

## April

### Fire Chiefs Update

### Consent Report

#### Fourth Seat Coverage

March 54% of the time we had at station 36 (on duty)

February coverage was 31%

#### Fifth Seat Coverage

March 14% of the time we had at station 36

February coverage was .02%

#### Recruitment Report

0 Ready for approval at March Meeting

3 Applications/Inquiries In process, not ready for approval

#### -Total Volunteers

April- 45

March – 44

#### Call Volume Report –see attached

March call volume calls for service 211

Year to date call volume 673 calls for service

Calls as of this time last year 598



# SOUTH WHIDBEY FIRE / EMS

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

## BOARD OF FIRE COMMISSIONERS REGULAR MEETING January 12, 2023 – 5:30 pm Minutes – *DRAFT*

**In Attendance:** Commissioner Noblet, Commissioner Towers, Chief Walsh, and Kathryn Nguyen.

**Audience:** Chief Dilley, Chief Ney, Robert Husom, Nicole Hagen, Alex McMahon, Greg Husted, Sean McDougald, Chris Greaves, and Gina Walsh

**Zoom Audience:** Commissioner Erickson, Blake Benenati, Brian Boyd, Carlee Wilkie, Karley Diffie, Leah Kalahiki, and Traci Haynie

### **Call to Order.**

Commissioner Noblet called the meeting to order at 5:32 pm

### **Approval of Agenda.**

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

**The motion carried unanimously.**

### **Public input.**

Chief Ney requested a moment of silence for a fallen Fire Captain from Clallam County Fire District #3 in Sequim

### **Consent Agenda.**

Approval of Minutes

Regular Meeting on December 8, 2022

Finance Officer's Reports

Budget position Report

Treasurer's Report

Monthly Vouchers

*Dated 12/09/2022 for EFT Payroll Liabilities in the amount of \$25,593.19*

*Dated 12/12/2022 for Accounts Payable Vouchers 661990-662022 in the amount of \$47,106.36*

*Dated 12/14/2022 for Payroll Vouchers 662050-662051 in the amount of \$968.21*

*Dated 12/14/2022 for Payroll Vouchers 662023-662049 in the amount of \$53,329.67*

*Dated 12/15/2022 for Accounts Payable Vouchers 662059-662070 in the amount of \$69,064.92*

*Dated 12/15/2022 for Payroll Vouchers 662052-662058 in the amount of \$4,242.23*

*Dated 12/29/2022 for Payroll Liabilities EFT in the amount of \$2,313.48*

*Dated 12/29/2022 for Payroll EFT in the amount of \$55,769.85*

*Dated 12/31/2022 for Accounts Payable Vouchers 662071-662101 in the amount of \$795,497.94*

*Total Warrants Approved \$1,053,885.85*

Commissioner Erickson asked why the names of employees with payroll were not presented on the check register.

Kathryn explained that the report omits the names for privacy but can be modified to add employee names if desired.

Commissioner Towers motioned to approve the Consent agenda; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

### **Member Update.**

Traci Haynie

Chief Walsh explained that Traci had gone through all the required onboarding processes for volunteers and would attend the upcoming fire academy if approved.

Commissioner Noblet asked Traci what inspired her to get involved as a volunteer.

Traci explained that she had personal experience in EMS within her family and desired to give back to the community.

Commissioner Towers motioned to approve; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

### **Unfinished Business.**

None

### **New Business.**

Election of Board Chair for 2023

Commissioner Noblet explained that a new Board Chair is elected at the first meeting of the new year.

Commissioner Noblet released his duty as Board Chair and nominated Jim Towers.

Commissioner Erickson motioned to approve; Commissioner Noblet seconded the motion.

**The motion carried unanimously.**

Sole-Source Declaration

Chief Walsh explained that Sole-Source was the only vendor able to provide washing machine extractors necessary for bunker gear.

Commissioner Noblet asked if there were no other vendors available.

Chief Walsh confirmed.

Commissioner Erickson motioned to approve; Commissioner Towers seconded the motion.

**The motion carried unanimously.**

Resolution 2023-01

Kathryn explained that the resolution is annually updated to appoint the Investment Officers for the current year. Chief Walsh and Kathryn Nguyen were appointed as Investment Officers for the duration of 2023.

Commissioner Towers motioned to approve; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

Memorandum of Understanding- Step Increases

Chief Walsh stated that the memorandum clarifies vague language regarding the timing of step increases.

Commissioner Towers asked in the step increases were always tied to the hiring date.

Chief Walsh confirmed.

Commissioner Erickson asked what brought the district to develop the memorandum.

Chief Walsh explained how a probation extension brought up whether the employee's time would start over.

Commissioner Erickson asked if the Union would approve the memorandum.

Chief Walsh stated that it would be the labor and management board to agree upon the memoranda.

Commissioner Towers motioned to approve; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

Memorandum of Understanding – MERP

Chief Walsh explained that the MERP program was not originally added to the Union contract. The program would come at no cost to the district but would allow for contribution negotiations if the Union desires.

Commissioner Erickson motioned to approve; Commissioner Towers seconded the motion.

**The motion carried unanimously.**

Memorandum of Understanding – LEOFF

Chief Walsh explained that LEOFF contributions are a state requirement for eligible positions. Adding the memorandum to the contract would add the language for employees.

Commissioner Towers motioned to approve; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

## Langley Water District Report

Chief Walsh presented the report showing the district's water usage reports. He explained that the water district's initial concern was waiting to receive reports. Chief Ney maintains the water usage reports. He submitted eleven reports and is unaware of any missing reports.

Commissioner Noblet asked if the water district does not request additional information after the reports are submitted.

Chief Walsh confirmed. He continued to explain how he had yet to receive a response after several attempts to contact the water district requesting joint training. The water district raised concerns about a

mainline failure on Pleasant Lane. Chief Walsh stated that several studies had been conducted on Pleasant Lane due to numerous failures.

Commissioner Noblet expressed his disappointment in how the water district addressed the issue in a public meeting rather than contacting Chief Walsh first.

### Annual Update

Chief Walsh walked through the annual update report breaking down the calls by a majority being EMS and rescue. 1.84% were fire structure calls, and 6.17% were false alarms. The call volume decreased nearly 200% from the previous year. In improving the 'fourth seat' coverage, coverage went up to 50% as of December. Volunteer participation increased. Seven members were sent to the fire academy, and six went to the EMT academy. The district hosted the National Fire Academy courses. Public records requests decreased from previous years. A new logo and website platform was introduced in 2022.

### Announcements

None

### Commissioner Comments.

Commissioner Noblet explained that after a meeting with Whidbey Health, they expressed no desire to change any practices regarding ambulance services.

### Executive Session:

a. *RCW 42.30.110(1)(f)*

b. *RCW 42.30.110(1)(i)*

Commissioner Noblet called for an executive session at 6:40 pm for 25 minutes until 7:10 pm.

Commissioner Noblet called the meeting back into session at 7:11 pm.

Commissioner Noblet explained that the board reviewed a report regarding a hostile work environment against Chief Walsh. The report concluded no evidence to the claim.

### Action Taken as a result of Executive Session

No actions were taken as a result of the executive session. The board would schedule a meeting with the complainant to discuss the findings.

### Adjourn.

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

**The motion carried unanimously.**

The Regular Meeting of the Board was adjourned at 7:15 pm.

Kathryn Nguyen,  
District Board Secretary



# SOUTH WHIDBEY FIRE / EMS

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

---

## BOARD OF FIRE COMMISSIONERS SPECIAL MEETING January 18, 2023 – 3:00 pm Minutes – *DRAFT*

**In Attendance:** Commissioner Noblet, Commissioner Towers, Chief Walsh, and Kathryn Nguyen.

**Audience:** Chief Ney

**Zoom Audience:** Brian Boyd

**Call to Order.**

Commissioner Towers called the meeting to order at 3:00 pm

**Approval of Agenda.**

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

**The motion carried unanimously.**

**Executive Session:**

*RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee*

Commissioner Towers called for an executive session at 3:00 pm for 30 minutes until 3:30 pm.

Commissioner Towers called for an extension at 3:31 pm for 44 minutes until 4:15 pm.

Commissioner Towers called the meeting back into regular session at 4:15 pm.

**Action Taken as a result of Executive Session**

Commissioner Towers stated that an employee was given a copy of an investigation report. An executive session was scheduled for January 25, 2023.

**Adjourn.**

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

**The motion carried unanimously.**

The Special Meeting of the Board was adjourned at 4:16 pm.

Kathryn Nguyen,  
District Board Secretary



# SOUTH WHIDBEY FIRE / EMS

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

## BOARD OF FIRE COMMISSIONERS REGULAR MEETING February 9, 2023 – 5:30 pm Minutes – *DRAFT*

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

**Audience:** Chief Beck, Chief Ney, Carlee Wilkie, Nikki Hagen, and Kat Crowe

**Zoom Audience:** Sean McDougald, Leah Kalahiki, Robbie Husom, and Suzie Reynolds

**Call to Order.**

Commissioner Towers called the meeting to order at 5:34 pm

**Approval of Agenda.**

Commissioner Towers requested to add scheduling the Chief's review, capital planning, and policy updates to the agenda.

Commissioner Noblet requested to discuss the district website.

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

**The motion carried unanimously.**

**Public input.**

None

**Consent Agenda.**

Approval of Minutes.

Finance Officer's Reports

Budget position Report

Treasurer's Report

Monthly Vouchers

*Dated 12/31/2022 for Payroll Liabilities Vouchers 662102-662104 in the amount of \$36,995.77*

*Dated 01/12/2023 for Payroll EFT in the amount of \$62,314.53*

*Dated 01/19/2023 for Accounts Payable Vouchers 662105-662114 in the amount of \$207,560.71*

*Dated 01/26/2023 for Payroll EFT in the amount of \$55,686.31*

*Total Warrants Approved \$362,557.32*

Commissioner Erickson commented on the January 9<sup>th</sup> minutes that the line regarding the annual resolutions needs to be completed under new business.

Commissioner Erickson asked for an explanation regarding the FEMA grant line item in the budget position.

Chief Beck explained that the district would apply for the grant in 2023.

Commissioner Erickson questioned the fuel spending in the budget.

Chief Walsh explained that due to the timing of fuel bills, the BARS distribution would be updated to resolve the high percentage of spending. In addition, some of the fuel costs would be carried over from the 2022 budget.

Commissioner Erickson asked under the treasurer's report if there was a way to describe what the warrants were paid for.

Chief Walsh stated that he would bring it up to the Finance Officer.

Commissioner Erickson stated that payroll names were not listed in the check register.

Commissioner Noblet expressed his concern about displaying employees' payroll information to the public in the event that it causes conflicts.

Commissioner Erickson motioned to approve the Consent agenda; Commissioner Towers seconded the motion.

**The motion carried unanimously.**

**Member Update.**

None

**Unfinished Business.**

None

**New Business.**

Resolution 2023-02- Closing 2022 Budget

Commissioner Noblet motioned to approve; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

Resolution 2023-03- Finalizing 2023 Budget

Chief Walsh explained that the resolution is to provide the beginning balances for funds.

Commissioner Noblet motioned to approve; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

Resolution 2023-04- Budget Amendment

Chief Walsh stated that the amendment brought over items not paid for but budgeted in the 2022 budget.

Commissioner Erickson motioned to approve; Commissioner Noblet seconded the motion.

**The motion carried unanimously.**

Policy Update- 1007.4.7

Chief Walsh explained that several documents refer to the position as either an office assistant or administrative assistant. The new policy would ensure that all policies, position titles, duties, and job descriptions match all documents.

Commissioner Noblet asked if there is a provision regarding communication among other employees outside of duties.

Chief Walsh stated that several of the policies touch on that matter.

Commissioner Noblet motioned to approve; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

**Announcements**

None

**Commissioner Comments.**

Commissioner Erickson explained that I-Com had resumed sub-tac meetings. They are fully staffed and conduct in-house training for new employees.

Commissioner Noblet requested that the Chief look into adding natural disaster help guides and information to the district's website.

Commissioner Towers suggested scheduling a meeting for Chief Walsh's review.

A meeting was scheduled for February 16, 2023, at 4:00 pm.

Commissioner Towers asked Chief Walsh for a timeline regarding capital planning.

Chief Walsh stated that he would be sharing a timeline for capital planning and spending in the near future.

**Executive Session:**

None

**Action Taken as a result of Executive Session**

**Adjourn.**

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

**The motion carried unanimously.**

The Regular Meeting of the Board was adjourned at 6:19 pm.

Kathryn Nguyen,  
District Board Secretary





# SOUTH WHIDBEY FIRE / EMS

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

## BOARD OF FIRE COMMISSIONERS SPECIAL MEETING February 16, 2023 – 4:00 pm Minutes – *DRAFT*

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

**Audience:** Chief Beck, Chief Dilley, Leah Kalahiki, and Chris Turner

**Zoom Audience:** Sean McDougald

### **Call to Order.**

Commissioner Towers called the meeting to order at 4:01 pm

### **Approval of Agenda.**

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

**The motion carried unanimously.**

### **New Business.**

Resolution 2023-05. Warrant Cancellation

Commissioner Noblet motioned to approve; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

### **Executive Session:**

*RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee*

Commissioner Towers called for an executive session at 4:03 pm for one hour until 5:03 pm.

Commissioner Towers extended the executive session at 5:03 pm for one hour until 6:03 pm.

Commissioner Towers extended the executive session at 6:03 pm for 32 minutes until 6:35 pm.

Commissioner Towers called the meeting back to the regular session at 6:36 pm.

### **Action Taken as a result of Executive Session**

Commissioner Towers explained how the board met and reviewed Chief Walsh's performance. As a result, there was a motion to increase Chief Walsh's salary by 5% and retro the pay effective January 1, 2023.

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

**The motion carried unanimously.**

### **Adjourn.**

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

**The motion carried unanimously.**

The Regular Meeting of the Board was adjourned at 6:38 pm.

