.18	941 Deposit for Pay Cycle(s) 02/09/2024 - 02/09/2024
599	04/23/2024	Payroll	1	EFT	Internal Revenue Service	27,928.83	941 Deposit for Pay Cycle(s) 04/18/2024 - 04/18/2024; 941 Deposit for Pay Cycle(s) 04/19/2024 - 04/19/2024
604	04/25/2024	Payroll	1	0	WA D/Retirement Systems	18,877.64	Pay Cycle(s) 03/01/2024 To 03/31/2024 - LEOFF 2, 11/2023-2/2024 Interest PERS/LEOFF
605	04/25/2024	Payroll	1	0	WA D/Retirement Systems	1,364.76	Pay Cycle(s) 02/01/2024 To 02/29/2024 - PERS 3
487	04/12/2024	Claims	1	663127	Robert Coleman Absolute Pest Control	596.20	Inv. #15175
488	04/12/2024	Claims	1	663128	All Battery Sales & Service	251.08	Inv. #72271190
489	04/12/2024	Claims	1	663129	Amazon Capital Services	150.70	Inv# 147F-DH14-9Y6L & 1HHC-NYC7-J44H
490	04/12/2024	Claims	1	663130	Canon Financial Services, Inc.	263.16	Inv. #32242409
491	04/12/2024	Claims	1	663131	Cascade Fire & Safety	287.48	Inv. #2667646
492	04/12/2024	Claims	1	663132	Corey Oil & Propane, LLC	514.27	Inv. #101518
493	04/12/2024	Claims	1	663133	Eagle Engraving, Inc.	539.95	Inv. #2024-2630
494	04/12/2024	Claims	1	663134	Fed Ex	9.05	Inv. #8-461-25460
495	04/12/2024	Claims	1	663135	FirstNet - AT&T MOBILITY	1,772.35	Inv. # 287296038392X03272024
496	04/12/2024	Claims	1	663136	Freeland Ace Hardware	48.95	Inv. #134954
497	04/12/2024	Claims	1	663137	Health & Safety Institute HSI	199.16	Inv. # 1994665, 1994690, 1997084, 1997773 & 1997040
498	04/12/2024	Claims	1	663138	Hanson's Building Supply	43.17	Inv. #2403-000205
499	04/12/2024	Claims	1	663139	ISOOutsource	9,791.62	Inv. # CW292993, CW 292999 & CW293482
500	04/12/2024	Claims	1	663140	Island Disposal, Inc.	365.20	Inv. 8025292S144, 8025234S144 & 8025749S144
501	04/12/2024	Claims	1	663141	Leah Kalahiki	600.00	Inv. #04082024
502	04/12/2024	Claims	1	663142	L.N. Curtis & Sons	19,238.02	Inv. #INV804142
503	04/12/2024	Claims	1	663143	McGavick Graves, P.S.	805.50	Inv. #39611
504	04/12/2024	Claims	1	663144	McMahon, Pat	4.23	EMT Academy Reimbursement
505	04/12/2024	Claims	1	663145	Mukilteo Coffee Co.	46.80	Inv. # 674715, 674647 & 674568
506	04/12/2024	Claims	1	663146	Orca Information INC	125.00	Inv.#38365
507	04/12/2024	Claims	1	663147	Plante Moran	633.75	Inv. #10190112
508	04/12/2024	Claims	1	663148	Puget Sound Energy	3,230.86	Acct. #220017845409, 200010928691, 200010928238, 220017726922 & 200013858705
509	04/12/2024	Claims	1	663149	Sebo's Do-it Center	16.35	Inv. #A1579599
510	04/12/2024	Claims	1	663150	Snure Law Office, PSC	128.00	Inv. #04012024

CHECK REGISTER

South Whidbey Fire EMS

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04/01/2024 To: 04/30/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
511	04/12/2024	Claims	1	663151	Snure Seminars	160.00	Inv. #117
512	04/12/2024	Claims	1	663152	South Whidbey School District #206	3,339.52	Inv. #FIRE-2024-07
513	04/12/2024	Claims	1	663153	Stryker Sales, LLC	702.19	Inv. #9205787274
514	04/12/2024	Claims	1	663154	Successories	410.35	Inv. # IN-5707785
515	04/12/2024	Claims	1	663155	T-Mobile	281.82	Acct. #972274840
516	04/12/2024	Claims	1	663156	US Bank Visa	6,918.65	March Statement
517	04/12/2024	Claims	1	663157	WA State Ferries	233.25	Inv. # RK422936
477	04/10/2024	Payroll	1	663158	WA D/L&I Employer Services	40,815.72	4TH Quarter L&I: 10/01/2023 - 12/31/2023
518	04/12/2024	Payroll	1	663159	South Whidbey Firefighters Union	239.32	
519	04/12/2024	Payroll	1	663160	South Whidbey Firefighters Union	1,477.46	
520	04/12/2024	Payroll	1	663161	South Whidbey Firefighters Union	115.80	
521	04/12/2024	Payroll	1	663162	South Whidbey Firefighters Union	714.90	
553	04/19/2024	Claims	1	663170	Amazon Capital Services	481.33	Inv.# 1GWR-CFJ4-MVYC, 1MHP-DWRF-VT14, 1DK4-PMP1-WDHF, 13MH-3DXJ-9JNJ, 1H71-XQTC-HH4G & 1VYW-TYG6-GTKD
554	04/19/2024	Claims	1	663171	Ergometrics, Inc.	855.30	Inv. #145440
555	04/19/2024	Claims	1	663172	G12 Communications LLC	430.26	Inv. #137449
556	04/19/2024	Claims	1	663173	IQ Direct, Gerald J. Pilolla	5,267.76	Inv. #6689
557	04/19/2024	Claims	1	663174	ISOOutsource	2,984.85	Inv. # CW294060 & CW294061
558	04/19/2024	Claims	1	663175	L.N. Curtis & Sons	4,002.49	Inv. #INV808786
559	04/19/2024	Claims	1	663176	Frontier Ford Penninsula Auto World, INC	279.57	Inv. #186695C
560	04/19/2024	Claims	1	663177	Skagit Farmers Supply	1,684.41	Inv. #2001915, 2001935, 278800, 278824 & 2013223
561	04/19/2024	Claims	1	663178	Three Men and a Mower	4,613.85	Inv# 42345 & 42344
562	04/19/2024	Claims	1	663179	Whidbey Telecom	1,251.52	Acct. #119643
596	04/19/2024	Claims	1	663180	Plante Moran	2,925.00	Inv. #10170959
606	04/26/2024	Claims	1	663181	Blake Benenati	117.75	FDIC Reimbursement
607	04/26/2024	Claims	1	663182	Bound Tree Medical, LLC.	710.77	Inv. #85314658, 85314659, 85317868, 65773408 & 65773409
608	04/26/2024	Claims	1	663183	Katheryne Crowe	88.77	Spring Open House Reimbursement
609	04/26/2024	Claims	1	663184	BMO Harris Bank, N.A. Galls	318.84	Inv. #027612593
610	04/26/2024	Claims	1	663185	Gardner Electronics	2,959.35	Inv. #930
611	04/26/2024	Claims	1	663186	Garrick Plumbing LLC	2,210.01	Inv. #123
612	04/26/2024	Claims	1	663187	Health & Safety Institute HSI	15.42	Inv. #2010398
613	04/26/2024	Claims	1	663188	Jodi Hinkelman	461.00	Inv. #3660
614	04/26/2024	Claims	1	663189	ISOOutsource	5,349.30	Inv. # CW294656, CW29713 & CW294539
615	04/26/2024	Claims	1	663190	Island Auto Supply	160.15	Inv. #704545 & 704817
616	04/26/2024	Claims	1	663191	L.N. Curtis & Sons	128.69	Inv. #INV811100
617	04/26/2024	Claims	1	663192	LLPA	6,000.00	Inv. #SW-0424
618	04/26/2024	Claims	1	663193	Mckesson Medical-Surgical	138.86	Inv. #21966179 & 21966336
619	04/26/2024	Claims	1	663194	Mukilteo Coffee Co.	31.20	Inv. #674789 & 674866
620	04/26/2024	Claims	1	663195	SeaWestern Fire Apparatus & Equip.	2,566.29	Inv. #INV31663 & INV31384
621	04/26/2024	Claims	1	663196	WA Fire Chiefs	625.00	Inv. #2333
622	04/26/2024	Claims	1	663197	WA State Auditor's Office	488.00	Inv. #L160612
623	04/26/2024	Claims	1	663198	West Coast Fire & Rescue	107,807.74	Inv. #B2948-263
661	04/30/2024	Payroll	1	663199	Aflac	1,527.30	Invoice #606063 Pay Cycle(s) 04/01/2024 To 04/30/2024 - AFLAC (Post-Tax)
566	04/19/2024	Payroll	7	663163	Karen Arndt	39.02	1st Qtr 2024 Volunteer

