**SOUTH WHIDBEY FIRE/EMS**

**REGULAR MEETING**

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

**August 8, 2024 – 5:30pm**

**Minutes-FINAL**

**In Attendance:** Commissioner Erickson, Commissioner Towers, Commissioner Noblet, Chief Walsh & Nikki Hagen

**Audience:** Assistant Chief Ney, Deputy Chief Dilley, Division Chief Magallon, LT Wilkie, FF Wilkie, FF/EMT Osborne, EMT Stephens, Mary Kaye Johansen, Shari Schroeder

1. **Call to Order**

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

1. **Approval of Agenda**

Commissioner Noblet motioned to approve the agenda; Commissioner Towers seconded the motion.

 **The motion carried unanimously.**

1. **Public Input**

None

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

**Approval of Minutes**

Regular Meeting July 11th

**Finance Reports**

Budget Position Report

Check Register

Treasurer’s Report

**Monthly Vouchers**

*Dated 7/1/2024 for Accounts Payable in the amount of $92.40*

*Dated 7/5/2024 for Accounts Payable in the amount of $26,595.29*

*Dated 7/11/2024 for Payroll EFT in the amount of $65,291.88*

*Dated 7/12/2024 for Accounts Payable in the amount of $16,169.65*

*Dated 7/19/2024 for Accounts Payable in the amount of $12,993.95*

*Dated 7/25/2024 for Payroll EFT in the amount of $65,501.38*

*Dated 7/26/2024 for Payroll EFT in the amount of $12,510.82*

*Dated 7/26/2024 for Accounts Payable in the amount of $24,748.22*

*Dated 7/1-7/31/2024 for Payroll Liabilities in the amount of $77,723.62*

 *Total Warranties $301,627.21*

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

 **The motion carried unanimously.**

**Member Update**

Kevin Gallagher

Coleman Porter

Chief Walsh stated that they have been through the onboarding process and ready for approval.

Commissioner Towers motioned to approve the new members; Commissioner Noblet seconded the motion.

**The motion carried unanimously.**

1. **Unfinished Business**
2. **New Business**

**Chief’s Report**

Chief Walsh went over our call volume for the month of June as well as our 4th and 5th seat coverage. Currently have two members in the onboarding process. Went over upcoming events.

**Resolution 2024-10 Mid-Year Budget Adjustments**

Chief Walsh went over the mid-year budget adjustments.

Commissioner Noblet clarified what goes into the contingency fund.

Chief Walsh explained that it is an emergency fund of sorts and that it has not been used in quite some time.

Commissioner Towers motioned to approve Resolution 2024-10; Commissioner Noblet seconded the motion.

**The motion carried unanimously.**

**Administrative Assistant Position**

Chief Walsh introduced Shari Schroeder and stated that she will be starting on August 12th. Shari Schroeder gave a introduction of herself.

**Board Secretary Position**

Moved to next Board of Commissioners Meeting.

**Lifetime Membership Building Access**

Chief Walsh stated that Policy 1001 needs to be more well defined.

Commissioner Towers stated that the intent of the policy was to allow those access to the gym facilities.

Commissioner Noblet expressed concern regarding access to the workshop and that we should limit access to any sensitive space.

Commissioner Towers asked if we could pull numbers and access.

Chief Walsh stated that we have and that he will send that information to the commissioners.

Commissioner Erickson stated that she wants to maintain the family feeling, but with caution.

1. **Announcements**

Chief Walsh stated that today was FF/EMT Stephen Osborne’s last shift.

1. **Comments from Commissioners**

Commissioner Noblet commended Chief Ney for getting the generator at Station 36 secured.

Commissioner Towers thanked all those who put in work to pass the levy.

Commissioner Erickson stated that she had a great time at the fair making buttons as well as participating in the parades.

1. **Executive Session**

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

Commissioner Erickson called the meeting into executive session at 6:10pm for 15 minutes.

Commissioner Erickson called the meeting back to regular session at 6:25pm

1. **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 6:26pm.

Nicole Hagen,

Board Secretary