Kathryn Nguyen,  
District Board Secretary



# SOUTH WHIDBEY FIRE / EMS

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

## BOARD OF FIRE COMMISSIONERS REGULAR MEETING March 9, 2023 – 5:30 pm Minutes – *DRAFT*

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

**Audience:** Chief Beck, Blake Benenati, Leah Kalahiki, Dillon Rogers, Arthur Fleming, and Brian Boys

**Zoom Audience:** Chief Dilley, Sean McDougald, Nikki Hagen, Richard King, Robbie Husom, and Commissioner Erickson

### **Call to Order.**

Commissioner Towers called the meeting to order at 5:35 pm

### **Approval of Agenda.**

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

**The motion carried unanimously.**

### **Public input.**

None

### **Consent Agenda.**

Approval of Minutes.

Finance Officer's Reports

    Budget position Report

    Treasurer's Report

Monthly Vouchers

*Dated 02/19/2023 for Payroll Liabilities EFT in the amount of \$46,786.01*

*Dated 02/23/2023 for Accounts Payable Vouchers 230202001-230203041 in the amount of \$154,973.87*

*Dated 02/09/2023 for Payroll EFT in the amount of \$68,270.56*

*Dated 02/23/2023 for Payroll EFT in the amount of \$58,799.99*

*Total Warrants Approved \$328,830.43*

Commissioner Noblet motioned to approve the Consent agenda; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

### **Member Update.**

Arthur Fleming- Volunteer

Commissioner Erickson motioned to approve; Commissioner Noblet seconded the motion.

**The motion carried unanimously.**

Dillon Rogers- Volunteer

Commissioner Noblet motioned to approve; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

Chief Walsh stated that Arthur Fleming had worked in South Whidbey for many years and offered ample experience.

### **Unfinished Business.**

Policy Update- 1007.4.7

Commissioner Noblet motioned to approve Policy 1007.4.7; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

Commissioner Noblet asked what the timeframe was for opening the position.

Chief Walsh explained that with the policy approved, the district would be ready to open the position with

the timeframe of onboarding in April.

**New Business.**

Policy 10.18.4.5 Captain Qualifications. Updated, second reading

Chief Walsh described the changes in the policy to clarify the language better. The main difference was removing one job qualification of emergency medical technician.

Commissioner Erickson motioned to approve; Commissioner Noblet seconded the motion.

**The motion carried unanimously.**

Policy 1023 Awards. Updated, first reading

Chief Walsh explained that the district created an awards committee in 2022. The committee reviewed the policy and made corrections regarding the award timeframe and some grammatical corrections.

Commissioner Noblet motioned to approve; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

Timeline for 2023 Projects

Chief Walsh presented the project's outline; WSRB Rating, Capital Facility, Long-term Financial Plan, and Standard of Cover. Data for the Capital Facilities and Standard of Cover will be available at the regular board meeting in April. Workgroups for the WSRB and Capital Facility will be established in quarter two. The Long-term Financial Plan will be available in quarter 4.

Commissioner Noblet asked Chief Walsh what the district was doing in preparations for the WSRB Rating.

Chief Walsh explained that preparations take several years to make an impact. The district can prepare the data to represent the district best. Chief Ney gathered data representing the areas for improvement for further ratings.

Commissioner Towers stated that in planning for the future, the district could make necessary changes to increase the rating in the future.

**Announcements**

None

**Commissioner Comments.**

Commissioner Erickson explained that during the I-Com audit, the state auditor found discrepancies regarding the BARS manual. I-Com is discussing asking the public for additional funding through a Levi Lift.

**Executive Session.**

None

**Action Taken as a result of Executive Session**

**Adjourn.**

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

**The motion carried unanimously.**

The Regular Meeting of the Board was adjourned at 5:57 pm.

Kathryn Nguyen,  
District Board Secretary

## 2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 15:45:43 Date: 04/06/2023

Page: 1

001 General Fund 01/01/2023 To: 12/31/2023

Revenues	Amt Budgeted	Revenues	Remaining	
----------	--------------	----------	-----------	--

### 308 Beginning Balances

308 41 00 00 Estimated Beginning Balance-General	0.00	1,952,013.58	(1,952,013.58)	0.0%
<b>308 Beginning Balances</b>	<b>0.00</b>	<b>1,952,013.58</b>	<b>(1,952,013.58)</b>	<b>0.0%</b>

### 310 Taxes

311 10 00 00 Property Taxes 75%	4,354,422.81	35,624.99	4,318,797.82	0.8%
311 10 00 01 Property Taxes 25%	1,451,474.27	11,875.00	1,439,599.27	0.8%
311 10 00 02 New Construction Tax	62,760.39	0.00	62,760.39	0.0%
311 10 00 03 Regular Property Taxes	493,909.76	0.00	493,909.76	0.0%
311 10 00 04 County Refund	389.62	0.00	389.62	0.0%
337 00 00 01 Leasehold Excise Tax	2,000.00	629.20	1,370.80	31.5%
337 00 00 02 Timber Tax	2,000.00	0.00	2,000.00	0.0%
<b>310 Taxes</b>	<b>6,366,956.85</b>	<b>48,129.19</b>	<b>6,318,827.66</b>	<b>0.8%</b>

### 330 State Generated Revenues

331 97 03 00 FEMA Public Assistance Grant	587,790.95	0.00	587,790.95	0.0%
334 01 30 00 WSP Basic FF Academy Reimbursement Program	1,000.00	0.00	1,000.00	0.0%
334 01 80 00 State Direct/Indirect Grant From Military Department	0.00	0.00	0.00	0.0%
334 04 90 00 Dept. Of Health EMS Trauma Grant	1,220.00	0.00	1,220.00	0.0%
337 07 60 00 In-Lieu Tax - Ferries	3,923.10	0.00	3,923.10	0.0%
337 07 70 00 In-Lieu Tax - School District	1,620.00	0.00	1,620.00	0.0%
337 07 70 01 In-Lieu Tax- Port Of South Whidbey	0.00	0.00	0.00	0.0%
337 07 70 02 In-Lieu Tax- South Whidbey Parks	0.00	0.00	0.00	0.0%
<b>330 State Generated Revenues</b>	<b>595,554.05</b>	<b>0.00</b>	<b>595,554.05</b>	<b>0.0%</b>

### 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	254,644.13	98,791.51	155,852.62	38.8%
<b>340 Charges For Services</b>	<b>254,644.13</b>	<b>98,791.51</b>	<b>155,852.62</b>	<b>38.8%</b>

### 360 Misc Revenues

361 11 00 01 Investment Interest	6,000.00	3,184.58	2,815.42	53.1%
362 10 00 00 CPR Public Class Registration	800.00	2,020.00	(1,220.00)	252.5%
362 50 00 00 Lease & Rental Payments	0.00	0.00	0.00	0.0%
367 11 00 00 Donations & Gifts	0.00	500.00	(500.00)	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	11,885.61	(11,885.61)	0.0%
<b>360 Misc Revenues</b>	<b>6,800.00</b>	<b>17,590.19</b>	<b>(10,790.19)</b>	<b>258.7%</b>

### 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%

## 2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 15:45:43 Date: 04/06/2023

Page: 2

001 General Fund 01/01/2023 To: 12/31/2023

Revenues	Amt Budgeted	Revenues	Remaining	
----------	--------------	----------	-----------	--

380 Non Revenues

380 Non Revenues	0.00	0.00	0.00	0.0%
------------------	------	------	------	------

390 Other Revenues

395 10 00 00 Sale Of Capital Assets	0.00	0.00	0.00	0.0%
-------------------------------------	------	------	------	------

390 Other Revenues	0.00	0.00	0.00	0.0%
--------------------	------	------	------	------

397 Interfund Transfers

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%
-------------------------	------	------	------	------

<b>Fund Revenues:</b>	<b>7,223,955.03</b>	<b>2,116,524.47</b>	<b>5,107,430.56</b>	<b>29.3%</b>
-----------------------	---------------------	---------------------	---------------------	--------------

Expenditures	Amt Budgeted	Expenditures	Remaining	
--------------	--------------	--------------	-----------	--

522 Fire Control

522 45 20 10 FICA Medicare Benefits-FF OT Training	0.00	0.22	(0.22)	0.0%
--	------	------	--------	------

522 45 20 20 L&I / Unemployment Premiums-FF OT Training	0.00	0.00	0.00	0.0%
---	------	------	------	------

522 45 20 30 Healthcare Benefits-FF OT Training	0.00	0.00	0.00	0.0%
---	------	------	------	------

522 45 20 40 Retirement Benefits-FF OT Training	0.00	0.00	0.00	0.0%
---	------	------	------	------

522 Fire Control	0.00	0.22	(0.22)	0.0%
------------------	------	------	--------	------

010 ADMIN

522 Fire Control

522 10 10 10 Chief's Wages	146,205.00	41,331.02	104,873.98	28.3%
----------------------------	------------	-----------	------------	-------

522 10 10 20 Deputy Chiefs' Wages	256,075.48	68,846.86	187,228.62	26.9%
-----------------------------------	------------	-----------	------------	-------

522 10 10 30 Division Chief's Wages	120,699.45	31,858.82	88,840.63	26.4%
-------------------------------------	------------	-----------	-----------	-------

522 10 10 40 Administration Wages	232,623.23	56,109.64	176,513.59	24.1%
-----------------------------------	------------	-----------	------------	-------

522 10 10 60 Commissioner's Stipends	12,288.00	384.00	11,904.00	3.1%
--------------------------------------	-----------	--------	-----------	------

522 10 10 85 Public Education Officer Wages	0.00	0.00	0.00	0.0%
---	------	------	------	------

522 10 10 90 Disability	2,500.00	0.00	2,500.00	0.0%
-------------------------	----------	------	----------	------

522 10 15 20 Deputy Chief Deferred Comp Match	10,459.60	2,203.57	8,256.03	21.1%
---	-----------	----------	----------	-------

522 10 15 21 Admin Deferred Compensation Match	4,652.46	542.61	4,109.85	11.7%
--	----------	--------	----------	-------

522 10 20 10 FICA / Medicare Benefits-Admin	58,743.67	14,757.07	43,986.60	25.1%
---	-----------	-----------	-----------	-------

522 10 20 20 L&I / Unemployment Premiums-Admin	22,070.82	0.00	22,070.82	0.0%
--	-----------	------	-----------	------

522 10 20 30 Admin Healthcare Benefits/ADD	193,713.07	78,828.22	114,884.85	40.7%
--	------------	-----------	------------	-------

522 10 20 40 Retirement Benefits-ADMIN	57,197.41	5,957.73	51,239.68	10.4%
--	-----------	----------	-----------	-------

522 10 20 50 Tuition Reimbursement-Admin	2,500.00	1,175.00	1,325.00	47.0%
--	----------	----------	----------	-------

522 10 31 10 Office Supplies	5,850.00	2,507.43	3,342.57	42.9%
------------------------------	----------	----------	----------	-------

522 10 31 11 Printing - Newsletter	8,000.00	0.00	8,000.00	0.0%
------------------------------------	----------	------	----------	------

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	13,000.00	6,972.31	6,027.69	53.6%
------------------------------------	-----------	----------	----------	-------

522 10 35 10 Office Equipment	1,700.00	0.00	1,700.00	0.0%
-------------------------------	----------	------	----------	------

522 10 35 20 Software	6,780.00	0.00	6,780.00	0.0%
-----------------------	----------	------	----------	------

522 10 35 30 Computer Hardware	12,197.40	7,631.81	4,565.59	62.6%
--------------------------------	-----------	----------	----------	-------

## 2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 15:45:43 Date: 04/06/2023

Page: 3

001 General Fund

01/01/2023 To: 12/31/2023

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 10 41 10	Legal Services	12,000.00	15,905.25	(3,905.25) 132.5%
522 10 41 20	Audit & Review Services	19,000.00	0.00	19,000.00 0.0%
522 10 41 30	Consulting Services	22,500.00	900.00	21,600.00 4.0%
522 10 41 33	Consulting Marketing Retention	0.00	0.00	0.00 0.0%
522 10 41 34	Consulting Website	3,600.00	0.00	3,600.00 0.0%
522 10 41 40	Professional Services	880.00	0.00	880.00 0.0%
522 10 41 70	Photography	500.00	0.00	500.00 0.0%
522 10 42 10	Postage & Shipping	11,550.00	559.48	10,990.52 4.8%
522 10 42 20	Internet Connections/Whidbey Telecom	11,400.00	2,838.94	8,561.06 24.9%
522 10 42 30	Cell & Digital Telephones	33,540.00	15,456.20	18,083.80 46.1%
522 10 42 40	Wired Telephones & FAX/Whidbey Telecom	9,540.00	2,260.97	7,279.03 23.7%
522 10 42 50	Alarm Monitoring	2,100.00	0.00	2,100.00 0.0%
522 10 43 01	Admin Ferry Fees	270.00	79.50	190.50 29.4%
522 10 43 10	Commissioner Travel	500.00	0.00	500.00 0.0%
522 10 43 20	Career Staff Travel	7,300.00	0.00	7,300.00 0.0%
522 10 44 10	Administrative Advertising	1,500.00	405.00	1,095.00 27.0%
522 10 44 30	Volunteer Recruit./Retention Advertising	2,950.00	909.50	2,040.50 30.8%
522 10 45 10	Admin Equipment Leases	7,668.00	1,097.88	6,570.12 14.3%
522 10 46 10	Liability/Umbrella-Enduris	149,550.00	0.00	149,550.00 0.0%
522 10 47 10	Election Expenses	12,500.00	0.00	12,500.00 0.0%
522 10 47 20	Timber Tax	0.00	0.00	0.00 0.0%
522 10 47 30	Clean Water Utility Taxes	448.33	422.62	25.71 94.3%
522 10 48 10	Computer Repair & Maintenance	143,996.62	78,442.99	65,553.63 54.5%
522 10 48 20	Office Equipment Repair & Maintenance	1,290.00	0.00	1,290.00 0.0%
522 10 49 10	Memberships	8,182.00	4,808.80	3,373.20 58.8%
522 10 49 20	Subscriptions	54,675.08	17,487.23	37,187.85 32.0%
522 10 49 30	Information Services	7,797.50	366.50	7,431.00 4.7%
522 10 49 40	Software Recurring Licenses	27,549.04	6,829.30	20,719.74 24.8%
522 10 49 50	Investment/Bank Fees	610.00	0.00	610.00 0.0%
<b>522 Fire Control</b>		<b>1,721,702.16</b>	<b>467,876.25</b>	<b>1,253,825.91 27.2%</b>
<b>010 ADMIN</b>		<b>1,721,702.16</b>	<b>467,876.25</b>	<b>1,253,825.91 27.2%</b>