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South Whidbey Fire EMS

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
567	04/19/2024	Payroll	7	663164	Charles C. Baker	6.81	1st Qtr 2024 Volunteer
569	04/19/2024	Payroll	7	663165	Anne M Collins	113.58	1st Qtr 2024 Volunteer
572	04/19/2024	Payroll	7	663166	Tom P Gideon	42.95	1st Qtr 2024 Volunteer
576	04/19/2024	Payroll	7	663167	Robert Hinkelman	48.03	1st Qtr 2024 Volunteer
590	04/19/2024	Payroll	7	663168	Mari St Amand	242.56	1st Qtr 2024 Volunteer
595	04/19/2024	Payroll	7	663169	Carson Wrightson	701.00	1st Qtr 2024 Volunteer
442	04/04/2024	Payroll	10	EFT	Blake Benenati	2,247.78	Mar 16-Mar29 Payroll
443	04/04/2024	Payroll	10	EFT	Brian Boyd	3,011.53	Mar 16-Mar29 Payroll
444	04/04/2024	Payroll	10	EFT	Chavo Camargo	2,034.20	Mar 16-Mar29 Payroll
445	04/04/2024	Payroll	10	EFT	Ian G Carter	2,871.96	Mar 16-Mar29 Payroll
446	04/04/2024	Payroll	10	EFT	Katheryne Crowe	2,407.56	Mar 16-Mar29 Payroll
447	04/04/2024	Payroll	10	EFT	Karley Diffie	2,990.18	Mar 16-Mar29 Payroll
448	04/04/2024	Payroll	10	EFT	Joseph M Dilley	3,556.34	Mar 16-Mar29 Payroll
449	04/04/2024	Payroll	10	EFT	Savannah Erickson	236.22	Mar 16-Mar29 Payroll
450	04/04/2024	Payroll	10	EFT	Jake D Greve	1,361.94	Mar 16-Mar29 Payroll
451	04/04/2024	Payroll	10	EFT	Nicole Hagen	1,667.16	Mar 16-Mar29 Payroll
452	04/04/2024	Payroll	10	EFT	Robert Husom	2,715.09	Mar 16-Mar29 Payroll
453	04/04/2024	Payroll	10	EFT	Mary Kaye Johansen	1,773.16	Mar 16-Mar29 Payroll
454	04/04/2024	Payroll	10	EFT	Leah Kalahiki	3,450.83	Mar 16-Mar29 Payroll
455	04/04/2024	Payroll	10	EFT	Vicki Lange	2,722.39	Mar 16-Mar29 Payroll
456	04/04/2024	Payroll	10	EFT	Peter Lund	2,451.54	Mar 16-Mar29 Payroll
457	04/04/2024	Payroll	10	EFT	Sean C McDougald	4,736.69	Mar 16-Mar29 Payroll
458	04/04/2024	Payroll	10	EFT	Alexandra McMahan	2,835.80	Mar 16-Mar29 Payroll
459	04/04/2024	Payroll	10	EFT	Terrence Ney	3,437.67	Mar 16-Mar29 Payroll
460	04/04/2024	Payroll	10	EFT	Steven S Osborne	2,037.62	Mar 16-Mar29 Payroll
461	04/04/2024	Payroll	10	EFT	James A. Towers	234.87	Mar 16-Mar29 Payroll
462	04/04/2024	Payroll	10	EFT	Lewis J Townsend	1,967.12	Mar 16-Mar29 Payroll
463	04/04/2024	Payroll	10	EFT	Christopher Turner	3,260.13	Mar 16-Mar29 Payroll
464	04/04/2024	Payroll	10	EFT	Cooper Ullmann	2,160.51	Mar 16-Mar29 Payroll
465	04/04/2024	Payroll	10	EFT	Nicholas S Walsh	3,744.14	Mar 16-Mar29 Payroll
466	04/04/2024	Payroll	10	EFT	Carlee Wilkie	3,377.61	Mar 16-Mar29 Payroll
529	04/18/2024	Payroll	10	EFT	Blake Benenati	2,095.07	Mar29-Apr12 Payroll
530	04/18/2024	Payroll	10	EFT	Brian Boyd	2,875.61	Mar29-Apr12 Payroll
531	04/18/2024	Payroll	10	EFT	Chavo Camargo	2,034.20	Mar29-Apr12 Payroll
532	04/18/2024	Payroll	10	EFT	Ian G Carter	2,869.31	Mar29-Apr12 Payroll
533	04/18/2024	Payroll	10	EFT	Katheryne Crowe	2,437.55	Mar29-Apr12 Payroll
534	04/18/2024	Payroll	10	EFT	Karley Diffie	2,481.86	Mar29-Apr12 Payroll
535	04/18/2024	Payroll	10	EFT	Joseph M Dilley	3,508.36	Mar29-Apr12 Payroll
536	04/18/2024	Payroll	10	EFT	Jake D Greve	1,046.71	Mar29-Apr12 Payroll
537	04/18/2024	Payroll	10	EFT	Nicole Hagen	1,032.79	Mar29-Apr12 Payroll
538	04/18/2024	Payroll	10	EFT	Robert Husom	4,046.87	Mar29-Apr12 Payroll
539	04/18/2024	Payroll	10	EFT	Mary Kaye Johansen	1,773.16	Mar29-Apr12 Payroll
540	04/18/2024	Payroll	10	EFT	Leah Kalahiki	3,259.06	Mar29-Apr12 Payroll
541	04/18/2024	Payroll	10	EFT	Vicki Lange	2,540.61	Mar29-Apr12 Payroll
542	04/18/2024	Payroll	10	EFT	Peter Lund	2,447.50	Mar29-Apr12 Payroll
543	04/18/2024	Payroll	10	EFT	Sean C McDougald	2,244.89	Mar29-Apr12 Payroll
544	04/18/2024	Payroll	10	EFT	Alexandra McMahan	3,167.55	Mar29-Apr12 Payroll
545	04/18/2024	Payroll	10	EFT	Terrence Ney	3,540.65	Mar29-Apr12 Payroll
546	04/18/2024	Payroll	10	EFT	Michael W Noblet	236.22	Mar29-Apr12 Payroll
547	04/18/2024	Payroll	10	EFT	Steven S Osborne	2,765.95	Mar29-Apr12 Payroll
548	04/18/2024	Payroll	10	EFT	Lewis J Townsend	1,967.12	Mar29-Apr12 Payroll
549	04/18/2024	Payroll	10	EFT	Christopher Turner	1,727.90	Mar29-Apr12 Payroll
550	04/18/2024	Payroll	10	EFT	Cooper Ullmann	2,435.37	Mar29-Apr12 Payroll
551	04/18/2024	Payroll	10	EFT	Nicholas S Walsh	3,744.14	Mar29-Apr12 Payroll
552	04/18/2024	Payroll	10	EFT	Carlee Wilkie	3,105.28	Mar29-Apr12 Payroll
568	04/19/2024	Payroll	10	EFT	Jerry D. Beck		1st Qtr 2024 Volunteer

