# SOUTH WHIDBEY FIRE/EMS REGULAR MEETING

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

**November 9, 2023 – 4:00 PM**

 **MINUTES**

Join Zoom Meeting

<https://us06web.zoom.us/j/89121602852?pwd>=

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Meeting ID: 891 2160 2852

Passcode: 926342

One tap mobile

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**In Attendance:** Commissioner Noblet, Commissioner Towers, Commissioner Erickson, Chief Walsh

**Audience:** Deputy Chief Ney, Division Chief Dilley, FF/EMT Benenati, FF/EMT Turner, Lt. Kalahiki, FF/EMT Diffie, FF/EMT Husom and FF/EMT Boyd.

1. **Call to Order**

Commissioner Towers called to order at 4:20 pm

Commissioner Towers moves, Commissioner Noblet second **The motion carried unanimously.**

1. **Approval of Agenda**

Commissioner Towers moves, Commissioner Noblet second **The motion carried unanimously.**

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.

Commissioner Towers asked for the stat for the 4th seat coverage. Chief Walsh stated that the department was on target due to volunteer shift coverage.

Chief Ney stated that volunteers finishing the academy are doing ride-along.

Commissioner Noblet expressed his appreciation with the financial report from finance officer

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

 **Finance Officer’s Reports**

Budget position Report

Treasurers Report

Financial Health

 **Monthly Vouchers**

*Dated 10/5/2023 for Payroll EFT in the amount of $55,318.19*

*Dated 10/19/2023 for Payroll EFT in the amount of $55,868.44*

*Dated 10/24/2023 for Account Payable in the amount of $65,222.83*

*Dated 10/24/2023 for Payroll Liabilities EFT in the amount of $102,998.08*

*Dated 11/2/2023 for Payroll EFT in the amount of $52,030.32*

 *Dated 11/4/2023 for Payroll EFT in the amount of $9,266.74*

 *Total Warrants Approved* $340,704.60

1. **Member Update**

None.

1. **Unfinished Business**

Policy 103 Fiscal Management- second reading

Commissioner Noblet asked if there were any changes since previous meeting.

Chief Walsh confirmed and stated additional edits will likely come in the future.

Commissioner Noblet asked what is the reason to remove charge accounts and move to only credit cards.

Chief Walsh said is to more effectively manage purchases and have a trail for who makes purchases.

Commissioner Towers stated will need to go through entire policy at that time.

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

 2024 Budget

Chief Walsh explained made recommended changes. Additional changes are needed. Recommend to send board budget documents by Monday and schedule special meeting to approve budget.

Commissioner Noblet asked if it will include the wages decided from CBA negotiation.

Chief Walsh explained that the apparatus repair/maint was increased to $100,000, removed the pub ed officer, moved the radios/extrication to capital, and added funds to the audit due to the audit taking place in 2024.

Commissioner Noblet asked when needs to be approved

Chief Walsh said by November 20th and suggested Thursday the 16th at 4 pm.

Commissioner Towers and Noblet agreed.

 Department Patch

Chief Walsh presented a new patch. the boat image was minimized, the flag and mountain.

Commissioner Noblet said the patch looked busy and suggested incorporating the red and blue colors in the original patch.

Commissioner Towers was satisfied with the patch if the branding committee approved it.

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

1. **New Business**

 Wage matrix salary increase

Chief Walsh explained that previous budgets used the Seattle CPI but policy stated to use the federal Cola. Seattle CPI would increase by 5.1% and federal would be 3.2%.

Commissioner Noblet said the Seattle CPI would better reflect the cost of living on the island.

Commissioner Towers agreed to use Seattle CPI and requested to change the policy to call our Seattle CPI. Asked if matrix will be updated.

Chief Walsh stated it would be updated.

 Wage matrix salary increase standards

Will be moved and voted on at next meeting once policy is updated.

 Policy 1007- first reading

Chief Walsh stated policy covers job description. Requested to make selections based on personality, skill, and experience.

Commissioner Towers said he would prefer a general rewrite to the policy.

Commissioner Noblet agreed with Towers. Department needs to give the Chief ability to make the best decisions for SWFE.

 Finance Officer Annual Review

Commissioner Towers stated reviews should be done in executive session.

 Resolution 2023-07 Surplus Items

Commissioner Towers requested to retail the dolly until a capital plan is created.

Commissioner Noblet asked if the dolly is in service.

Chief Walsh stated it is. Added that the reserve engine is used when needed and not the dolly.

Chief Ney stated he suggested surplussing the dolly. One reserve engine meets the department needs and the dolly is not necessary.

Commissioner Noblet moved, Board Chair Towers second. **The motion carried unanimously.**

1. **Announcements**

Chief Walsh stated that Saturday the 11th will be the strategic planning meeting. Sunday the 12th will have an open house. 12/07-12/09 will be santas sleigh. Monday the 15th will have a welcome party for new mechanic Ian.

Commissioner Noblet expressed delight with the trunk or treat event.

1. **Comments from Commissioners.**
2. **Executive Session**

Commissioner Towers stated session is to deal with collective bargaining and complaints or charges brought against public officer.

Called to order at 5:00 for 32 minutes until 5:32 pm.

Commissioner Towers called the meeting back to regular session at 6:04 pm

***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.*

***RCW 42.30.110(1)(f)*** *To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;*

1. **Action taken as a result of the Executive Session**

No actions for collective bargaining sessions.

Actions taken in regard to Finance Officers annual review was a step 3 raise to be paid retro active at the end of her employment.

1. **Conclude**

Commissioner Towers called the meeting to an end at 6:06 pm

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

Kathryn Nguyen,

District Secretary