**020 FIRE SUPPRESSION**

<b>522 Fire Control</b>				
522 20 15 10	Volunteer Reimbursement	75,000.00	20,384.00	54,616.00 27.2%
522 20 15 20	Volunteer Deferred Compensation Match	4,000.00	625.00	3,375.00 15.6%
522 20 15 30	Volunteer Shift Reimbursement	30,000.00	0.00	30,000.00 0.0%
522 20 20 10	FICA/Medicare Benefits-Volunteers	10,710.00	1,184.34	9,525.66 11.1%
522 20 20 31	Accidental Death & Disability - VFIS	3,250.00	0.00	3,250.00 0.0%
522 20 20 41	Retirement Premium-Board Of Vol. FF's	4,500.00	0.00	4,500.00 0.0%
522 20 20 42	Retirement Premium-LOSAP	35,000.00	32,790.00	2,210.00 93.7%
522 20 20 50	Tuition Reimbursement-Part Time FFs & Volunteers	0.00	0.00	0.00 0.0%
522 20 23 10	Physicals	9,535.00	150.00	9,385.00 1.6%
522 20 23 20	Vaccinations	3,360.00	0.00	3,360.00 0.0%
522 20 23 30	Testing	3,550.00	0.00	3,550.00 0.0%
522 20 23 40	Fitness Equipment	0.00	0.00	0.00 0.0%
522 20 23 50	Fitness Supplies	0.00	0.00	0.00 0.0%

2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 15:45:43 Date: 04/06/2023

Page: 4

001 General Fund 01/01/2023 To: 12/31/2023

Expenditures	Amt Budgeted	Expenditures	Remaining	
--------------	--------------	--------------	-----------	--

522 Fire Control

522 20 24 20	Board of Volunteer Firefighters - Liability Insura	2,500.00	0.00	2,500.00	0.0%
522 20 24 30	LOSAP - Life Insurance	0.00	0.00	0.00	0.0%
522 20 24 40	Trusteed Plans (WFCA)	1,200.00	486.14	713.86	40.5%
522 20 28 10	Recognition Awards	9,820.00	0.00	9,820.00	0.0%
522 20 28 20	Special Recognition & Activities	12,745.00	467.92	12,277.08	3.7%
522 20 28 30	Incidents, Special Projects & Out Of Area Meals	3,290.00	128.91	3,161.09	3.9%
522 20 28 40	Health & Wellness Activities	0.00	0.00	0.00	0.0%
522 20 31 10	Fire Operations Supplies	7,770.00	1,220.14	6,549.86	15.7%
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	89.02	360.98	19.8%
522 20 31 20	Medical Operations Supplies	15,533.00	3,607.43	11,925.57	23.2%
522 20 31 30	Marine Rescue Operations Supplies	1,806.00	0.00	1,806.00	0.0%
522 20 31 40	Technical Rescue Operations Supplies	0.00	0.00	0.00	0.0%
522 20 31 60	Uniforms & Badges	34,655.00	5,534.89	29,120.11	16.0%
522 20 32 10	Fuel - Fire Apparatus	32,450.00	15,636.48	16,813.52	48.2%
522 20 32 20	Fuel - Medical Apparatus	12,100.00	4,267.40	7,832.60	35.3%
522 20 32 30	Fuel - Marine Apparatus	6,700.00	42.18	6,657.82	0.6%
522 20 32 40	Fuel - Technical Rescue Apparatus	1,000.00	155.33	844.67	15.5%
522 20 35 10	Fire Equipment	21,500.00	2,582.01	18,917.99	12.0%
522 20 35 11	Rehab Equipment	118.00	0.00	118.00	0.0%
522 20 35 12	Fire Safety Equipment	345.00	0.00	345.00	0.0%
522 20 35 20	Medical Equipment	3,720.00	497.19	3,222.81	13.4%
522 20 35 30	Marine Rescue Equipment	11,250.00	900.64	10,349.36	8.0%
522 20 35 40	Technical Rescue Equipment	6,880.00	0.00	6,880.00	0.0%
522 20 35 50	Communications Equipment	192,300.00	923.66	191,376.34	0.5%
522 20 35 60	Personal Safety Equipment	166,125.00	15,676.50	150,448.50	9.4%
522 20 41 10	Hose Testing	750.00	0.00	750.00	0.0%
522 20 41 20	Apparatus Testing/Certification	8,650.00	0.00	8,650.00	0.0%
522 20 41 30	SCBA Flow Testing/Certification	7,912.50	0.00	7,912.50	0.0%
522 20 41 40	Biohazard Waste Disposal	264.00	31.08	232.92	11.8%
522 20 42 10	Dispatch Services	97,270.96	24,317.74	72,953.22	25.0%
522 20 45 10	Operations Equipment Leases	2,500.00	0.00	2,500.00	0.0%
522 20 45 20	Operations Rents And Fees	17,751.84	18,288.78	(536.94)	103.0%
522 22 10 00	Full Time Firefighter Wages	1,243,823.49	308,863.41	934,960.08	24.8%
522 22 10 01	Authorized Overtime Full Time Firefighters	75,000.00	32,835.81	42,164.19	43.8%
522 22 15 20	Firefighter Deferred Compensation Match	27,312.95	1,368.40	25,944.55	5.0%
522 22 20 10	FICA Medicare Benefits-FT Firefighters	104,472.03	23,023.92	81,448.11	22.0%
522 22 20 20	L&I/ Unemployment Premiums- FT Firefighters	62,895.84	0.00	62,895.84	0.0%
522 22 20 30	Full Time Firefighters Healthcare Benefits/AD&D	407,751.54	112,762.34	294,989.20	27.7%
522 22 20 40	Retirement Benefits Full Time Firefighters	69,921.15	20,486.76	49,434.39	29.3%

522 Fire Control	2,851,508.30	649,327.42	2,202,180.88	22.8%
------------------	--------------	------------	--------------	-------

020 FIRE SUPPRESSION	2,851,508.30	649,327.42	2,202,180.88	22.8%
----------------------	--------------	------------	--------------	-------

030 FIRE PREVENTION & INVESTIGATION

522 Fire Control

2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 15:45:43 Date: 04/06/2023

Page: 5

001 General Fund 01/01/2023 To: 12/31/2023

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 30 31 51	Fire Prevention Supplies	3,075.00	0.00	3,075.00 0.0%
522 30 31 60	Public Education Operating Supplies	8,560.00	1,127.92	7,432.08 13.2%
522 30 31 61	Public Education Equipment	3,710.00	0.00	3,710.00 0.0%
522 30 32 10	Public Education Fuel	150.00	0.00	150.00 0.0%
522 30 49 00	Special Projects	5,550.00	0.00	5,550.00 0.0%
522 30 49 01	Authorized Overtime-Fire Prevention/Public Education	5,000.00	0.00	5,000.00 0.0%
<b>522 Fire Control</b>		<b>26,045.00</b>	<b>1,127.92</b>	<b>24,917.08 4.3%</b>
<b>030 FIRE PREVENTION &amp; INVESTIGATION</b>		<b>26,045.00</b>	<b>1,127.92</b>	<b>24,917.08 4.3%</b>

045 TRAINING EMPLOYEE

<b>522 Fire Control</b>				
522 45 10 01	Authorized Overtime-Training	36,824.00	0.00	36,824.00 0.0%
522 45 31 00	Administration Training Supplies	454.00	0.00	454.00 0.0%
522 45 31 10	Fire Training Supplies	8,956.64	3,552.82	5,403.82 39.7%
522 45 31 20	Medical Training Supplies	5,185.00	42.50	5,142.50 0.8%
522 45 31 21	Medical Training Supplies - WEMSC Grant	1,222.00	0.00	1,222.00 0.0%
522 45 31 30	Marine Training Supplies	200.00	0.00	200.00 0.0%
522 45 31 40	Technical Rescue Training Supplies	0.00	0.00	0.00 0.0%
522 45 32 10	Fuel - Training	400.00	315.88	84.12 79.0%
522 45 35 00	Administration Training Equipment	0.00	0.00	0.00 0.0%
522 45 35 10	Fire Training Equipment	11,627.00	0.00	11,627.00 0.0%
522 45 35 20	Medical Training Equipment	1,580.99	0.00	1,580.99 0.0%
522 45 35 30	Marine Training Equipment	0.00	0.00	0.00 0.0%
522 45 35 40	Technical Rescue Training Equipment	0.00	0.00	0.00 0.0%
522 45 41 10	Training Professional Services	11,300.00	3,500.00	7,800.00 31.0%
522 45 43 00	Administrative Training Travel	3,955.00	167.00	3,788.00 4.2%
522 45 43 01	Administrative Lodging & Food	20,500.00	471.77	20,028.23 2.3%
522 45 43 02	Training Ferry Fees	650.00	219.35	430.65 33.7%
522 45 43 10	Fire Training Travel	500.00	0.00	500.00 0.0%
522 45 43 11	Fire Lodging & Food	12,065.00	0.00	12,065.00 0.0%
522 45 43 20	Medical Training Travel	50.00	0.00	50.00 0.0%
522 45 43 21	Medical Lodging & Food	3,600.00	0.00	3,600.00 0.0%
522 45 43 30	Marine Training Travel	0.00	0.00	0.00 0.0%
522 45 43 31	Marine Lodging & Food	0.00	0.00	0.00 0.0%
522 45 43 40	Technical Rescue Training Travel	0.00	0.00	0.00 0.0%
522 45 43 41	Technical Rescue Lodging & Food	0.00	0.00	0.00 0.0%
522 45 43 50	Maintenance Training Travel	790.00	0.00	790.00 0.0%
522 45 43 51	Maintenance Lodging & Food	2,750.00	0.00	2,750.00 0.0%
522 45 49 00	Administration Tuition & Registration	11,375.00	75.00	11,300.00 0.7%
522 45 49 10	Fire Tuition & Registration	41,057.00	440.09	40,616.91 1.1%
522 45 49 11	Fire Training Projects & Workshops	12,200.00	450.00	11,750.00 3.7%
522 45 49 20	Medical Tuition & Registration	12,380.00	127.50	12,252.50 1.0%
522 45 49 21	Medical Training Projects	784.00	502.00	282.00 64.0%
522 45 49 22	Medical Tuition - CBT Grant	0.00	0.00	0.00 0.0%
522 45 49 30	Marine Tuition & Registration	200.00	54.88	145.12 27.4%
522 45 49 31	Marine Rescue Training Projects	1,000.00	0.00	1,000.00 0.0%
522 45 49 40	Technical Rescue Tuition & Registration	6,400.00	0.00	6,400.00 0.0%



## 2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 15:45:43 Date: 04/06/2023

Page: 6

001 General Fund

01/01/2023 To: 12/31/2023

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 45 49 41	Technical Rescue Training Projects	0.00	0.00	0.00 0.0%
522 45 49 50	Maintenance Tuition & Registration	2,020.95	0.00	2,020.95 0.0%
522 45 49 60	Health & Wellness Training - Registration	0.00	0.00	0.00 0.0%
<b>522 Fire Control</b>		<b>210,026.58</b>	<b>9,918.79</b>	<b>200,107.79 4.7%</b>
<b>045 TRAINING EMPLOYEE</b>		<b>210,026.58</b>	<b>9,918.79</b>	<b>200,107.79 4.7%</b>

### 050 FACILITIES

<b>522 Fire Control</b>				
522 50 10 00	Maintenance Employees Wages	155,985.71	42,285.11	113,700.60 27.1%
522 50 10 01	Maintenance Employees Authorized Overtime	3,000.00	437.71	2,562.29 14.6%
522 50 15 20	Maintenance Deferred Compensation	3,199.71	0.00	3,199.71 0.0%
522 50 20 10	FICA/Medicare Benefits-Maintenance Employees	12,238.91	2,748.17	9,490.74 22.5%
522 50 20 20	L&I/Unemployment Premiums-Maintenance Employees	7,251.30	0.00	7,251.30 0.0%
522 50 20 30	Maintenance Healthcare Benefits/AD&D	65,320.69	21,730.68	43,590.01 33.3%
522 50 20 40	Retirement Benefits-Maintenance Employees	20,526.17	0.00	20,526.17 0.0%
522 50 20 50	Tuition Reimbursement-Maintenance Employees	0.00	0.00	0.00 0.0%
522 50 31 10	Janitorial Supplies	8,400.00	1,427.83	6,972.17 17.0%
522 50 31 20	Maintenance Parts & Supplies	5,064.00	173.54	4,890.46 3.4%
522 50 32 10	Fuel - Maintenance	4,500.00	3,667.74	832.26 81.5%
522 50 35 10	Small Tools	3,600.00	3,538.64	61.36 98.3%
522 50 35 20	Furnishings	600.00	124.67	475.33 20.8%
522 50 35 30	Appliances	250.00	0.00	250.00 0.0%
522 50 41 10	Janitorial Services	30,892.00	6,956.00	23,936.00 22.5%
522 50 41 20	Yard Maintenance	25,000.00	11,336.78	13,663.22 45.3%
522 50 41 30	Building Maintenance Services	38,848.00	8,303.16	30,544.84 21.4%
522 50 45 10	Maintenance Equipment Rental & Leases	6,000.00	0.00	6,000.00 0.0%
522 50 47 10	Electricity Consumed	48,117.80	12,707.97	35,409.83 26.4%
522 50 47 20	LPG Gas Consumed	8,760.90	4,644.93	4,115.97 53.0%
522 50 47 30	Water Consumed	5,866.00	1,367.84	4,498.16 23.3%
522 50 47 40	Waste Disposal Used	4,220.00	306.69	3,913.31 7.3%
522 50 48 10	Facilities Repair & Maintenance	9,900.00	1,745.03	8,154.97 17.6%
<b>522 Fire Control</b>		<b>467,541.19</b>	<b>123,502.49</b>	<b>344,038.70 26.4%</b>
<b>050 FACILITIES</b>		<b>467,541.19</b>	<b>123,502.49</b>	<b>344,038.70 26.4%</b>