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South Whidbey Fire EMS

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
570	04/19/2024	Payroll	10	EFT	Taylor T Crowe	25.69	1st Qtr 2024 Volunteer
571	04/19/2024	Payroll	10	EFT	Jon Gabelein	28.20	1st Qtr 2024 Volunteer
573	04/19/2024	Payroll	10	EFT	Nicole Hagen	2,156.39	1st Qtr 2024 Volunteer
574	04/19/2024	Payroll	10	EFT	Traci L Haynie	297.12	1st Qtr 2024 Volunteer
575	04/19/2024	Payroll	10	EFT	Ashton M Helseth	613.38	1st Qtr 2024 Volunteer
577	04/19/2024	Payroll	10	EFT	Nina Holmstrom	93.04	1st Qtr 2024 Volunteer
578	04/19/2024	Payroll	10	EFT	Cory S Jennings	478.58	1st Qtr 2024 Volunteer
579	04/19/2024	Payroll	10	EFT	Sarah M Ledoux	163.63	1st Qtr 2024 Volunteer
580	04/19/2024	Payroll	10	EFT	Patricia J McMahon	8.14	1st Qtr 2024 Volunteer
581	04/19/2024	Payroll	10	EFT	Thomas T. Peterson		1st Qtr 2024 Volunteer
582	04/19/2024	Payroll	10	EFT	Rebekah A Pomeroy	214.78	1st Qtr 2024 Volunteer
583	04/19/2024	Payroll	10	EFT	Riley Pomeroy	789.48	1st Qtr 2024 Volunteer
584	04/19/2024	Payroll	10	EFT	Suzanne E Reynolds	270.12	1st Qtr 2024 Volunteer
585	04/19/2024	Payroll	10	EFT	Neil A Rixe		1st Qtr 2024 Volunteer
586	04/19/2024	Payroll	10	EFT	Dillon K Rogers	3.05	1st Qtr 2024 Volunteer
587	04/19/2024	Payroll	10	EFT	Paul H Shimada		1st Qtr 2024 Volunteer
588	04/19/2024	Payroll	10	EFT	Jeffrey W. Simmons	140.83	1st Qtr 2024 Volunteer
589	04/19/2024	Payroll	10	EFT	Melissa Simmons	1,641.83	1st Qtr 2024 Volunteer
591	04/19/2024	Payroll	10	EFT	Rowen E Stephens	364.40	1st Qtr 2024 Volunteer
592	04/19/2024	Payroll	10	EFT	Marc G Swenson	81.02	1st Qtr 2024 Volunteer
593	04/19/2024	Payroll	10	EFT	Teresa Welch		1st Qtr 2024 Volunteer
594	04/19/2024	Payroll	10	EFT	Cody Wilkie	165.55	1st Qtr 2024 Volunteer

000

219.18

001 General Fund

508,468.98

	Claims:	206,660.11
	Payroll:	302,028.05

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against South Whidbey Island Fire/EMS and that I am authorized to authenticate and certify to said claim.

Auditing Officer _____ Date: _____

Auditing Officer _____ Date: _____

TREASURER'S REPORT

Fund Totals

South Whidbey Fire EMS

03/01/2024 To: 03/31/2024

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	-639,828.57	567,866.55	696,652.70	-768,614.72	45,623.84	273,928.83	-21,814.14	-470,876.19*
003 Reserve Fund	53,693.13	0.00		53,693.13	0.00	0.00	0.00	53,693.13
004 Contingency Fund	172,228.16	0.00		172,228.16	0.00	0.00	0.00	172,228.16
300 General Investment Fund	2,975,152.58	0.00		2,975,152.58	0.00	0.00	0.00	2,975,152.58
	<u>2,561,245.30</u>	<u>567,866.55</u>	<u>696,652.70</u>	<u>2,432,459.15</u>	<u>45,623.84</u>	<u>273,928.83</u>	<u>-21,814.14</u>	<u>2,730,197.68</u>

TREASURER'S REPORT

Account Totals

South Whidbey Fire EMS

03/01/2024 To: 03/31/2024

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 General Fund-Island County Mai	626,929.42	604,914.89	726,463.75	505,380.56	-21,814.14	255,924.22	739,490.64
5 Capital Reserve Investment	1,708,387.51	0.00	0.00	1,708,387.51	0.00	0.00	1,708,387.51
7 Keybank (Direct Deposit)	95.53	0.00	0.00	95.53	0.00	0.00	95.53
10 Heritage (Direct Deposit)	-88.45	56,151.05	114,503.95	-58,441.35	-56,151.05	114,744.06	151.66
11 Reserve Fund	53,693.13	0.00	0.00	53,693.13	0.00	0.00	53,693.13
12 Contingency Fund	172,228.16	0.00	0.00	172,228.16	0.00	0.00	172,228.16
Total Cash:	2,561,245.30	661,065.94	840,967.70	2,381,343.54	-77,965.19	370,668.28	2,674,046.63
	2,561,245.30	661,065.94	840,967.70	2,381,343.54	-77,965.19	370,668.28	2,674,046.63

TREASURER'S REPORT

Outstanding Vouchers

South Whidbey Fire EMS

03/01/2024 To: 03/31/2024

As Of: 03/31/2024 Date: 04/29/2024

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	97	01/24/2023	Tr Rec	1		Central Whidbey Island Fire & Rescue	3,913.00	shows an invoice number of 266. But no invoice can
2024	340	03/06/2024	Adjustmt	1			1,454.04	VIMLY EFT not processed Oct 2023
2024	439	03/28/2024	Adjustmt	1			3,913.00	Reverse 1/24/2023 Deposit from CWF&R - county de
2024	440	03/28/2024	Adjustmt	1			6,684.83	To clear 9/14/2023 EFTs for deferred comp & PERS
2024	441	03/28/2024	Adjustmt	1			5,849.27	Clear 12/4/23 EFTs for deferred comp
Receipts Outstanding:							<u>21,814.14</u>	
2023	1300	09/14/2023	Payroll	1	EFT	WA D/Retirement Systems	2,623.45	Pay Cycle(s) 09/21/2023 To 09/21/2023 - DEFERRED COMP
2023	1677	12/04/2023	Payroll	1	EFT	WA D/Retirement Systems	54.18	Pay Cycle(s) 10/05/2023 To 10/05/2023 - DEFERRED COMP- Maint
2024	203	02/07/2024	Payroll	1	EFT	WA D/Retirement Systems	11,934.97	Pay Cycle(s) 11/16/2023 To 11/16/2023 - DEFERRED COMP; Pay Cycle(s) 11/30/2023 To 11/30/2023 - DEFERRED COMP; Pay Cycle(s) 12/14/2023 To 12/14/2023 - DEFERRED COMP; Pay Cycle(s) 12/28/2023 To 12/28/20
2023	1291	09/14/2023	Payroll	1	EFT	WA D/Retirement Systems	1,272.09	Pay Cycle(s) 08/10/2023 To 08/10/2023 - DRS 457 (Deferred Comp)
2023	1290	10/02/2023	Payroll	1	EFT	Vimly Benefits Solutions	1,454.04	Pay Cycle(s) 08/24/2023 To 08/24/2023 - IAFF MERP Dues; Pay Cycle(s) 09/07/2023 To 09/07/2023 - IAFF MERP Dues; Pay Cycle(s) 09/21/2023 To 09/21/2023 - IAFF MERP Dues
2023	1301	09/14/2023	Payroll	1	EFT	WA D/Retirement Systems	63.21	Pay Cycle(s) 09/21/2023 To 09/21/2023 - DEFERRED COMP- Maint
2023	1292	09/14/2023	Payroll	1	EFT	WA D/Retirement Systems	2,534.61	Pay Cycle(s) 08/10/2023 To 08/10/2023 - DEFERRED COMP
2023	1295	09/14/2023	Payroll	1	EFT	WA D/Retirement Systems	2,750.20	Pay Cycle(s) 08/01/2023 To 08/31/2023 - PERS 2
2023	1669	12/04/2023	Payroll	1	EFT	WA D/Retirement Systems	3,029.50	Pay Cycle(s) 11/04/2023 To 11/04/2023 - DRS 457 (Deferred Comp)
2023	1293	09/14/2023	Payroll	1	EFT	WA D/Retirement Systems	127.93	Pay Cycle(s) 08/10/2023 To 08/10/2023 - DEFERRED COMP- Maint
2023	1676	12/04/2023	Payroll	1	EFT	WA D/Retirement Systems	2,765.59	Pay Cycle(s) 10/05/2023 To 10/05/2023 - DEFERRED COMP
2024	241	02/14/2024	Payroll	1	EFT	WA D/Retirement Systems	28,152.89	Pay Cycle(s) 05/01/2023 To 05/31/2023 - PERS 2; Pay Cycle(s) 06/01/2023 To 06/30/2023 - LEOFF 2; Pay Cycle(s) 06/01/2023 To 06/30/2023 - PERS 2; Pay Cycle(s) 07/01/2023 To 07/31/2023 - LEOFF 2; Pay Cy

TREASURER'S REPORT

Outstanding Vouchers

South Whidbey Fire EMS

03/01/2024 To: 03/31/2024

As Of: 03/31/2024 Date: 04/29/2024

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	325	03/06/2024	Claims	1	EFT	WA D/Revenue	806.86	Written From Use Tax Report
2022	1022	08/11/2022	Payroll	1	661596	Lianne Kniest	36.01	Q2 Volunteer Points
2022	1069	08/10/2022	Claims	1	661605	Champion Bolt & Supply Inc	45.80	INV #750665
2022	1145	08/24/2022	Claims	1	661663	Cooper Ullman	20.00	Fair Meal Reimbursement
2023	45	01/19/2023	Claims	1	662117	Nicole Hagen	300.00	Boot Reimbursement
2023	550	05/04/2023	Payroll	1	662325	Kirsti Ranta	73.88	April 18- April 28 Payroll
2023	566	05/04/2023	Payroll	1	662327	Carson Wrightson	12.00	April 18- April 28 Payroll
2023	970	07/20/2023	Claims	1	662517	Health & Safety Institute HSI	43.21	Inv. #1834113
2023	1074	08/10/2023	Payroll	1	662590	Charles C. Baker	149.84	July 21- Aug 4 Payroll
2023	1082	08/10/2023	Payroll	1	662591	Anne M Collins	250.03	July 21- Aug 4 Payroll
2023	1089	08/10/2023	Payroll	1	662592	Tom P Gideon	271.97	July 21- Aug 4 Payroll
2023	1094	08/10/2023	Payroll	1	662593	Robert Hinkelman	48.03	July 21- Aug 4 Payroll
2023	1116	08/10/2023	Payroll	1	662594	Mari St Amand	26.78	July 21- Aug 4 Payroll
2023	1126	08/10/2023	Payroll	1	662595	Carson Wrightson	36.01	July 21- Aug 4 Payroll
2023	1164	08/23/2023	Claims	1	662626	Neil A Rixe	32.00	Fair Reimbursement
2023	1345	10/02/2023	Claims	1	662683	Motor Trucks International	3,876.07	INV# 11w5188
2023	1618	11/24/2023	Claims	1	662804	Frontier Ford Penninsula Auto World, INC	398.36	ACCT# 4206
2023	1626	11/24/2023	Claims	1	662812	Sirennet.Com	1,614.56	INV# 271717
2023	1814	12/01/2023	Payroll	1	662826	Ian G Carter	1,973.83	pay period 11/16 through 1130, 2023
2024	12	01/05/2024	Claims	1	662889	Traci L Haynie	200.00	Boot Reimbursement
2024	168	02/09/2024	Payroll	1	662970	Charles C. Baker	27.24	
2024	373	03/15/2024	Claims	1	663095	Sound Business Center	25.02	Inv. #206112
2024	412	03/22/2024	Claims	1	663102	Clinton Water District	47.00	Acct. #134
2024	413	03/22/2024	Claims	1	663103	Fed Ex	8.78	Inv. #8-439-52069
2024	415	03/22/2024	Claims	1	663105	Gardner Electronics	2,943.06	Inv. #03032024
2024	419	03/22/2024	Claims	1	663109	Island Auto Supply	52.20	Inv. #702942
2024	423	03/22/2024	Claims	1	663113	Plante Moran	4,500.00	Inv. #10177112
2024	424	03/22/2024	Claims	1	663114	Saratoga Water District	80.00	Acct. #20320
2024	426	03/22/2024	Claims	1	663116	Thrifty Cleaners	46.13	Inv. #03012024
2024	427	03/22/2024	Claims	1	663117	Uline, Inc	208.79	Inv. #175187023
2024	432	03/20/2024	Claims	1	663122	VFIS Benefits Div. (LOSAP)	30,376.00	LOSAP 2024 Investment Deposit & Administrative Services
2024	438	03/26/2024	Payroll	1	663123	Aflac	2,200.08	Pay Cycle(s) 03/01/2023 To 03/31/2023 - AFLAC (Post-Tax)

TREASURER'S REPORT

Outstanding Vouchers

South Whidbey Fire EMS

03/01/2024 To: 03/31/2024

As Of: 03/31/2024 Date: 04/29/2024

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	379	03/14/2024	Payroll	1	663124	Trusteed Plans Service Corp.	53,655.29	Pay Cycle(s) 02/01/2024 To 02/29/2024 - Medical/Dental; Pay Cycle(s) 02/01/2024 To 02/29/2024 - Life Insurance
2024	436	03/22/2024	Payroll	1	663125	Trusteed Plans Service Corp.	43,661.12	Pay Cycle(s) 03/01/2024 To 03/31/2024 - Medical/Dental; Pay Cycle(s) 03/01/2024 To 03/31/2024 - Life Insurance
							204,808.61	
2024	351	03/07/2024	Deposit	10			56,151.05	3/7/2024 Payroll
Receipts Outstanding:							56,151.05	
2024	318	03/07/2024	Payroll	10	EFT	Steven S Osborne	1,223.12	
2024	565	02/09/2024	Payroll	10	EFT	Teresa Welch	0.00	
2024	384	03/22/2024	Payroll	10	EFT	Brian Boyd	2,964.38	
2024	405	03/22/2024	Payroll	10	EFT	Carlee Wilkie	4,174.23	
2024	317	03/07/2024	Payroll	10	EFT	Michael W Noblet	708.64	
2024	402	03/22/2024	Payroll	10	EFT	Christopher Turner	1,973.21	
2024	309	03/07/2024	Payroll	10	EFT	Robert Husom	3,425.19	
2024	397	03/22/2024	Payroll	10	EFT	Sean C McDougald	2,927.53	
2024	303	03/07/2024	Payroll	10	EFT	Katheryne Crowe	1,532.62	
2024	320	03/07/2024	Payroll	10	EFT	Lewis J Townsend	1,666.36	
2024	311	03/07/2024	Payroll	10	EFT	Leah Kalahiki	3,482.45	
2024	310	03/07/2024	Payroll	10	EFT	Mary Kaye Johansen	1,683.34	
2024	307	03/07/2024	Payroll	10	EFT	Jake D Greve	1,217.67	
2024	563	02/09/2024	Payroll	10	0	Jerry D. Beck	0.00	Volunteer Qtr4
2024	344	03/12/2024	Payroll	10	EFT	Chavo Camargo	448.16	
2024	399	03/22/2024	Payroll	10	EFT	Terrence Ney	3,451.31	
2024	315	03/07/2024	Payroll	10	EFT	Alexandra McMahan	2,592.07	
2024	308	03/07/2024	Payroll	10	EFT	Nicole Hagen	971.16	
2024	322	03/07/2024	Payroll	10	EFT	Cooper Ullmann	1,420.67	
2024	394	03/22/2024	Payroll	10	EFT	Leah Kalahiki	2,675.90	
2024	306	03/07/2024	Payroll	10	EFT	Savannah Erickson	472.44	
2024	312	03/07/2024	Payroll	10	EFT	Vicki Lange	2,724.30	
2024	396	03/22/2024	Payroll	10	EFT	Peter Lund	1,981.79	
2024	302	03/07/2024	Payroll	10	EFT	Ian G Carter	3,036.90	
2024	389	03/22/2024	Payroll	10	EFT	Joseph M Dilley	3,569.01	
2024	564	02/09/2024	Payroll	10	EFT	Paul H Shimada	0.00	
2024	176	02/09/2024	Payroll	10	EFT	Nina Holmstrom	12.00	
2024	345	03/12/2024	Payroll	10	EFT	Ian G Carter	333.62	

TREASURER'S REPORT

Outstanding Vouchers

South Whidbey Fire EMS

03/01/2024 To: 03/31/2024

As Of: 03/31/2024 Date: 04/29/2024

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	314	03/07/2024	Payroll	10	EFT	Sean C McDougald	2,298.07	
2024	393	03/22/2024	Payroll	10	EFT	Mary Kaye Johansen	2,031.66	
2024	386	03/22/2024	Payroll	10	EFT	Ian G Carter	2,842.11	
2024	304	03/07/2024	Payroll	10	EFT	Karley Diffie	2,514.51	
2024	400	03/22/2024	Payroll	10	EFT	Steven S Osborne	2,098.14	
2024	404	03/22/2024	Payroll	10	EFT	Nicholas S Walsh	3,791.37	
2024	177	02/09/2024	Payroll	10	EFT	Cory S Jennings	204.10	
2024	319	03/07/2024	Payroll	10	EFT	James A. Towers	469.46	
2024	321	03/07/2024	Payroll	10	EFT	Christopher Turner	2,025.58	
2024	385	03/22/2024	Payroll	10	EFT	Chavo Camargo	1,844.06	
2024	316	03/07/2024	Payroll	10	EFT	Terrence Ney	3,435.86	
2024	398	03/22/2024	Payroll	10	EFT	Alexandra McMahan	2,960.12	
2024	300	03/07/2024	Payroll	10	EFT	Brian Boyd	2,776.44	
2024	305	03/07/2024	Payroll	10	EFT	Joseph M Dilley	3,553.81	
2024	390	03/22/2024	Payroll	10	EFT	Jake D Greve	1,796.74	
2024	301	03/07/2024	Payroll	10	EFT	Chavo Camargo	1,445.60	
2024	323	03/07/2024	Payroll	10	EFT	Nicholas S Walsh	3,770.99	
2024	388	03/22/2024	Payroll	10	EFT	Karley Diffie	2,768.49	
2024	403	03/22/2024	Payroll	10	EFT	Cooper Ullmann	1,814.80	
2024	313	03/07/2024	Payroll	10	EFT	Peter Lund	2,818.72	
2023	1096	08/10/2023	Payroll	10	EFT	Cory S Jennings	24.01	July 21- Aug 4 Payroll
2024	299	03/07/2024	Payroll	10	EFT	Blake Benenati	2,640.94	
2024	395	03/22/2024	Payroll	10	EFT	Vicki Lange	2,777.71	
2024	346	03/12/2024	Payroll	10	EFT	Peter Lund	472.17	
2024	392	03/22/2024	Payroll	10	EFT	Robert Husom	2,508.27	
2024	383	03/22/2024	Payroll	10	EFT	Blake Benenati	1,908.00	
2024	391	03/22/2024	Payroll	10	EFT	Nicole Hagen	980.12	
2024	387	03/22/2024	Payroll	10	EFT	Katheryne Crowe	2,034.20	
2024	324	03/07/2024	Payroll	10	EFT	Carlee Wilkie	2,244.14	
2024	401	03/22/2024	Payroll	10	EFT	Lewis J Townsend	1,225.80	
							114,744.06	
							319,552.67	