### 060 VEHICLE & EQUIP MAINTENANCE

<b>522 Fire Control</b>				
522 60 43 01	Maintenance Ferry Fees	1,000.00	350.45	649.55 35.0%
522 60 48 10	Fire Equipment Repair & Maintenance	31,027.04	2,311.44	28,715.60 7.4%
522 60 48 11	Fire Apparatus Repair & Maintenance	80,020.00	51,367.06	28,652.94 64.2%

## 2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 15:45:43 Date: 04/06/2023

Page: 7

001 General Fund

01/01/2023 To: 12/31/2023

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 60 48 12	Administrative Vehicle Repair & Maintenance	8,000.00	175.66	7,824.34 2.2%
522 60 48 20	Medical Equipment Repair & Maintenance	2,785.00	0.00	2,785.00 0.0%
522 60 48 21	Medical Vehicle Repair & Maintenance	8,400.00	238.31	8,161.69 2.8%
522 60 48 30	Marine Equipment Repair & Maintenance	2,000.00	0.00	2,000.00 0.0%
522 60 48 31	Marine Vehicle Repair & Maintenance	20,650.00	0.00	20,650.00 0.0%
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	76.47	423.53 15.3%
522 60 48 60	Maintenance Equipment Repair & Maintenance	3,500.00	7.61	3,492.39 0.2%
522 60 48 61	Maintenance Vehicle Repair & Maintenance	1,450.00	0.00	1,450.00 0.0%
522 60 49 70	Collision/Accident	5,999.98	1,228.78	4,771.20 20.5%
<b>522 Fire Control</b>		<b>166,782.02</b>	<b>55,755.78</b>	<b>111,026.24 33.4%</b>
<b>060 VEHICLE &amp; EQUIP MAINTENANCE</b>		<b>166,782.02</b>	<b>55,755.78</b>	<b>111,026.24 33.4%</b>
<b>062 CAPITAL EXPENDITURES</b>				
<b>591 Debt Service</b>				
591 22 71 01	Principle Payments	185,000.00	0.00	185,000.00 0.0%
592 22 83 01	Interest Payments	134,160.00	0.00	134,160.00 0.0%
<b>591 Debt Service</b>		<b>319,160.00</b>	<b>0.00</b>	<b>319,160.00 0.0%</b>
<b>062 CAPITAL EXPENDITURES</b>		<b>319,160.00</b>	<b>0.00</b>	<b>319,160.00 0.0%</b>
<b>070 OTHER</b>				
<b>580 Non Expenditures</b>				
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	(33,064.95)	33,064.95 0.0%
<b>580 Non Expenditures</b>		<b>0.00</b>	<b>(33,064.95)</b>	<b>33,064.95 0.0%</b>
<b>597 Interfund Transfers</b>				
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 22 00 02	Transfer To General Fund	0.00	0.00	0.00 0.0%
<b>597 Interfund Transfers</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00 0.0%</b>
<b>070 OTHER</b>		<b>0.00</b>	<b>(33,064.95)</b>	<b>33,064.95 0.0%</b>
<b>Fund Expenditures:</b>		<b>5,762,765.25</b>	<b>1,274,443.92</b>	<b>4,488,321.33 22.1%</b>

2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 15:45:43 Date: 04/06/2023

Page: 8

---

001 General Fund

01/01/2023 To: 12/31/2023

---

Fund Excess/(Deficit):	1,461,189.78	842,080.55
------------------------	--------------	------------

## 2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 15:45:43 Date: 04/06/2023

Page: 9

003 Reserve Fund 01/01/2023 To: 12/31/2023

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 41 20 00 Estimated Beginning Balance-Reserve	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.0%
<b>397 Interfund Transfers</b>				
397 00 00 03 Transfer From Reserve Fund	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

## 2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 15:45:43 Date: 04/06/2023

Page: 10

004 Contingency Fund 01/01/2023 To: 12/31/2023

	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 91 00 00 Estimated Beginning Balance- Contingency	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.0%
<b>397 Interfund Transfers</b>				
397 00 00 04 Transfer From Contingency Fund	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

## 2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 15:45:43 Date: 04/06/2023

Page: 11

300 Capital Fund 01/01/2023 To: 12/31/2023

Revenues	Amt Budgeted	Revenues	Remaining	
----------	--------------	----------	-----------	--

308 Beginning Balances

308 41 10 00 Estimated Beginning Balance- Capital	0.00	1,208,387.51	(1,208,387.51)	0.0%
308 Beginning Balances	0.00	1,208,387.51	(1,208,387.51)	0.0%

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:	0.00	1,208,387.51	(1,208,387.51)	0.0%
----------------	------	--------------	----------------	------

Expenditures	Amt Budgeted	Expenditures	Remaining	
--------------	--------------	--------------	-----------	--

999 Ending Balance

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

062 CAPITAL EXPENDITURES

594 Capital Expenditures

594 20 35 12 Fire Safety Equipment - Capital	0.00	0.00	0.00	0.0%
594 20 35 13 Computer Hardware	0.00	0.00	0.00	0.0%
594 20 35 60 Personal Safety Equipment - Capital	37,500.00	0.00	37,500.00	0.0%
594 20 42 10 Dispatch Services - Capital	0.00	0.00	0.00	0.0%
594 22 30 00 Communications Equipment	606,000.00	0.00	606,000.00	0.0%
594 22 62 11 Station 32-33 Replacement	500,000.00	0.00	500,000.00	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	15,600.00	0.00	15,600.00	0.0%
594 22 63 31 Station 31 - 5535 Cameron Road	41,640.00	13,356.99	28,283.01	32.1%
594 22 63 32 Station 32 - 6435 Central Avenue	4,500.00	0.00	4,500.00	0.0%
594 22 63 33 Station 33 - 3405 French Road	0.00	0.00	0.00	0.0%
594 22 63 34 Station 34 - 820 Camano Avenue	100.00	0.00	100.00	0.0%
594 22 63 35 Station 35 - 3982 Saratoga Road	20,043.00	0.00	20,043.00	0.0%
594 22 63 36 Station 36 - 5579 Bayview Road	100,000.00	0.00	100,000.00	0.0%
594 22 63 37 Maintenance Facility - 2874 Verlaine Street	41,555.00	0.00	41,555.00	0.0%
594 22 64 00 Bayview Facility Construction	0.00	0.00	0.00	0.0%
594 22 64 01 Bayview Facility Construction General Fund	0.00	0.00	0.00	0.0%
594 22 64 02 Computer/IT-Capital	61,750.00	11,725.01	50,024.99	19.0%
594 22 64 03 Medical Equipment- Capital	6,000.00	0.00	6,000.00	0.0%
594 22 64 11 Vehicles	125,553.00	21,732.19	103,820.81	17.3%
594 22 64 13 Fire Apparatus	886,160.00	41,041.09	845,118.91	4.6%
594 22 65 00 Bayview Facility Building Permit & Design Work	0.00	0.00	0.00	0.0%
594 45 35 10 Fire Training Equipment - Capital	0.00	0.00	0.00	0.0%
594 60 48 31 Marine Vehicle Repair - Capital	8,200.00	0.00	8,200.00	0.0%
594 Capital Expenditures	2,454,601.00	87,855.28	2,366,745.72	3.6%

062 CAPITAL EXPENDITURES	2,454,601.00	87,855.28	2,366,745.72	3.6%
--------------------------	--------------	-----------	--------------	------

## 2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 15:45:43 Date: 04/06/2023

Page: 12

300 Capital Fund	01/01/2023 To: 12/31/2023			
Expenditures	Amt Budgeted	Expenditures	Remaining	
Fund Expenditures:	2,454,601.00	87,855.28	2,366,745.72	3.6%
Fund Excess/(Deficit):	(2,454,601.00)	1,120,532.23		

## 2023 BUDGET POSITION

South Whidbey Fire EMS

Time: 15:45:43 Date: 04/06/2023

Page: 13

301 Bond Fund		01/01/2023 To: 12/31/2023			
Revenues	Amt Budgeted	Revenues	Remaining		
<b>308 Beginning Balances</b>					
308 91 11 00 Estimated Beginning Balance- Bond	0.00	86.60	(86.60)		0.0%
308 Beginning Balances	0.00	86.60	(86.60)		0.0%
<b>Fund Revenues:</b>	0.00	86.60	(86.60)		0.0%
<b>Fund Excess/(Deficit):</b>	0.00	86.60			



## 2023 BUDGET POSITION TOTALS

South Whidbey Fire EMS

Time: 15:45:43 Date: 04/06/2023

Page: 14

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	7,223,955.03	2,116,524.47	29.3%	5,762,765.25	1,274,443.92	22%
003 Reserve Fund	0.00	0.00	0.0%	0.00	0.00	0%
004 Contingency Fund	0.00	0.00	0.0%	0.00	0.00	0%
300 Capital Fund	0.00	1,208,387.51	0.0%	2,454,601.00	87,855.28	4%
301 Bond Fund	0.00	86.60	0.0%	0.00	0.00	0%
	7,223,955.03	3,324,998.58	46.0%	8,217,366.25	1,362,299.20	16.6%

# TREASURER'S REPORT

## Account Totals

South Whidbey Fire EMS

Time: 10:46:31 Date: 04/05/2023

02/01/2023 To: 02/28/2023

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 General Fund-Island County Mai	935,903.42	28,915.17	304,999.00	659,819.59	-3,913.00	156,684.66	812,591.25
5 Capital Reserve Investment	1,208,387.51	0.00	0.00	1,208,387.51	0.00	0.00	1,208,387.51
7 Keybank (Direct Deposit)	95.53	0.00	0.00	95.53	0.00	0.00	95.53
9 Petty Cash	5,000.00	0.00	0.00	5,000.00	0.00	0.00	5,000.00
10 Heritage (Direct Deposit)	0.00	124,099.06	123,988.32	110.74	0.00	0.00	110.74
Total Cash:	2,149,386.46	153,014.23	428,987.32	1,873,413.37	-3,913.00	156,684.66	<b>2,026,185.03</b>
	2,149,386.46	153,014.23	428,987.32	1,873,413.37	-3,913.00	156,684.66	<b>2,026,185.03</b>

# TREASURER'S REPORT

## Outstanding Vouchers

South Whidbey Fire EMS

02/01/2023 To: 02/28/2023

As Of: 02/28/2023 Date: 04/05/2023

Time: 10:46:31 Page: 3

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
						Receipts Outstanding:	3,913.00	
2022	155	02/11/2022	Payroll	1	661126	Mari St Amand	53.56	Q4 Volunteer Points
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
2022	1475	11/02/2022	Payroll	1	661872	Paul H Shimada	80.35	Oct 15-Oct29 Payroll
2022	1698	12/14/2022	Payroll	1	662045	Mari St Amand	53.56	Nov25-Dec9
2023	45	01/19/2023	Claims	1	662117	Nicole Hagen	300.00	Boot Reimbursement
2023	65	01/19/2023	Claims	1	662137	Cooper Ullmann	300.00	Boot Reimbursement
2023	68	01/19/2023	Payroll	1	662140	South Whidbey Firefighters Union	667.24	Pay Cycle(s) 01/12/2023 To 01/12/2023 - FF Association Dues
2023	137	02/09/2023	Payroll	1	662146	Kirsti Ranta	144.07	Jan 20-Feb 3 Payroll
2023	144	02/09/2023	Payroll	1	662147	Mari St Amand	66.95	Jan 20-Feb 3 Payroll
2023	184	02/23/2023	Claims	1	662152	All Whidbey Topsoil & Construction Inc.	1,816.98	INV#190070; INV# 190071
2023	185	02/23/2023	Claims	1	662153	All-Phase Electric Supply Co.	641.97	INV# 09521108650
2023	186	02/23/2023	Claims	1	662154	Amazon Capital Services	1,520.48	INV# 11R463GM119F; inv# 1vtdrgr6gt16
2023	187	02/23/2023	Claims	1	662155	Bound Tree Medical, LLC.	831.34	INV# 84845394
2023	188	02/23/2023	Claims	1	662156	C.W. Nielsen Manufacturing INC	767.04	INV #46636
2023	189	02/23/2023	Claims	1	662157	Canon Financial Services, Inc.	263.16	INV#2984414
2023	190	02/23/2023	Claims	1	662158	Corey Oil & Propane, LLC	162.41	INV#099345
2023	191	02/23/2023	Claims	1	662159	D.K. Systems, Inc.	380.80	INV#32478
2023	192	02/23/2023	Claims	1	662160	Electronic Business Machines	308.40	INV#AR239948
2023	193	02/23/2023	Claims	1	662161	Fed Ex	121.37	INV# 799996414; INV#792243671
2023	194	02/23/2023	Claims	1	662162	FirstNet - AT&T MOBILITY	10,815.21	INV #287296038392X01272023; INV# 03142023
2023	195	02/23/2023	Claims	1	662163	Flying Wrench Inc.	404.31	INV# 28415
2023	196	02/23/2023	Claims	1	662164	Freeland Water District	134.28	ACT #77466, STN 31 WATER
2023	197	02/23/2023	Claims	1	662165	Health & Safety Institute HSI	112.50	INV#1736304; INV# 1736300
2023	198	02/23/2023	Claims	1	662166	IC Public Works	45.32	INV# 22324
2023	199	02/23/2023	Claims	1	662167	ISOsource	28,166.52	SWFEMS; INV# 275974
2023	200	02/23/2023	Claims	1	662168	ImageTrend Inc	11,402.36	INV#139896
2023	201	02/23/2023	Claims	1	662169	Internal Revenue Service	1,636.92	06302021
2023	202	02/23/2023	Claims	1	662170	Jerry Beck & Company Inc.	3,646.40	INV# 10119; INV# 10113, 10112; INV# 10150
2023	203	02/23/2023	Claims	1	662171	L.N. Curtis & Sons	107.97	January Statement
2023	204	02/23/2023	Claims	1	662172	Langley, City of	369.05	ACT#1171.1 St 34 water