Fund	Claims	Payroll	Total
001 General Fund	45,623.84	273,928.83	319,552.67

TREASURER'S REPORT

Outstanding Vouchers

South Whidbey Fire EMS

03/01/2024 To: 03/31/2024

As Of: 03/31/2024 Date: 04/29/2024

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo	
							Claims	Payroll	Total
							45,623.84	273,928.83	319,552.67

TREASURER'S REPORT

Signature Page

South Whidbey Fire EMS

Time: 11:34:11 Date: 04/29/2024

03/01/2024 To: 03/31/2024

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We, the undersigned officers for South Whidbey Fire/EMS, have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
Chief / Date Finance Officer / Date

Signed: _____
Board Chair / Date



SOUTH WHIDBEY FIRE / EMS

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

Expenditure Approval Document

Date of Approval: May 9, 2024

Fund: 638

Warrants Approved from April 1 2024 – April 30 2024

Date	Check	Vendor	Amount
4/4/2024	EFT	Payroll	\$63,290.04
4/12/2024	240406001-240406031	Accounts Payable	\$51,706.63
4/18/2024	EFT	Payroll	\$59,383.73
4/19/2024	EFT	Payroll	\$8,729.18
4/19/2024	240408001-240409001	Accounts Payable	\$24,776.34
4/26/2024	240415001-240415018	Accounts Payable	\$130,177.14
4/1-4/30/2024	EFT	Payroll Liabilities	\$170,625.10
Total Warrants Approved			\$508,688.16

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

Finance Officer: _____
Mary Kaye Johansen

Fire Chief: _____
Nick Walsh

Commissioner: _____
Michael Noblet

Commissioner: _____
Savannah Erickson

Commissioner: _____
Jim Towers

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

1007.4 JOB DESCRIPTIONS

1007.4.1 ASSISTANT FIRE CHIEF

JOB TITLE: Assistant Chief, Operations

SUPERVISOR'S TITLE: Fire Chief

FLSA STATUS: Exempt, Salaried

POSITION DESCRIPTION: The Assistant Chief is a member of the Fire Chief's senior management team. Under direction of the Fire Chief, the Assistant Chief oversees and manages the Operations Division of the organization, which includes fire suppression, emergency medical services, fire prevention, technical rescue, marine rescue, support services volunteer and part time staff, and all operations related functions. The Assistant Chief serves a duty officer, on rotation as assigned. The Assistant Chief acts as the Fire Chief in his/her absence.

ESSENTIAL DUTIES

1. Supervises all activities of fire suppression, the EMS program, the fire prevention/public education program, the technical rescue team and the marine rescue team.
2. Supervises subordinate officers, including the Division Chiefs, EMS, station Captains, and Fire Prevention Officer. Makes assignments and/or delegates authority as necessary to accomplish tasks. Performs subordinate evaluations to ensure continuous performance improvement.
3. Participates in the development of the annual District budget and manages budget items as assigned.
4. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.
5. Recruits, retains, and supports volunteer fire and EMS personnel.
6. Manages the District response plans and updates run cards as necessary.

OTHER FUNCTIONS/DUTIES

1. Performs as the Duty Officer (24 hour shifts for a 7-day cycle) as assigned. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.
- ~~2. Designated as the District Infection Control Officer.~~
- ~~3~~2. Performs other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

1. Education and Experience:

- a. Education: An Associate Degree from an accredited college or university, in fire science, or a related field.
- b. Experience: Five years of full-time firefighting experience, with at least two years of supervisory or management experience at a Captain or Battalion Chief level.
- c. Equivalency: An equivalent combination of education and experience may be considered.

2. Knowledge of:

- a. Contemporary leadership principles and practices applicable to a modern, decentralized, service-oriented organization including personnel management, supervision, training, and performance ~~evaluation, budget~~evaluation, budget development and administration, and program development and administration.
- b. District policies, procedures, protocols, chain of command, Washington State law pertaining to the District, and pertinent federal, state, and local laws that relate to the district, and the application of each.
- c. Operational characteristics, services, and activities of an emergency services program including fire suppression, fire prevention, emergency medical services, marine and technical rescue, hazardous materials, and disaster preparedness, response and recovery.
- d. Apparatus and equipment design, use, and required maintenance.
- e. Incident Command administration techniques.
- f. Problem solving techniques and methodology.
- g. Methods and techniques of public relations.
- h. Public safety computer systems.

3. Skill to:

- a. Operate an emergency vehicle.
- b. Teach the application of District policies, procedures, and protocols.
- c. Make presentations to and deal with the public and personnel.
- d. Successfully work with employees and volunteers.

4. Ability to:

- a. Oversee and participate in the management of a modern fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and associated programs, services, and operations.
- b. Oversee, direct, and coordinate subordinate staff and volunteers.
- c. Select, supervise, train, and evaluate staff.

- d. Participate in the development and administration of division goals, objectives, and procedures.
- e. Prepare and administer division budgets.
- f. Prepare clear and concise administrative reports.
- g. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- h. Research, analyze, and evaluate new service delivery methods and techniques.
- i. Interpret and apply federal, state, and local laws, policies and procedures.
- j. Retain presence of mind and act quickly and calmly in emergency situations.
- k. Operate and effectively use specialized fire tools and equipment, including safety equipment.
- l. Operate modern office equipment and computers including applicable software applications.
- m. Maintain contact and preserve good relations with the public, respond to requests and inquiries, and work effectively with a variety of community groups. Establish and maintain effective working relationships with those contacted in the course of work.
- n. Communicate clearly and concisely, both orally and in writing.

SPECIAL CONDITIONS OF EMPLOYMENT

1. The incumbent must live-reside within the boundaries of the Fire Districts 20 minute drive time of station 36.
2. Possession of a valid Washington State Driver's License (within 1 month of appointment).
3. Possession of the following certifications and credentials:
 - a. Fire Officer II
 - b. Incident Safety Officer
 - c. Completion of NIMS 300 & 400 training (within 1 year of appointment)
 - d. Washington Emergency Medical Technician (within 6 months of appointment)
 - e. IFSTA Level I Instructor (within 1 year of appointment)
 - f. Washington Emergency Vehicle Driver Training certification (within 3 months of appointment)

PHYSICAL REQUIREMENTS

1. Work is generally performed in the office setting with occasional travel to attend meeting or conduct District business. Duty Officer work includes response to emergency scenes, both small

scale and large scale, and disasters. The employee is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The employee occasionally works in high or precarious places, and is occasionally exposed to airborne particles, fumes, toxic or caustic chemicals, extreme cold/heat, vibration, high noise levels, risk of electrical shock or radiation, or exposure to hostile individuals.

2. The employee is required to wear personal protective equipment including turnout gear, boots, helmet, goggles/face protection, gloves, and self-contained breathing apparatus.

3. The employee may work extended periods of time, including evenings, nights, and weekends.

4. The employee's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; occasionally bend, kneel, stoop, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift and/or carry moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle for both normal travel and emergency response; and the ability to operate specialized vehicles and equipment.

5. The employee must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

6. The employee must hear in the normal audio range with or without correction.

ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the Assistant Chief position and certify that I can perform these functions.

Signature

Date

1007.4.2 ~~DEPUTY FIRE DIVISION~~ CHIEF, TRAINING OFFICER

JOB TITLE: Deputy Chief, Training

SUPERVISOR'S TITLE: ~~Fire Assistant~~ Chief

FLSA STATUS: Exempt, Salaried

POSITION DESCRIPTION: The ~~Deputy-Division~~ Chief is a member of the Fire Chief's senior management team. Under direction of the ~~Fire Assistant~~ Chief, the ~~Deputy-Division~~ Chief oversees and manages the Training Division of the organization. The ~~Deputy-Division~~ Chief plans, organizes, coordinates, and administers the District training and safety programs in accordance with District policies/procedures, laws of the State of Washington, national standards for training and safety. The ~~Deputy-Division~~ Chief serves a duty officer, on rotation as assigned. ~~The Deputy Chief may act as the Fire Chief in his/her absence.~~

ESSENTIAL DUTIES

1. Plan, develop, organize design and deliver a ~~competency-based~~ competency-based training program that maintains a state of operational readiness for the District responders in all response services, develop an annual training and safety work plan, and write and maintain training and safety standard operating procedures to ensure program integrity.
2. Develop and maintain a training manual that includes measurable performance criteria for each certification/accreditation level, and comprehensive files/documents by which to track members participation in training activities.
3. Participates in the development of the annual District budget and manages budget items as assigned.
4. Coordinates and participates as needed in pre-academies and annual recruit academies.
5. Coordinate and track entry of new volunteers, exit and re-entry of volunteer members.
6. Supervises subordinate staff, makes assignments and/or delegates authority as necessary. Performs subordinate evaluations to ensure continuous performance improvement.

OTHER FUNCTIONS/DUTIES

1. Performs as the Duty Officer (24 hour shifts for a 7-day cycle) as assigned. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.
- ~~2. Functions as the District IT manager.~~
- ~~3. Represent the District at training meetings on a county, regional, and state level.~~
- ~~4. Designated as the District Safety Officer.~~
- ~~5. Plan, coordinate and manage the District promotional examinations for line officers as needed.~~
- ~~6. Performs other duties as assigned.~~

QUALIFICATIONS

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

1. Education and Experience

- a. Education: An Associate Degree from an accredited college or university, in fire science, or a related field.
- b. Experience: Five years of full-time firefighting experience, with at least two years of supervisory or management experience at a Captain or Battalion Chief level.
- c. Equivalency: An equivalent combination of education and experience may be considered.

2. Knowledge of:

- a. Contemporary leadership principles and practices applicable to a modern, decentralized, service-oriented organization including personnel management, supervision, training, and performance ~~evaluation, budget~~evaluation, budget development and administration, and program development and administration.
- b. District policies, procedures, protocols, chain of command, Washington State law pertaining to the District, and pertinent federal, state, and local laws that relate to the district, and the application of each.
- c. Operational characteristics, services, and activities of an emergency services program including fire suppression, fire prevention, emergency medical services, marine and technical rescue, hazardous materials, and disaster preparedness, response and recovery.
- d. Training program development and administration, and modern instructional techniques and methodologies.
- e. Incident Command administration techniques.
- f. Problem solving techniques and methodology.
- g. Methods and techniques of public relations.
- h. Principles of business letter writing and report preparation.
- i. Public safety computer systems, training program software, and technical audio-video equipment beyond a basic level.

3. Skill to:

- a. Operate an emergency vehicle.
- b. Teach the application of District policies, procedures, and protocols.
- c. Make presentations to and deal with the public and personnel.
- d. Successfully work with employees and volunteers.

4. Ability to:

- a. Oversee and participate in the management of a modern fire suppression, fire prevention, emergency medical services, disaster preparedness, marine and technical rescue, hazardous materials response, and associated programs, services, and operations.
- b. Oversee, direct, and coordinate subordinate staff and volunteers.
- c. Select, supervise, train, and evaluate staff.
- d. Participate in the development and administration of division goals, objectives, and procedures.

- e. Prepare and administer division budgets.
- f. Prepare clear and concise administrative reports.
- g. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- h. Research, analyze, and evaluate new training delivery methods and techniques.
- i. Interpret and apply federal, state, and local laws, policies and procedures.
- j. Retain presence of mind and act quickly and calmly in emergency situations.
- k. Operate and effectively use specialized fire tools and equipment, including safety equipment.
- l. Operate modern office equipment and computers including applicable software applications.
- m. Maintain contact and preserve good relations with the public, respond to requests and inquiries, and work effectively with a variety of community groups. Establish and maintain effective working relationships with those contacted in the course of work.
- n. Communicate clearly and concisely, both orally and in writing.

SPECIAL CONDITIONS OF EMPLOYMENT

1. The incumbent must live-reside within the boundaries of the Fire Districts 20 minute drive time of station 36.
2. Possession of a valid Washington State Driver's License (within 1 month of appointment).
3. Possession of the following certifications and credentials:
 - a. Fire Officer II (within 1 year of appointment)
 - b. Incident Safety Officer
 - c. Completion of NIMS 300 & 400 training (within 1 year of appointment)
 - d. Washington Emergency Medical Technician (within 6 months of appointment)
 - e. IFSTA Level II Instructor (within 1 year of appointment)
 - f. Washington Emergency Vehicle Driver Training certification (within 3 months of appointment)

PHYSICAL REQUIREMENTS

1. Work is generally performed in the office setting with occasional travel to attend meeting or conduct District business. Duty Officer work includes response to emergency scenes, both small scale and large scale, and disasters. The employee is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The employee occasionally works in high or precarious places, and is occasionally exposed to airborne particles, fumes, toxic or caustic

chemicals, extreme cold/heat, vibration, high noise levels, risk of electrical shock or radiation, or exposure to hostile individuals.

2. The employee is required to wear personal protective equipment including turnout gear, boots, helmet, goggles/face protection, gloves, and self-contained breathing apparatus.

3. The employee may work extended periods of time, including evenings, nights, and weekends.

4. The employee's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; occasionally bend, kneel, stoop, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift and/or carry moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle for both normal travel and emergency response; and the ability to operate specialized vehicles and equipment.

5. The employee must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

6. The employee must hear in the normal audio range with or without correction.

ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the Deputy Chief, Training position and certify that I can perform these functions.

Signature

Date

~~1007.4.3 DEPUTY FIRE CHIEF, RESOURCE OFFICER~~

~~JOB TITLE: Deputy Chief, Resources~~

~~SUPERVISOR'S TITLE: Fire Chief~~

~~FLSA STATUS: Exempt, Salaried~~

~~POSITION DESCRIPTION: The Deputy Chief is a member of the Fire Chief's senior management team. Under direction of the Fire Chief, the Deputy Chief oversees and manages the Resource Division of the organization. The Deputy Chief procures, tracks, maintains, tests, and manages District assets and property, including all apparatus, equipment, and facilities. The Deputy Chief serves a duty officer, on rotation as assigned. The Deputy Chief may act as the Fire Chief in his/her absence.~~

~~**ESSENTIAL DUTIES**~~

1. Develop, implement, and manage a maintenance schedule for all District-owned equipment, facilities, and property. Contract and manage small repair, maintenance, and construction projects, and public works projects authorized by the Chief.

2. Develop, implement, update, and manage an inventory system for tracking all District-owned assets in accordance with District policy and using recognized inventory management practices as outlined by the Washington State Auditor.

3. Ensures appropriate preventative maintenance, timely repair, security, and records maintenance for all District equipment, apparatus, facilities, and property. Manages and issues all safety equipment including PPE. Oversees required testing of all District equipment, apparatus, and facility infrastructure.

4. Procures District materials and goods, equipment, tools, and apparatus in accordance with District policy and Washington State RCWs.

5. Manages the division budget, writes and reviews specifications, researches pricing, deals with vendors, places orders, receives shipments, and accept products on behalf of the District.

6. Supervises subordinate staff, makes assignments and/or delegates authority as necessary. Performs subordinate evaluations to ensure continuous performance improvement.

OTHER FUNCTIONS/DUTIES

1. Performs as the Duty Officer (24 hour shifts for a 7-day cycle) as assigned. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.

2. Functions as the District communications manager and ensures the functionality of the District's radio system including annual review of lease contracts on the District's radio tower site.

3. Represent the District at resource meetings on a county, regional, and state level.

4. Assists in the training and development of volunteer staff members.

5. Performs other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

1. Education and Experience

a. Education: An Associate Degree from an accredited college or university, in fire science, or a related field.

b. Experience: Five years of full-time firefighting experience, with at least two years of supervisory or management experience at a Captain or Battalion Chief level.

c. Equivalency: An equivalent combination of education and experience may be considered.