# TREASURER'S REPORT

## Outstanding Vouchers

South Whidbey Fire EMS

02/01/2023 To: 02/28/2023

As Of: 02/28/2023 Date: 04/05/2023

Time: 10:46:31 Page: 4

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	205	02/23/2023	Claims	1	662173	Matt's Import Haven Inc	41.62	INV#22728
2023	206	02/23/2023	Claims	1	662174	McGavick Graves, P.S.	4,205.50	Client ID 015293
2023	207	02/23/2023	Claims	1	662175	Mukilteo Coffee Co.	46.80	INV# 669874; INV# 669949; INV# 670025
2023	208	02/23/2023	Claims	1	662176	Paladin Background Screening	102.00	INV# 3765
2023	209	02/23/2023	Claims	1	662177	Puget Sound Energy	1,008.65	ACT #2000-10928691&;10928238
2023	210	02/23/2023	Claims	1	662178	Purcell Tire & Service Center	1,994.50	INV# 24259120
2023	211	02/23/2023	Claims	1	662179	Quill Corporation	222.92	INV#29857578; 29968197
2023	212	02/23/2023	Claims	1	662180	Saratoga Water District	80.00	ACT #20320
2023	213	02/23/2023	Claims	1	662181	SeaWestern Fire Apparatus & Equip.	1,164.92	INV# 21421
2023	214	02/23/2023	Claims	1	662182	Snure Law Office, PSC	5,575.00	INV# 02012023
2023	215	02/23/2023	Claims	1	662183	Sound Publishing Inc LEGAL NOTICES	504.50	INV#8089845
2023	216	02/23/2023	Claims	1	662184	Stericycle, INC.	10.36	INV# 3006346445
2023	217	02/23/2023	Claims	1	662185	US Bank Visa	1,870.58	January Statement
2023	218	02/23/2023	Claims	1	662186	WA State Ferries	214.80	January Statement
2023	219	02/23/2023	Claims	1	662187	Waytek Inc	731.36	INV# 3493295
2023	220	02/23/2023	Claims	1	662188	Whidbey Telecom	14,175.41	INV# 0101239643; INV# 012520232376
2023	221	02/23/2023	Payroll	1	662189	Aflac	3,198.72	Pay Cycle(s) 01/01/2023 To 01/31/2023 - AFLAC (Post-Tax); Pay Cycle(s) 02/01/2023 To 02/28/2023 - AFLAC (Post-Tax)
2023	222	02/23/2023	Payroll	1	662190	IAFF Local Union 5212	115.80	Pay Cycle(s) 02/23/2023 To 02/23/2023 - FF Union Dues
2023	223	02/23/2023	Payroll	1	662191	South Whidbey Firefighters Union	714.90	Pay Cycle(s) 02/23/2023 To 02/23/2023 - FF Association Dues
2023	224	02/23/2023	Payroll	1	662192	Trusteed Plans Service Corp.	55,283.99	Pay Cycle(s) 01/01/2023 To 01/31/2023 - Medical/Dental; Pay Cycle(s) 01/01/2023 To 01/31/2023 - Life Insurance
							156,684.66	

Fund	Claims	Payroll	Total
001 General Fund	94,896.18	60,415.15	155,311.33
300 Capital Fund	1,373.33	0.00	1,373.33
	96,269.51	60,415.15	156,684.66

**TREASURER'S REPORT**

**Signature Page**

South Whidbey Fire EMS

Time: 10:46:31 Date: 04/05/2023

02/01/2023 To: 02/28/2023

Page: 5

---

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 Chairman / Date

**Treasurer's Report**  
**Transactions from 2/1/2023 to 2/28/2023**

**638 - FIRE DIST #3 EXPENSE**

<b>Cash Balance at 1/31/2023</b>				<b>987,099.59</b>
02/02/2023	WARRANTS PAID	1,497.75	0.00	
02/03/2023	WARRANTS PAID	405.00	0.00	
02/06/2023	WARRANTS PAID	77.52	0.00	
02/14/2023	WARRANTS PAID	0.00	56.75	
02/17/2023	WARRANTS PAID	51,890.99	0.00	
02/21/2023	WARRANTS PAID	435.71	0.00	
02/22/2023	WARRANTS CANCELLED	20,149.41	0.00	
02/27/2023	WARRANTS PAID	465.64	0.00	
02/28/2023	WARRANT ISSUE	0.00	154,917.12	
02/28/2023	WARRANTS CANCELLED	20,149.41	0.00	
02/28/2023	CORR 02.14 WARRANTS ISSUE	0.00	1,374.23	
	<b>Warrant Payable Total</b>	95,071.43	156,348.10	<b>61,276.67</b>
02/02/2023	SOUTH WHIDBEY F FD#3 DEPOSIT	0.00	357.06	
02/28/2023	ACCR '22 PROP TAX REV FEB 23	10,742.13	0.00	
02/28/2023	FEB 23 PROP TAX DISTRIBUTION	0.00	25,495.51	
02/28/2023	FEB FOR JAN 2023 Leasehold Exc	0.00	629.20	
02/28/2023	ICTIP INV INTEREST FEB 2023	0.00	1,594.22	
02/28/2023	ISLAND COUNTY T fd#3 deposit	0.00	839.18	
	<b>Revenue Total</b>	10,742.13	28,915.17	<b>18,173.04</b>
02/08/2023	FD#3 PAYROLL	70,000.00	0.00	
02/09/2023	FD3 IRS	24,551.84	0.00	
02/14/2023	FD 5 PAYROLL	1,374.23	0.00	
02/14/2023	FD 5 PAYROLL	56.75	0.00	
02/22/2023	WARRANTS CANCELLED	0.00	20,149.41	
02/22/2023	FD3EX PAYROLL	54,099.06	0.00	
02/28/2023	WARRANT ISSUE	154,917.12	0.00	
02/28/2023	WARRANTS CANCELLED	0.00	20,149.41	
	<b>Expenditure Total</b>	304,999.00	40,298.82	<b>-264,700.18</b>
<b>Ending Cash Balance</b>			<b>Calculated Total</b>	<b>801,849.12</b>
			<b>Book Total</b>	<b>812,591.25</b>
			<b>Difference</b>	<b>-10,742.13</b>



# 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: April 12, 2023

Fund: 638

Warrants Approved from March 3, 2023-April 10, 2023

Date	Check	Vendor	Amount
03/03/2023	EFT	Payroll	\$1,708.00
03/08/2023	EFT	Payroll Liabilities	\$44,662.35
03/08/2023	230302001	Accounts Payable	\$8,800.00
03/09/2023	EFT	Payroll	\$56,811.25
03/13/2023	230303001	Payroll Liabilities	\$6,782.46
03/14/2023	EFT	Payroll	\$21,697.48
03/15/2023	EFT	Payroll Liabilities	\$32,727.30
03/17/2023	230305001-230305061	Accounts Payable	\$289,591.59
03/23/2023	EFT	Payroll	\$51,453.94
03/23/2023	EFT, 230306001-230306002	Payroll Liabilities	\$66,981.89
04/06/2023	EFT	Payroll	\$57,911.71
04/10/2023	EFT, 230401001-230401047	Accounts Payable	\$125,877.19
<b>Total Warrants Approved</b>			<b>\$765,005.16</b>

*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: \_\_\_\_\_  
Kathryn Nguyen

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."

# CHECK REGISTER

South Whidbey Fire EMS

Time: 08:23:13 Date: 04/30/2023

03/03/2023 To: 04/30/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
233	03/08/2023	Payroll	1	EFT	Internal Revenue Service	21,394.87	941 Deposit for Pay Cycle(s) 02/23/2023 - 02/23/2023
234	03/08/2023	Payroll	1	EFT	WA D/Retirement Systems	23,267.48	Pay Cycle(s) 01/01/2023 To 01/31/2023 - LEOFF 2; Pay Cycle(s) 01/01/2023 To 01/31/2023 - PERS 2; Pay Cycle(s) 01/01/2023 To 01/31/2023 - PERS 3; Pay Cycle(s) 12/14/2022 To 12/14/2022 - DEFERRED COMP
277	03/15/2023	Payroll	1	EFT	Internal Revenue Service	32,727.30	941 Deposit for Pay Cycle(s) 03/06/2023 - 03/06/2023; 941 Deposit for Pay Cycle(s) 03/09/2023 - 03/09/2023
279	03/15/2023	Payroll	1	EFT	Internal Revenue Service		double entry
371	03/23/2023	Payroll	1	EFT	Internal Revenue Service	37,447.43	941 Deposit for Pay Cycle(s) 03/23/2023 - 03/23/2023; 941 Deposit for Pay Cycle(s) 10/01/2022 - 12/31/2022; 941 Deposit for Pay Cycle(s) 01/26/2023 - 01/26/2023
372	03/23/2023	Payroll	1	EFT	WA D/Retirement Systems	28,094.58	Pay Cycle(s) 02/01/2023 To 02/28/2023 - LEOFF 2; Pay Cycle(s) 02/01/2023 To 02/28/2023 - PERS 2; Pay Cycle(s) 02/01/2023 To 02/28/2023 - PERS 3; Pay Cycle(s) 12/15/2022 To 12/31/2022 - DEFERRED COMP;
411	04/25/2023	Claims	1	EFT	IC Treasurer Office	422.62	2023 Property Tax
Void 235	03/06/2023	Payroll	1	662195	Kelly M McDonald		Deleted Payroll Entry - BIAS Client Services
261	03/08/2023	Claims	1	662196	Alberto Zacarias Yard Services	8,800.00	INV# 03082023
262	03/13/2023	Claims	1	662197	Kelly M McDonald	6,782.46	Cobra Premium
263	03/14/2023	Payroll	1	662198	Kelly M McDonald	21,697.48	Kelly M. Payout
284	03/17/2023	Claims	1	662200	Robert Coleman Absolute Pest Control	691.92	INV# 11194; 11470
285	03/17/2023	Claims	1	662201	All Battery Sales & Service	153.21	INV# 72268207
286	03/17/2023	Claims	1	662202	All Whidbey Topsoil & Construction Inc.	719.80	INV# 190022
287	03/17/2023	Claims	1	662203	All-Phase Electric Supply Co.	46.58	INV# 0952-1110252
288	03/17/2023	Claims	1	662204	Amazon Capital Services	704.70	INV# 14LGHG3J6HW9; aACCOUNT # A1YVR6PPUE4D
289	03/17/2023	Claims	1	662205	Batteries Plus	330.75	INV#59064840
290	03/17/2023	Claims	1	662206	Bound Tree Medical, LLC.	1,713.33	Account #- 214140
291	03/17/2023	Claims	1	662207	Brake & Clutch Supply North	591.42	INV# 117343
292	03/17/2023	Claims	1	662208	C.W. Nielsen Manufacturing INC	251.24	INV# 47170
293	03/17/2023	Claims	1	662209	CDW Government, Inc.	18,292.55	Customer # 7648524; INV# GQ43314; INV# GW75973
294	03/17/2023	Claims	1	662210	Canon Financial Services, Inc.	263.16	INV# 30006884
295	03/17/2023	Claims	1	662211	Clinton Water District	47.21	INV# 022820230068
296	03/17/2023	Claims	1	662212	Corey Oil & Propane, LLC	69.52	INV# 099484
297	03/17/2023	Claims	1	662213	Double R Rental & Sales	816.00	INV# 119065-1
298	03/17/2023	Claims	1	662214	Fed Ex	71.68	INV# 8-057-34863; 7-978-84204; 8-049-18036
299	03/17/2023	Claims	1	662215	Fire Service Repair	1,395.34	INV# 6220
300	03/17/2023	Claims	1	662216	FirstNet - AT&T MOBILITY	2,114.69	INV# 287296038392X02272023
301	03/17/2023	Claims	1	662217	Fisheries Supply	1,542.76	Customer ID- 226152
302	03/17/2023	Claims	1	662218	Flying Wrench Inc.	27,469.50	INV# 27965; INV# 28293
303	03/17/2023	Claims	1	662219	G12 Communications LLC	857.08	INV# 98548
304	03/17/2023	Claims	1	662220	BMO Harris Bank, N.A. Galls	2,287.78	Account# 1001695207