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2. Knowledge of:

- a. Contemporary leadership principles and practices applicable to a modern, decentralized, service-oriented organization including personnel management, supervision, training, and performance evaluation, budget development and administration, and program development and administration.
- b. District policies, procedures, protocols, chain of command, Washington State law pertaining to the District, and pertinent federal, state, and local laws that relate to the district, and the application of each.
- c. Operational characteristics, services, and activities of an emergency services program including fire suppression, fire prevention, emergency medical services, marine and technical rescue, hazardous materials, and disaster preparedness, response and recovery.
- d. Resource management program development and administration including inventory management and tracking.
- e. Building construction and sound construction techniques.
- f. Laws relating to public agency purchasing and contracting.
- g. Apparatus and equipment design, use, maintenance, and testing procedures and schedules.
- h. Incident Command administration techniques.
- i. Problem solving techniques and methodology.
- j. Methods and techniques of public relations.
- k. Principles of business letter writing and report preparation.
- l. Public safety computer systems, maintenance software, inventory control software.

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3. Skill to:

- a. Operate an emergency vehicle.
- b. Conduct minor repairs of apparatus, equipment, and facilities.
- c. Teach the application of District policies, procedures, and protocols.
- d. Make presentations to and deal with the public and personnel.
- e. Successfully work with employees and volunteers.

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4. Ability to:

- a. Oversee and participate in the management of a modern fire suppression, fire prevention, emergency medical services, disaster preparedness, marine and technical rescue, hazardous materials response, and associated programs, services, and operations.

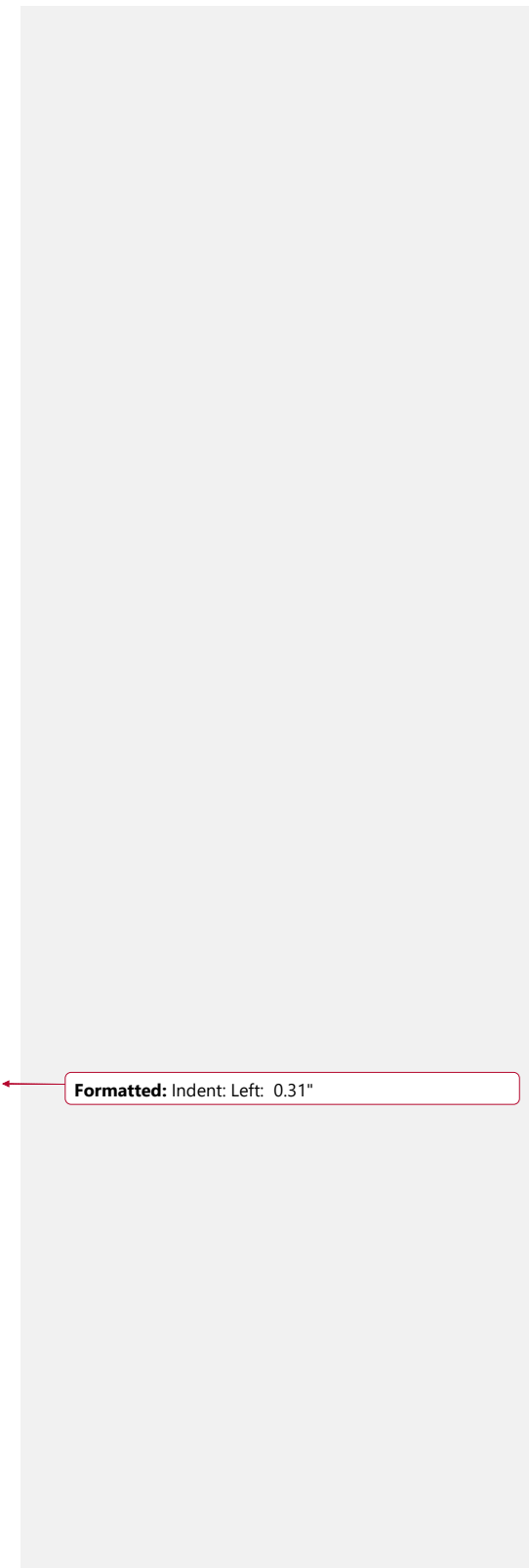
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- b. Oversee, direct, and coordinate subordinate staff and volunteers.
- c. Select, supervise, train, and evaluate staff.
- d. Participate in the development and administration of division goals, objectives, and procedures.
- e. Prepare and administer division budgets.
- f. Prepare clear and concise administrative reports.
- g. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- h. Research, analyze, and evaluate new apparatus and equipment designs and standards.
- i. Interpret and apply federal, state, and local laws, policies and procedures.
- j. Retain presence of mind and act quickly and calmly in emergency situations.
- k. Operate and effectively use specialized fire tools and equipment, including safety equipment.
- l. Operate modern office equipment and computers including applicable software applications.
- m. Maintain contact and preserve good relations with the public, respond to requests and inquiries, and work effectively with a variety of community groups. Establish and maintain effective working relationships with those contacted in the course of work.
- n. Communicate clearly and concisely, both orally and in writing.

SPECIAL CONDITIONS OF EMPLOYMENT

- 1. The incumbent must live within the boundaries of the Fire District.
- 2. Possession of a valid Washington State Driver's License (within 1 month of appointment).
- 3. Possession of the following certifications and credentials:
 - a. Fire Officer I
 - b. Incident Safety Officer
 - c. Completion of NIMS 300 & 400 training (within 1 year of appointment)
 - d. Washington Emergency Medical Technician (within 6 months of appointment)
 - e. IFSTA Level I Instructor (within 1 year of appointment)
 - f. Washington Emergency Vehicle Driver Training certification (within 3 months of appointment)

PHYSICAL REQUIREMENTS



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1. Work is generally performed in the office setting with occasional travel to attend meeting or conduct District business. Duty Officer work includes response to emergency scenes, both small scale and large scale, and disasters. The employee is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The employee occasionally works in high or precarious places, and is occasionally exposed to airborne particles, fumes, toxic or caustic chemicals, extreme cold/heat, vibration, high noise levels, risk of electrical shock or radiation, or exposure to hostile individuals.

2. The employee is required to wear personal protective equipment including turnout gear, boots, helmet, goggles/face protection, gloves, and self-contained breathing apparatus.

3. The employee may work extended periods of time, including evenings, nights, and weekends.

4. The employee's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; occasionally bend, kneel, stoop, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift and/or carry moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle for both normal travel and emergency response; and the ability to operate specialized vehicles and equipment.

5. The employee must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

6. The employee must hear in the normal audio range with or without correction.

ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the Deputy Chief, Resources position and certify that I can perform these functions.

Signature

Date

1007.4.4-3 DIVISION CHIEF, EMS

JOB TITLE: Division Chief, EMS

SUPERVISOR'S TITLE: Assistant Chief

FLSA STATUS: Exempt, Salaried

POSITION DESCRIPTION: The Division Chief is a member of the Fire Chief's senior management team. Under direction of the Assistant Chief, the Division Chief oversees and manages the Emergency Medical Services Division of the organization. The Division Chief coordinates all EMS functions of the District, including emergency, non-emergency, and administrative functions.

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ESSENTIAL DUTIES

1. Supervises all activities of the EMS program including medical response, certification of personnel, reporting, and quality assurance. Manages the MERV program and ensures vehicles are maintained at the required level to maintain AID unit designation. Ensures medical equipment is in a state of readiness.
2. Supervises subordinate officers, including Captains and Lieutenants assigned to the EMS Division. Makes assignments and/or delegates authority as necessary to accomplish tasks. Performs subordinate evaluations to ensure continuous performance improvement. Resolves personnel issues ~~and refers~~ ~~and refers~~ more complex issues to the Assistant Chief. Recruits, retains, and supports volunteer EMS personnel.
3. Participates in the development of the annual District budget and manages budget items as assigned.
4. Supervises regular training/drills to ensure personnel skills/certification maintenance. Coordinates and documents required OTEP training. Documents and enters personnel points earned by medical responders.
5. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.
6. Plan, coordinate, and instruct EMT classes as necessary.

OTHER FUNCTIONS/DUTIES

1. Performs as the Duty Officer (24 hour shifts for a 7-day cycle) as assigned. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.
2. May represent the District at County and Regional EMS Council meetings.
3. Pursue and coordinate the submittal of EMS grants.
4. Attends and participates in monthly officer meetings.
5. Performs other duties as assigned.