# CHECK REGISTER

South Whidbey Fire EMS

Time: 08:23:13 Date: 04/30/2023

03/03/2023 To: 04/30/2023

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
305	03/17/2023	Claims	1	662221	Grainger	391.96	INV# 9615500510
306	03/17/2023	Claims	1	662222	Health & Safety Institute HSI	158.33	INV# 1757841; 1761633; 1761638
307	03/17/2023	Claims	1	662223	Hanson's Building Supply	13.71	INV# 2302-200977
308	03/17/2023	Claims	1	662224	I-COM	24,317.74	INV# Q2 2023-10
309	03/17/2023	Claims	1	662225	IC E R & R Fund		double payment
310	03/17/2023	Claims	1	662226	IFSTA / Fire Protection Publications	1,584.30	INV# 225892; 231928
311	03/17/2023	Claims	1	662227	ISOOutsource	25,963.01	Feb Statement
312	03/17/2023	Claims	1	662228	Island Auto Supply	280.77	ACCT# 1340
313	03/17/2023	Claims	1	662229	Island Disposal, Inc.	306.69	INV# 7502393S144; 7502451S144
314	03/17/2023	Claims	1	662230	Jennings Equipment, Inc.	4,286.15	Customer # 11533
315	03/17/2023	Claims	1	662231	Kent D. Bruce Co. LLC	2,198.89	INV# 13068; 13003
316	03/17/2023	Claims	1	662232	L.N. Curtis & Sons	916.34	INV# 678747; 253014
317	03/17/2023	Claims	1	662233	LabCorp Occupational Testing Service	67.00	Account #- 82081893
318	03/17/2023	Claims	1	662234	Les Schwab Tire	998.72	INV# 41300399468
319	03/17/2023	Claims	1	662235	Motorola Solutions	1,084.69	INV# 8281578122, 8281549116
320	03/17/2023	Claims	1	662236	Mukilteo Coffee Co.	46.80	INV# 670270; 670113; 670187
321	03/17/2023	Claims	1	662237	Terrence Ney	290.93	Travel Reimbursement
322	03/17/2023	Claims	1	662238	Port of South Whidbey	5,367.71	INV# 5445
323	03/17/2023	Claims	1	662239	Puget Sound Energy	7,781.17	Account #200013858705; Account # 220017726922; Account # 220017845409; Account # 220008899761; Account # 220017726922; Account # 200013858705; Account # 200010928691; Account # 200010928238; Account #
324	03/17/2023	Claims	1	662240	Purcell Tire & Service Center	2,691.35	INV# 24259492
325	03/17/2023	Claims	1	662241	Quality Cleaning Etc. Inc.	5,452.00	INV# 01012023; 02012023; 03012023
326	03/17/2023	Claims	1	662242	Saratoga Water District	88.00	Account # 20320
327	03/17/2023	Claims	1	662243	Savage Screen Printing	602.76	INV# 27886017, 27886102
328	03/17/2023	Claims	1	662244	SeaWestern Fire Apparatus & Equip.	14,020.78	INV# 21536; 21619; 21984
329	03/17/2023	Claims	1	662245	Sebo's Do-it Center	577.02	Account # 13000; Customer# 13000
330	03/17/2023	Claims	1	662246	Snure Law Office, PSC	440.00	INV# 03012023
331	03/17/2023	Claims	1	662247	Snure Seminars	75.00	INV# 069
332	03/17/2023	Claims	1	662248	Sound Business Center	221.95	INV# 205807
333	03/17/2023	Claims	1	662249	South Island Medical	150.00	INV# EMS0123423
334	03/17/2023	Claims	1	662250	Stryker Sales Corporation	629.62	INV# 4044061
335	03/17/2023	Claims	1	662251	T-Mobile	411.61	INV# 031320234840
336	03/17/2023	Claims	1	662252	True North Emergency Equipment	4,693.24	INV# 12623, 12927
337	03/17/2023	Claims	1	662253	US Bank Visa	4,369.63	ACCT# 4246 0445 5569 2148
338	03/17/2023	Claims	1	662254	Vistaire Water System	211.49	INV#02282023R049; 022820231000
339	03/17/2023	Claims	1	662255	WA Fire Commissioner Association	4,245.00	INV# 300000981
340	03/17/2023	Claims	1	662256	WA State Ferries	434.50	Customer# F111148
341	03/17/2023	Claims	1	662257	Western Facilities Supply, Inc.	891.58	INV# 045987; INV# 045986
342	03/17/2023	Claims	1	662258	Whidbey Telecom	2,559.95	INV# 022520239643; INV# 032520239643
343	03/17/2023	Payroll	1	662259	Trusted Plans Service Corp.	60,607.28	Pay Cycle(s) 02/01/2023 To 02/28/2023 - Medical/Dental
344	03/17/2023	Payroll	1	662260	Trusted Plans Service Corp.	49,733.70	Pay Cycle(s) 03/01/2023 To 03/31/2023 - Medical/Dental

# CHECK REGISTER

South Whidbey Fire EMS

Time: 08:23:13 Date: 04/30/2023

03/03/2023 To: 04/30/2023

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
373	03/24/2023	Payroll	1	662261	IAFF Local Union 5212	200.72	Pay Cycle(s) 03/09/2023 To 03/09/2023 - FF Union Dues; Pay Cycle(s) 03/23/2023 To 03/23/2023 - FF Union Dues
374	03/24/2023	Payroll	1	662262	South Whidbey Firefighters Union	1,239.16	Pay Cycle(s) 03/09/2023 To 03/09/2023 - FF Association Dues; Pay Cycle(s) 03/23/2023 To 03/23/2023 - FF Association Dues
412	04/10/2023	Claims	1	662263	Robert Coleman Absolute Pest Control	596.20	INV# 11695
413	04/10/2023	Claims	1	662264	Amazon Capital Services	2,662.83	ACT# A1YVR6PPUE4D; Act# A1YVR6PPUE4D; INV# 1PPXDGYL7NR4; INV# 1437TQTN39F6; INV# 1PFHYN4KL11W
414	04/10/2023	Claims	1	662265	Bound Tree Medical, LLC.	127.28	ACCT# 214140
415	04/10/2023	Claims	1	662266	CDW Government, Inc.	890.89	INV# GT09560; ACCT# 7648524
416	04/10/2023	Claims	1	662267	Canon Financial Services, Inc.	263.16	INV# 30173687
417	04/10/2023	Claims	1	662268	Cascade Fire & Safety	43,337.16	INV# 162437; INV# 162436
418	04/10/2023	Claims	1	662269	Financ Department, A/R City of Anacortes	450.00	ACCT# AFD-22SWFE
419	04/10/2023	Claims	1	662270	Clinton Water District	47.00	ACT # 0134
420	04/10/2023	Claims	1	662271	Corey Oil & Propane, LLC	275.28	ACCT# 143355
421	04/10/2023	Claims	1	662272	Daily Dispatch	405.00	INV# 3453
422	04/10/2023	Claims	1	662273	Day Wireless Systems	578.76	INV# 769477
423	04/10/2023	Claims	1	662274	Enduris	1,093.00	INV# R23-400-5; INV# D23C104141
424	04/10/2023	Claims	1	662275	Fed Ex	51.74	INV# 807091872; INV# 797884204
425	04/10/2023	Claims	1	662276	FirstNet - AT&T MOBILITY	2,114.69	INV# 287296038392X03272023
426	04/10/2023	Claims	1	662277	Freeland Ace Hardware	100.12	Cust # 1059
427	04/10/2023	Claims	1	662278	BMO Harris Bank, N.A. Galls	1,530.03	ACCT# 1001695207
428	04/10/2023	Claims	1	662279	Grainger	379.10	ACCT# 876912056
429	04/10/2023	Claims	1	662280	Health & Safety Institute HSI	532.97	CUST# 00-2420958; INV# 1768486; INV# 1775282
430	04/10/2023	Claims	1	662281	ISOOutsource	23,945.87	March Statement
431	04/10/2023	Claims	1	662282	Island Auto Supply	303.63	ACT# 1340; INV# 682461; ACCT# 1340
432	04/10/2023	Claims	1	662283	Island County Public Health	37.14	INV# 23033
433	04/10/2023	Claims	1	662284	Kent D. Bruce Co. LLC	135.78	INV# 13182
434	04/10/2023	Claims	1	662285	L.N. Curtis & Sons	250.37	ACCT# C32878
435	04/10/2023	Claims	1	662286	Langley, City of	342.34	ACT# 1171.1
436	04/10/2023	Claims	1	662287	Sean C McDougald	300.00	Boot Reimbursement
437	04/10/2023	Claims	1	662288	McGavick Graves, P.S.	3,668.50	ACCT# 015293
438	04/10/2023	Claims	1	662289	McMahon, Pat	3,120.00	CPR and EMT Instructor Fee
439	04/10/2023	Claims	1	662290	Mukilteo Coffee Co.	46.80	INV# 670347, 670427
440	04/10/2023	Claims	1	662291	Municipal Emergency Services	96.04	ACCT# C47977
441	04/10/2023	Claims	1	662292	Naomi's Self Serve	118.80	ACCT# 820
442	04/10/2023	Claims	1	662293	Michael W Noblet	7.85	Cert mail Reimb.
443	04/10/2023	Claims	1	662294	Pomeroy, Rebekah	675.00	EMT Instructor Fee
444	04/10/2023	Claims	1	662295	Puget Sound Energy	610.77	ACCT# 200010928691
445	04/10/2023	Claims	1	662296	Quality Cleaning Etc. Inc.	1,504.00	INV# 04012023
446	04/10/2023	Claims	1	662297	RPM Performance LLC.	10,104.08	ACCT# 6cbc4850
447	04/10/2023	Claims	1	662298	Morgan A Ratcliff	54.88	Boat Ed Fee Reimbursement
448	04/10/2023	Claims	1	662299	Safeguard Business Systems	445.40	INV# 9000642086
449	04/10/2023	Claims	1	662300	SeaWestern Fire Apparatus & Equip.	76.16	INV# 22350
450	04/10/2023	Claims	1	662301	Sebo's Do-it Center	88.57	ACCT# 13000
451	04/10/2023	Claims	1	662302	Shimada, Paul	1,325.00	EMT Instructor Fee

# CHECK REGISTER

South Whidbey Fire EMS

Time: 08:23:13 Date: 04/30/2023

03/03/2023 To: 04/30/2023

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
452	04/10/2023	Claims	1	662303	Skagit Farmers Supply	3,895.31	ACT# 435573
453	04/10/2023	Claims	1	662304	South Whidbey School District #206	3,650.86	INV# FIRE202306; INV# FAC202326
454	04/10/2023	Claims	1	662305	Stericycle, INC.	10.36	INV# 3006383896
455	04/10/2023	Claims	1	662306	Streamline	600.00	INV# D3AC1CAB-0005, D3AC1CAB0006
456	04/10/2023	Claims	1	662307	Teresa Welch	738.00	EMT Instructor Fee
457	04/10/2023	Claims	1	662308	Western Facilities Supply, Inc.	185.46	ACCT# 0562481
458	04/10/2023	Claims	1	662309	Whidbey Island Sign Solutions LL	13,682.39	inv# 23863
228	03/03/2023	Payroll	10	EFT	Karley Diffie	539.91	02/23/23 correction
229	03/03/2023	Payroll	10	EFT	Peter Lund	478.11	02/23/23 correction
230	03/03/2023	Payroll	10	EFT	Cooper Ullmann	459.09	02/23/23 correction
231	03/03/2023	Payroll	10	EFT	Nicholas S Walsh	230.89	02/23/23 correction
238	03/09/2023	Payroll	10	EFT	Jonathan J. Beck	2,598.41	Feb 17-Mar 3 Payroll
239	03/09/2023	Payroll	10	EFT	Blake Benenati	2,382.00	Feb 17-Mar 3 Payroll
240	03/09/2023	Payroll	10	EFT	Brian Boyd	2,666.96	Feb 17-Mar 3 Payroll
241	03/09/2023	Payroll	10	EFT	Alex B Carlson	3,081.92	Feb 17-Mar 3 Payroll
242	03/09/2023	Payroll	10	EFT	Katheryne Crowe	1,966.51	Feb 17-Mar 3 Payroll
243	03/09/2023	Payroll	10	EFT	Joseph M Dilley	3,545.90	Feb 17-Mar 3 Payroll
244	03/09/2023	Payroll	10	EFT	Christopher Greaves	1,874.19	Feb 17-Mar 3 Payroll
245	03/09/2023	Payroll	10	EFT	Jake D Greve	1,784.98	Feb 17-Mar 3 Payroll
246	03/09/2023	Payroll	10	EFT	Nicole Hagen	3,408.73	Feb 17-Mar 3 Payroll
247	03/09/2023	Payroll	10	EFT	Robert Husom	3,581.56	Feb 17-Mar 3 Payroll
248	03/09/2023	Payroll	10	EFT	Gregory Hustead	770.19	Feb 17-Mar 3 Payroll
249	03/09/2023	Payroll	10	EFT	Leah Kalahiki	2,012.47	Feb 17-Mar 3 Payroll
250	03/09/2023	Payroll	10	EFT	Vicki Lange	2,591.78	Feb 17-Mar 3 Payroll
251	03/09/2023	Payroll	10	EFT	Peter Lund	2,218.80	Feb 17-Mar 3 Payroll
252	03/09/2023	Payroll	10	EFT	Sean C McDougald	2,801.51	Feb 17-Mar 3 Payroll
253	03/09/2023	Payroll	10	EFT	Alexandra McMahon	3,198.18	Feb 17-Mar 3 Payroll
254	03/09/2023	Payroll	10	EFT	Terrence Ney	3,275.79	Feb 17-Mar 3 Payroll
255	03/09/2023	Payroll	10	EFT	Kathryn Nguyen	688.84	Feb 17-Mar 3 Payroll
256	03/09/2023	Payroll	10	EFT	Christopher Turner	4,074.48	Feb 17-Mar 3 Payroll
257	03/09/2023	Payroll	10	EFT	Cooper Ullmann	1,870.35	Feb 17-Mar 3 Payroll
258	03/09/2023	Payroll	10	EFT	Nicholas S Walsh	3,547.61	Feb 17-Mar 3 Payroll
259	03/09/2023	Payroll	10	EFT	Carlee Wilkie	2,870.09	Feb 17-Mar 3 Payroll
347	03/23/2023	Payroll	10	EFT	Jonathan J. Beck	2,609.21	Mar 3-Mar17 Payroll
348	03/23/2023	Payroll	10	EFT	Blake Benenati	1,708.58	Mar 3-Mar17 Payroll
349	03/23/2023	Payroll	10	EFT	Brian Boyd	2,857.91	Mar 3-Mar17 Payroll
350	03/23/2023	Payroll	10	EFT	Alex B Carlson	2,782.40	Mar 3-Mar17 Payroll
351	03/23/2023	Payroll	10	EFT	Katheryne Crowe	2,178.52	Mar 3-Mar17 Payroll
352	03/23/2023	Payroll	10	EFT	Joseph M Dilley	3,550.05	Mar 3-Mar17 Payroll
353	03/23/2023	Payroll	10	EFT	Christopher Greaves	1,810.69	Mar 3-Mar17 Payroll
354	03/23/2023	Payroll	10	EFT	Jake D Greve	1,782.25	Mar 3-Mar17 Payroll
355	03/23/2023	Payroll	10	EFT	Nicole Hagen	2,017.21	Mar 3-Mar17 Payroll
356	03/23/2023	Payroll	10	EFT	Robert Husom	1,842.52	Mar 3-Mar17 Payroll
357	03/23/2023	Payroll	10	EFT	Leah Kalahiki	3,389.08	Mar 3-Mar17 Payroll
358	03/23/2023	Payroll	10	EFT	Vicki Lange	2,595.81	Mar 3-Mar17 Payroll
359	03/23/2023	Payroll	10	EFT	Peter Lund	2,218.80	Mar 3-Mar17 Payroll
360	03/23/2023	Payroll	10	EFT	Sean C McDougald	3,125.53	Mar 3-Mar17 Payroll
361	03/23/2023	Payroll	10	EFT	Alexandra McMahon	2,378.59	Mar 3-Mar17 Payroll
362	03/23/2023	Payroll	10	EFT	Terrence Ney	3,279.94	Mar 3-Mar17 Payroll
363	03/23/2023	Payroll	10	EFT	Kathryn Nguyen	1,546.80	Mar 3-Mar17 Payroll
364	03/23/2023	Payroll	10	EFT	Christopher Turner	1,910.07	Mar 3-Mar17 Payroll
365	03/23/2023	Payroll	10	EFT	Cooper Ullmann	1,870.35	Mar 3-Mar17 Payroll
366	03/23/2023	Payroll	10	EFT	Nicholas S Walsh	3,559.24	Mar 3-Mar17 Payroll

# CHECK REGISTER

South Whidbey Fire EMS

Time: 08:23:13 Date: 04/30/2023

03/03/2023 To: 04/30/2023

Page: 5

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
367	03/23/2023	Payroll	10	EFT	Carlee Wilkie	2,440.39	Mar 3-Mar17 Payroll
382	04/06/2023	Payroll	10	EFT	Jonathan J. Beck	2,610.04	Mar 17-Mar31 Payroll
383	04/06/2023	Payroll	10	EFT	Blake Benenati	2,753.91	Mar 17-Mar31 Payroll
384	04/06/2023	Payroll	10	EFT	Brian Boyd	2,788.02	Mar 17-Mar31 Payroll
385	04/06/2023	Payroll	10	EFT	Alex B Carlson	2,785.71	Mar 17-Mar31 Payroll
386	04/06/2023	Payroll	10	EFT	Katheryne Crowe	2,598.81	Mar 17-Mar31 Payroll
387	04/06/2023	Payroll	10	EFT	Joseph M Dilley	3,554.21	Mar 17-Mar31 Payroll
388	04/06/2023	Payroll	10	EFT	Christopher Greaves	1,820.66	Mar 17-Mar31 Payroll
389	04/06/2023	Payroll	10	EFT	Jake D Greve	1,779.51	Mar 17-Mar31 Payroll
390	04/06/2023	Payroll	10	EFT	Nicole Hagen	2,268.92	Mar 17-Mar31 Payroll
391	04/06/2023	Payroll	10	EFT	Robert Husom	4,397.21	Mar 17-Mar31 Payroll
392	04/06/2023	Payroll	10	EFT	Leah Kalahiki	3,816.72	Mar 17-Mar31 Payroll
393	04/06/2023	Payroll	10	EFT	Vicki Lange	2,593.53	Mar 17-Mar31 Payroll
394	04/06/2023	Payroll	10	EFT	Peter Lund	2,143.51	Mar 17-Mar31 Payroll
395	04/06/2023	Payroll	10	EFT	Sean C McDougald	2,392.20	Mar 17-Mar31 Payroll
396	04/06/2023	Payroll	10	EFT	Alexandra McMahon	2,849.74	Mar 17-Mar31 Payroll
397	04/06/2023	Payroll	10	EFT	Terrence Ney	3,284.10	Mar 17-Mar31 Payroll
398	04/06/2023	Payroll	10	EFT	Kathryn Nguyen	2,028.70	Mar 17-Mar31 Payroll
399	04/06/2023	Payroll	10	EFT	Christopher Turner	3,357.79	Mar 17-Mar31 Payroll
400	04/06/2023	Payroll	10	EFT	Cooper Ullmann	1,870.35	Mar 17-Mar31 Payroll
401	04/06/2023	Payroll	10	EFT	Nicholas S Walsh	3,555.92	Mar 17-Mar31 Payroll
402	04/06/2023	Payroll	10	EFT	Carlee Wilkie	2,662.15	Mar 17-Mar31 Payroll

001 General Fund  
300 Capital Fund

703,661.96  
61,343.20

Claims: 320,710.26  
Payroll: 444,294.90

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: \_\_\_\_\_

## Recognition, Commendations, and Meritorious Service

### 1023.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for recognition of personnel, reporting and collecting reports of exceptional public service and for the evaluation and process for District awards.

### 1023.2 POLICY

It is the goal of South Whidbey Fire/EMS to recognize members through an awards system for participation and for exceptional performance.

The District recognizes the importance of retaining well trained, experienced volunteers and career personnel, establishing and maintaining a high level of employee morale, and recognition and rewarding of the hours of service that ~~member~~members provide to the District and community. The Board of Fire Commissioners believes that it is reasonable to expend District funds to provide recognition for services rendered to the District in the ~~expectation~~expectation that such an ~~anetivity~~activity will reduce personnel turnover. The retention of trained and experienced personnel will help to reduce the expenditure of District funds to provide for the training and equipping of new personnel. It is also recognized by the Board of Fire Commissioners that firefighter/EMT recognition banquets have become a common practice in the area.

It is the policy of the District to budget for and expend District funds to sponsor one or more personnel recognition banquets or events for volunteers, employees, their spouses, family members or companions. The funds authorized for banquets and events may be used to provide food, non-alcoholic beverages, plaques, coffee, trophies, citations, or certificates as deemed appropriate by the Board of Fire Commissioners. Furthermore, the Board of Fire Commissioners recognizes the importance to the District in recognizing those who retire from the District with years of service to the District and community. Retirees may be recognized during a special event near their retirement date, but in all cases those members with a minimum of ~~15~~10 years of service will be invited to attend the Annual Awards Banquet immediately following their retirement. The funds authorized for banquets and events shall not exceed the reasonable sum established in the budget and no cash ~~awards~~awards shall be distributed to a volunteer or paid employee. The cost of the recognition banquet or event constitutes a part of the annual budgeted funds allocated for ~~reimbursment~~reimbursement and incentive compensation for the District personnel and shall be based on a cost per volunteer, employee and commissioner.

[According to the State Auditors Office, recognition and banquets for employees performing above and beyond for the district are acceptable if the recognition item is de minimis and funds are only to be used on District employees.](#)

[In accordance with Internal Revenue Code section 132\(a\)\(4\), de minimis items are those that do not exceed a value of \\$100.00 and are given only to employees.](#)

[Award items shall not exceed a single item value of \\$100.00.](#)

[Food purchases shall be made only for employees.](#)

[Family members who attend are required to pay for their meals.](#)

### 1023.3 AWARDS COMMITTEE

Formatted: Normal

Formatted: Font: 11.5 pt

The Chief shall form an Awards Committee to manage the selection process of members nominated for awards. The committee shall consist of 5 members including 1 Chief Officer, ~~1 Captain, 1 Lieutenant, and/or 1 Firefighter and 1 EMT, or 2 Firefighter/EMTs, and volunteer and paid line staff shall be represented.~~

It shall be the responsibility of the Awards Committee to gather all nominations for awards, review all nominee's actions or accomplishments are in line with the award, determine which nominee that award shall go to, and make a recommendation to the Chief for approval. Each nomination should be reviewed for merit and further investigated, if necessary, for additional factual details. In determining factual details, resources that may be used include, but are not limited to, copies of audio or recordings, copies of incidents, interviews with additional members or witnesses or other information. Each report and nomination should be evaluated on its own merit.

#### 1023.4 SPECIAL AWARD PROCEDURES

Community and ~~Distict~~ District members may report acts of exceptional public service through any District supervisor. Awards, such as Medals, Ribbons, Commendations, or Citations, may be presented to members for actions, achievements, or accomplishments, on or off duty, that reflect positively on that member and South Whidbey Fire/EMS. Length of Service Awards shall be presented to acknowledge members' on-going service to the community and department.

##### 1023.4.1 TYPES OF AWARDS

Awards offered by South Whidbey Fire/EMS are intended to make a strong, positive statement about the member and his/her actions.

Medals listed herein constitute the highest form of recognition awarded to District members. Medals reflect exemplary achievement by members, above and beyond the call of normal duty, and as such, may not be awarded each year. District awards include, but are not limited to, the following:

~~(a) Medal of Honor~~

(a) Medal of Valor

~~(eb) Distinguished Service Medal~~

~~(d) Meritorious Service Medal~~

~~(ce) Life Saver Medal~~

~~(fd) Carl Simmons Award - District Officer of the Year~~

~~(eg) District Firefighter of the Year~~

~~(hf) District EMT of the Year~~

~~(ig) District Rookie of the Year~~

~~(j) District Recruit of the Year~~

~~(k) Station Firefighter of the Year~~

~~(l) Station EMT of the Year~~

~~(mh) Unit Citation~~

~~(ni) Community Service Citation~~

(ej) Length of Service Certificates and Pins

(pk) Letters of Merit/Citations/Certificates

(el) Chief's Challenge Coins

#### 1023.4.2 SUBMITTING AWARD NOMINATIONS

Any member may report, in writing, to any supervisor, the exemplary performance of another member. Supervisors shall recognize exceptional performance by personnel under their supervision.

Any member of the public may submit a nomination by completing an Award Nomination Form, available on the District website and at the District headquarters during normal business hours, and submitting it to the Fire Chief. The nominations process shall be as follows:

1. ~~1.~~ All nominations must be submitted in a timely fashion, on a nomination form or via email, and must include a detailed and accurate account ~~to of~~ the circumstances surrounding the act or incident.

a. Recommendations by the Chief:

i. Carl Simmons Award

b. Recommendations by the Chief Officers:

i. District Rookie of the Year

c. Recommendations by the Awards Committee:

i. Medal of Valor

ii. Distinguished Service Medal

iii. Life Saver Medal

iv. District Firefighter of the Year

v. District EMT of the Year

vi. Community Service Citation

vii. Letters of Merit

viii. Unit Citation

d. Recommendations by any Captain, Chief Officer, or Incident Commander:

i. Unit Citation

e. Recommendations by the Records Manager:

i. Length of Service Awards

2. The nomination will be forwarded through the chain of command to the Fire Chief accompanied by any comments or additional facts.

3. After review by the Fire Chief, the nomination will be forwarded to the Awards Committee for deliberation and a recommendation for approval made back to the Fire Chief. During deliberations of nominees for medals, the Awards Committee shall have discretion to consider the level of appropriate award.

4. Once approved by the Fire Chief, the list of ~~awardee's~~ awardees shall be forwarded to the ~~Administrative Specialist~~ assigned person for award preparation.

#### 1023.4.3 AWARD CRITERIA AND PRESENTATION

Awards shall be based upon the following criteria, and shall be awarded as listed:

##### Medal of Honor

~~The Medal of Honor is the highest level of recognition in the District and is awarded to a member who, in the line of duty and under extreme hazardous conditions, is confronted with imminent personal risk and with full knowledge of that risk, performs an act of selflessness and heroism. The Medal of Honor shall be recommended by the Awards Committee, and awarded by the Fire Chief and the Board of Fire Commissioners at a special ceremony specifically for that purpose.~~

##### Medal of Valor

**Formatted:** List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

**Formatted**

**Formatted**

**Formatted**

**Formatted:** No underline

**Formatted:** No underline

**Formatted**

**Formatted:** List Paragraph, Numbered + Level: 3 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 1.38" + Indent at: 1.5"

**Formatted:** Underline

The Medal of Valor is awarded to a member who, in the line of duty and under hazardous conditions, is confronted with imminent personal risk, but ~~having no knowledge with due regard~~ of the risk performs an act of selflessness and heroism. The Medal of Valor shall be recommended by the Awards Committee, and awarded by the Fire Chief and the Board of Fire Commissioners at a special ceremony specifically for that purpose.

#### Distinguished Service Medal

The Distinguished Service Medal is awarded to a member who performs a highly unusual act of distinction under adverse conditions in the performance of duty. The Distinguished Service Medal shall be recommended by the Awards Committee, and awarded by the Fire Chief and Board of Fire Commissioners at the Annual Awards Banquet.

Formatted: Underline

#### ~~Meritorious Service Medal~~

~~The Meritorious Service Medal is awarded to a member who performs an unusual act, on or off duty, that promotes a high level of good will and service, and reflects highly on the District. The Meritorious Service Medal shall be recommended by the Awards Committee, and awarded by the Fire Chief and Board of Fire Commissioners at the Annual Awards Banquet.~~

#### Life Saver Medal

The Life Saver Medal is awarded to a member who, by their direct actions, saves the life of another person. The Life Saver Medal shall be recommended by the Awards Committee, and awarded by the Fire Chief and Board of Fire Commissioners at the Annual Awards Banquet.

Formatted: Underline

#### Carl ~~Simmon~~ Simmons Award - District Officer of the Year

The Carl Simmons Award is awarded to the Officer who performs his/her duty to the highest level of service and promotes excellence within the department in integrity with the District Vision, Mission, and Values. The Carl Simmons Award ~~nominees shall be recommended by the Awards Committee, voted on by the general membership shall be chosen by the Fire Chief for both paid and volunteer Officers~~, and awarded by the Fire Chief and Chair of the Board of Fire Commissioners at the Annual Awards Banquet.

#### District Firefighter of the Year

The District Firefighter of the Year is awarded to the member who performs his/her duty throughout the year in an excellent manner, promotes teamwork, respects the chain of command, is tactically skilled, and is in integrity with the District Vision, Mission and values. The District Firefighter of the Year shall be recommended by the Awards Committee, and awarded by the Deputy Chief, Operations at the Annual Awards Banquet.