26. Designated as the District Infection Control Officer.

QUALIFICATIONS

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

1. Education and Experience

- a. Education: A high school diploma, or GED. An Associate Degree in a related field is highly desired.

b. Experience: Five years of progressively responsible medical experience, with at least two years of supervisory or management experience at a Captain level.

c. Equivalency: An equivalent combination of education and experience may be considered.

2. Knowledge of:

a. Contemporary leadership principles and practices applicable to a modern, decentralized, service-oriented organization including personnel management, supervision, training, and performance evaluation, -budget development and administration, and program development and administration.

b. District policies, procedures, protocols, chain of command, Washington State law pertaining to the District, and pertinent federal, state, and local laws that relate to the district, and the application of each.

c. Emergency medical services principles and techniques, laws, regulations, and ordinances.

d. Operational characteristics, services, and activities of an emergency services program including fire suppression, fire prevention, marine and technical rescue, hazardous materials, and disaster preparedness, response and recovery.

e. Medical training methodologies, techniques and strategies.

f. Medical equipment design, use, and required maintenance.

g. Incident Command administration techniques.

h. Problem solving techniques and methodology.

i. Methods and techniques of public relations.

j. Principles of business letter writing and report preparation.

k. Public safety computer systems.

3. Skill to:

a. Operate an emergency vehicle.

b. Teach the application of District policies, procedures, and protocols.

c. Evaluating and implementing new techniques in emergency medicine on a District level.

d. Make presentations to and deal with the public and personnel.

e. Successfully work with employees and volunteers.

4. Ability to:

- a. Oversee and participate in the management of a modern fire suppression, fire prevention, emergency medical services, disaster preparedness, marine and technical rescue, hazardous materials response, and associated programs, services, and operations.
- b. Oversee, direct, and coordinate subordinate staff and volunteers.
- c. Select, supervise, train, and evaluate staff.
- d. Participate in the development and administration of division goals, objectives, and procedures.
- e. Prepare and administer division budgets.
- f. Prepare clear and concise administrative reports.
- g. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- h. Research, analyze, and evaluate new service delivery methods and techniques.
- i. Interpret and apply federal, state, and local laws, policies and procedures.
- j. Retain presence of mind and act quickly and calmly in emergency situations.
- k. Operate and effectively use specialized fire tools and equipment, including safety equipment.
- l. Operate modern office equipment and computers including applicable software applications.
- m. Maintain contact and preserve good relations with the public, respond to requests and inquiries, and work effectively with a variety of community groups. Establish and maintain effective working relationships with those contacted in the course of work.
- n. Communicate clearly and concisely, both orally and in writing.

SPECIAL CONDITIONS OF EMPLOYMENT

1. The incumbent must live-reside within the boundaries of the Fire-Districts 20 minute drive time of station 36.
2. Possession of a valid Washington State Driver's License (within 1 month of appointment).
3. Possession of the following certifications and credentials:
 - a. Washington Emergency Medical Technician
 - b. Incident Safety Officer
 - c. Washington Emergency Vehicle Driver Training certification (within 3 months of appointment)
 - d. Completion of NIMS 300 training (within 1 year of appointment)

- e. Washington DOH Senior EMT Instructor (within 1 year of appointment)
- f. Advanced Leadership Issues in Emergency Medical Services (R151 NFA) (within 18 months of appointment)
- g. NFPA Officer I (within ~~18~~-12 months of appointment)

PHYSICAL REQUIREMENTS

1. Work is generally performed in the office setting with occasional travel to attend meeting or conduct District business. The employee may occasionally respond to emergency scenes, both small scale and large scale, and disasters. The employee is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The employee occasionally works in high or precarious places, and is occasionally exposed to airborne particles, fumes, toxic or caustic chemicals, extreme cold/heat, vibration, high noise levels, risk of electrical shock or radiation, or exposure to hostile individuals.
2. The employee is required to wear personal protective equipment including turnout gear, boots, helmet, goggles/face protection, gloves, and self-contained breathing apparatus.
3. The employee may work extended periods of time, including evenings, nights, and weekends.
4. The employee's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; occasionally bend, kneel, stoop, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift and/or carry moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle for both normal travel and emergency response; and the ability to operate specialized vehicles and equipment.
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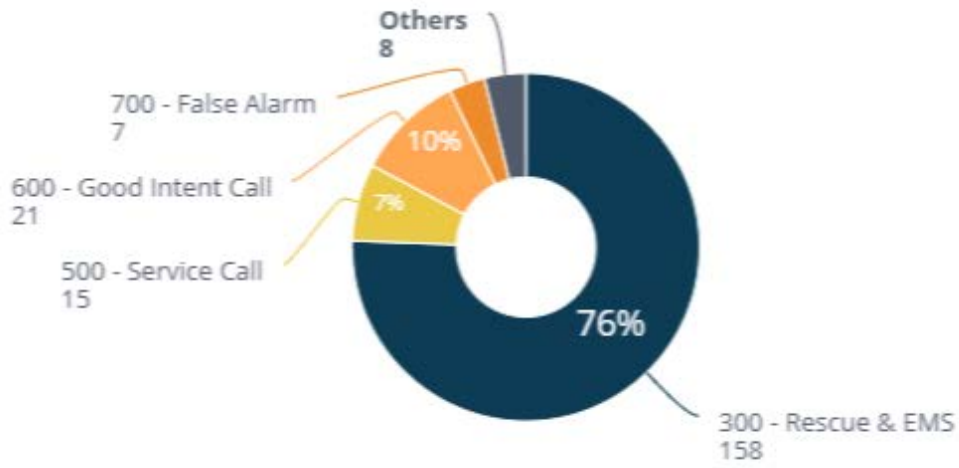
ACKNOWLEDGEMENT

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Signature

Date

Percentage of Incident Type Group

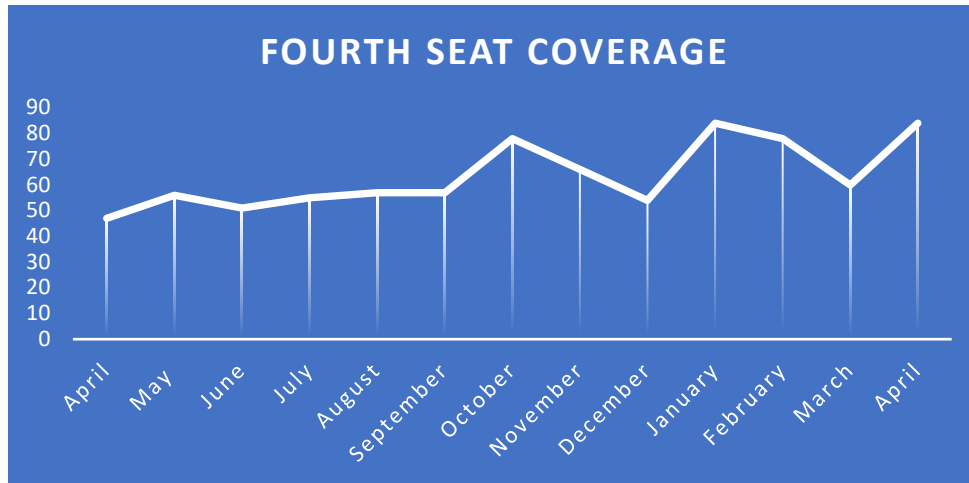


Fractile Report -WALSH

Response Times

Incident Type	90th Percentile	Median
Fire - Alarm Handling Time	01m:25s	00m:57s
EMS - Alarm Handling Time	02m:47s	01m:12s
Fire - Turnout Time	06m:42s	03m:39s
EMS - Turnout Time	03m:21s	01m:02s
Fire - Travel Time	13m:04s	10m:47s
EMS - Travel Time	13m:48s	06m:56s
Fire - Response Time	15m:11s	14m:26s
EMS - Response Time	16m:02s	08m:34s

STAFFING REPORTS



Fourth seat coverage was at 84% (up from 60%)

Fifth seat coverage was at 46% (up from 30%)

Sixth seat coverage was at 22%

We continue to see robust volunteer participation. We are finally fully staffed on the career side with the return of Firefighter Camargo from state academy and the promotion of Carlee Wilkie to Lieutenant.

RECRUITMENT AND RETENTION

New volunteers in process

8-Currently in Fire Academy

3-New volunteer firefighters are through the application process and ready for approval tonight

1-Volunteer tender operator has completed the training process and is in full service!

UPCOMING EVENTS

Awards Banquet – May 24th

All staff meeting – May 14th

Leavenworth Firefighter Challenge – May 11th

District picnic and pinning ceremony – Date TBD