Formatted: Underline

#### District EMT of the Year

The District EMT of the Year is awarded to the member who performs his/her duty throughout the year in an excellent manner, promotes teamwork, respects the chain of command, is tactically skilled, and is in integrity with the District Vision, Mission and values. The District EMT of the Year shall be recommended by the Awards Committee, and awarded by the Division Chief, EMS at the Annual Awards Banquet.

Formatted: Underline

#### District Rookie of the Year

The District Rookie of the Year is awarded to the probationary firefighter or EMT that excels throughout his/her probationary period. The District Rookie of the Year shall be recommended by the Chiefs Officers, and awarded by the Deputy Chief, Operations at the Annual Awards Banquet.

Formatted: Underline

Formatted: Underline

~~District Recruit of the Year The District Recruit of the Year is awarded to the firefighter or EMT recruit who excels in the learning process during the Academy. The District Recruit of the Year is recommend by a committee of 2 Company Officers from each Academy, and awarded by the Deputy Chief, Training at the Annual Awards Banquet.~~



#### Station Firefighter of the Year

The Station Firefighter of the Year is awarded ~~the to~~ the member that performs his/her duty in a manner that promotes teamwork, respects the chain of command, is tactically skilled and reflects highly on the Station. The Station Firefighter of the Year shall be recommended by the Station Officers, and awarded by the Captain at the Annual Awards Banquet.

Formatted: Underline

#### Station EMT of the Year

The Station EMT of the Year is awarded ~~the to~~ the member that performs his/her duty in a manner that promotes teamwork, respects the chain of command, is tactically skilled and reflects highly on the Station. The Station EMT of the Year shall be recommended by the Station Officers, and awarded by the Captain at the Annual Awards Banquet.

Formatted: Underline

#### Unit Citation

The Unit Citation is awarded to any group of ~~member~~members who, in the performance of the collective duty, do so in an excellent manner. The Unit Citation shall be recommended by any Captain, Chief Officer, or Incident Commander, and awarded by the recommending Officer at the next All District Meeting.

Formatted: Underline

Formatted: Underline

#### Community Service Citation

A Community Service Citation is award to ~~any a community~~ member who performs a high level of service to the ~~community outside of the fire service~~district. A Community Service Citation may be recommended by any member citizen of any memeber, and awarded by the Fire Chief at the next All District Meeting.

#### Length of Service Awards

Length of Service Awards are based on a member's time in service with the District. Members are recognized in ~~5-year~~5-year increments, beginning with 5 years of service. Length of Service Awards are recommended by the Records Manager, and awarded by the Chief Officers at the Annual Awards Banquet.

#### Letters of Merit/Citations/Certificates

Letters of Merit/Citations/Certificates are awarded to members ~~who's~~whose actions are worthy of ~~recognition~~recognition. Letters of Merit/Citations/Certificates may be recommended by any member, and awarded by the any Chief Officer or the member's direct supervisor.

#### Chief's Coins

Chief's Coins may be awarded to any member who's outstanding actions are in integrity with the District Vision, Mission, and Values. Chief's Coins are awarded by the Fire Chief at his/her discretion.

## 1007.4.8 CAPTAIN, FIRE

Agency Content

**JOB TITLE:** Captain, Fire

**SUPERVISOR'S TITLE:** Assistant Chief

**FLSA STATUS:** FLSA Non-exempt, or Volunteer

**POSITION DESCRIPTION:** The ~~Captain, Fire~~ Fire Captain is a member of the Assistant Chief's management team. Under direction of the Assistant Chief, ~~the Captain, Fire~~ Fire Captain manages one of the District's fire stations, the apparatus in it, and the personnel assigned to that station. The ~~Captain, Fire~~ Fire Captain coordinates emergency response from the station based upon the resources dispatched to an incident.

### **ESSENTIAL DUTIES**

1. Manages routine maintenance and cleanup of assigned station. Manages routine apparatus and equipment checks and maintenance.
2. Supervises subordinate officers and personnel. Makes assignments and/or delegates authority as necessary to accomplish tasks. Performs subordinate evaluations to ensure continuous performance improvement. Resolves personnel issues and refers more complex issues to the Assistant Chief. Recruits, retains, supports, and encourages volunteer personnel.
3. Participates in the development of the annual Division budget and manages budget items as assigned.
4. Supports regular training/drills to ensure personnel skills/certification maintenance. Reviews and monitors personnel points earned by fire responders for drills and response to emergencies.
5. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.
6. Assists with, and instructs fire/rescue classes as necessary.

### **OTHER FUNCTIONS/DUTIES**

1. Attends and participates in monthly officer meetings.
2. Represents the District at functions and activities.
3. 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: A high school diploma, or GED.
- b. Experience: Five years of progressively responsible experience, with at least two years of supervisory or management experience at a Lieutenant 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.
- d. Operational characteristics, services, and activities of a fire/rescue program.
- e. Fire training methodologies, techniques and strategies.
- f. Fire equipment use, and required maintenance.
- g. Incident Command administration techniques.
- h. Problem solving techniques and methodology.
- i. Principles of business report preparation.
- j. 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 operations on a District level.

- d. Make presentations to personnel.
- e. Successfully work with employees and volunteers.

**4. Ability to:**

- a. Oversee and participate in the management of a modern emergency services operation.
- 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 clear and concise administrative reports.
- f. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- g. Research, analyze, and evaluate new service delivery methods and techniques.
- h. Operate modern office equipment and computers including applicable software applications.
- i. 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.
- j. Communicate clearly and concisely, both orally and in writing.

**SPECIAL CONDITIONS OF APPOINTMENT**

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. Incident Safety Officer
  - b. Completion of NIMS 300 training
  - c. IFSTA Level I Instructor
  - d. Washington Emergency Vehicle Driver Training certification (within 3 months of appointment)

e. ~~Washington Emergency Medical Technician (within 6 months of appointment)~~

f. NFA Fire Officer I (within 18 months of appointment)

### **PHYSICAL REQUIREMENTS**

1. Work is generally performed both in the office and field settings with occasional travel to attend meeting or conduct District business. The incumbent may occasionally respond to emergency scenes, both small scale and large scale, and disasters. The incumbent is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The incumbent 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 incumbent is required to wear personal protective equipment including turnout gear, boots, helmet, goggles/face protection, gloves, and self-contained breathing apparatus.
3. The incumbent may work extended periods of time, including evenings, nights, and weekends.
4. The incumbent'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 incumbent 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 incumbent 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 Captain, Fire position and certify that I can perform these functions.

---

Signature

---

Date

---

## Disciplinary Actions

### PURPOSE

The purpose of disciplinary actions are to maintain order and accountability within the organization. Discipline,

### SERIOUS INFRACTIONS

The occurrence of any of the following is sufficient justification for immediate suspension without pay, and possible termination following investigation, but is not considered all inclusive:

1. Theft, misappropriation or removal of District property or the property of employees, clients or customers.
2. Knowing, intentional or repeated falsification of an application for employment or any report, time sheet or District record.
3. Soliciting and/or accepting for personal gain, payments, gifts or any item of value for services performed during the regular workday.
4. Willful alteration, destruction or waste of District property, facilities, records or equipment, wherever located, or the destruction of another employee's property.
5. Bringing alcohol, narcotics or other controlled substances on District property or in District vehicles; reporting to work or being under the influence of alcohol, narcotics or other controlled substances while on working time, or while on District property or in District vehicles.
6. Giving or taking a bribe of any nature as inducement for obtaining or retaining a job or position.
7. Serious or repeated disorderly conduct, horseplay or insubordination. Insubordination includes, but is not limited to: neglect of duty, or refusal or failure to obey orders or instructions in the line of duty; public disrespect displayed toward a supervisor or the District while performing work for the District; and abusive language to any supervisor.
8. Threatening, intimidating, coercing or interfering with supervisors or other employees.
9. Deliberate attempts to injure another employee, or fighting on District property or during working hours.
10. Sleeping during working hours, unless authorized.
11. Unauthorized possession of fire arms, explosives or any dangerous weapons while performing District work or while on District property.
12. Participating in an unauthorized work stoppage or slowdown.
13. Recklessness resulting in a serious accident while on duty, whether on District property or while driving a District vehicle.

## *Disciplinary Actions*

---

14. Repeated unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct as defined in State and Federal Laws. Sexual harassment includes but is not limited to demands for sexual favors in exchange for employment, retention of job, promotion or other employment benefits.

15. Willful or intentional behavior or remarks based on race, creed, color, national origin, age, sex, marital status, sexual orientation, or the presence of a physical, sensory, or mental disability resulting in discrimination against any employee, customer or member of the general public.

16. Willful infraction of any District rule, regulation or policy.

### **LESSER INFRACTIONS**

The occurrence of any of the following is sufficient justification for the imposition of lesser discipline such as verbal or written warning or reprimand, suspension without pay or disciplinary probation as set forth in the following section, although depending on the seriousness of the offense, the District may immediately discharge the offender. These reasons for discipline are not intended to be all-inclusive.

1. Ignoring safety rules or common safety practices.
2. Engaging in disorderly conduct, horseplay, immoral conduct;
3. Insubordination; using uncivil, insulting, vile or obscene language.
4. Failure to report occupational injuries or accidents promptly to the employee's supervisor, including motor vehicle accidents in a District vehicle.
5. Engaging in activities other than assigned work during working hours and/or while operating District equipment, without advance approval by the employee's supervisor.
6. Acting in an insulting, rude, insolent or uncivil manner toward any customer or other person while working for the District, or while operating District equipment or on District property.
7. Failure to exercise the care and attention to one's work as required by the circumstances.
8. Using any tobacco products in District facilities during a tour of duty or in any capacity as a representative of the District.
9. Acting in any manner inconsistent with common sense rules of conduct necessary to the welfare of the District, its employees and/or volunteers.
10. Un-excused or excessive absences or tardiness.
11. Leaving work before the end of the shift or not being ready to begin work at the start of the shift, or working overtime without permission of management.
12. Loafing or spending unnecessary time away from the job.
13. Unauthorized possession or use of any District property, equipment or materials.

## *Disciplinary Actions*

---

14. Carrying an unauthorized passenger in a District vehicle.
15. Contributing to unsanitary conditions or poor housekeeping.
16. Use of District property or time for personal financial gain.
17. Any form of discrimination or sexual harassment.
18. Having wages or salary subject to a writ of garnishment for three or more separate indebtedness in a continuous 12-month period.

### **DISCIPLINARY PROCEDURES AND ACTIONS**

**FORMS OF AND PROCEDURES FOR DISCIPLINARY ACTION:** The degree of disciplinary action administered depends on the severity of the infraction and will be carried out in accordance with this policy or such labor contracts that may apply. It is the responsibility of the supervisor to evaluate the circumstances and facts thoroughly and objectively. The supervisor will then recommend the most suitable form of disciplinary action to the District Chief.

#### VERBAL WARNING

**Verbal Warning:** This type of discipline should be applied for infractions of a relatively minor degree.

#### **Procedure**

1. Verbal warning should be given to the employees in private, if possible.
2. Supervisors should inform the employee that he or she is administering a verbal warning, that the employee is being given an opportunity to correct the condition, and that if the condition is not corrected, the employee may be subject to more severe disciplinary measures.

#### WRITTEN WARNING

**Written Warning:** This notice may be issued by the supervisor or Chief Officer in the event the employee continues to disregard a verbal warning, or if the infraction is severe enough to warrant a written record in the employee's personnel file.

#### **Procedure**

1. The supervisor or District Chief will put in writing the nature of the infraction in detail and sign the notice.
2. The District Chief will discuss the written warning with the employee and the immediate supervisor to be certain that the reasons for the warning are understood.
3. A copy of the written warning will be given to the employee at the time of the discussion of the warning. The original copy will be placed in the employee's personnel file.
4. A written warning may be removed from the employee's personnel file after a period of one year (12 calendar months) at the request of the employee and with the approval of the District Chief, provided that no further disciplinary action is taken during the 12-month period. If



## *Disciplinary Actions*

---

subsequent disciplinary action is necessary, the written warning becomes a permanent record in the employee's file.

### WRITTEN REPRIMAND

**Written Reprimand:** A written reprimand may be issued by the supervisor or District Chief in the event the employee continues to disregard previous disciplinary measures of verbal or written warnings, or the severity of the infraction is such to warrant a written reprimand be made a permanent record in the employee's file. A written reprimand **REQUIRES** the approval of the District Chief.

#### **Procedure**

1. The supervisor or District Chief will put in writing the nature of the infraction in detail and sign the notice.
2. The District Chief will discuss the reprimand with the employee and the immediate supervisor to be certain that the reasons for the reprimand are understood.
3. A copy of the written reprimand will be given to the employee at the time of the discussion of the infraction. The original copy will be placed in the employee's personnel file.
4. A written reprimand becomes a permanent record of the employee's file and may not be removed at the discretion of the District Chief.

### PROBATION

**Probation:** An employee may be required to serve an additional probationary period for disciplinary reasons for up to six months, which may be extended once for up to an additional six months. If placed on probation for disciplinary reasons, all provisions of probationary status apply, unless otherwise specified. At the end of the probation, the employee may be returned to regular status, demoted or terminated. Only the District Chief may place an employee on probation for disciplinary reasons.

#### **Procedure**

1. The District Chief will put in writing the nature of the infraction in detail and sign the notice.
2. The District Chief will discuss the disciplinary action with the employee and the immediate supervisor to be certain that the reasons for the action are understood.
3. A copy of the written action will be given to the employee at the time of the discussion of the infraction.
4. The original copy will be placed in the employee's personnel file.
5. At the end of the probation, the District Chief shall put in writing the result of the probation: return to regular status, continuation of probation, demotion or termination. A copy of the document ending or extending the probation shall be placed in the employee's personnel file.

## *Disciplinary Actions*

---

6. In the case of demotion or termination the District Chief shall follow the processes for those actions.

7. Written records of disciplinary probation become a permanent record of the employee's file and may not be removed at the discretion of the District Chief.

### DEMOTION

**Demotion:** Demotion may be used in rare instances where an employee is clearly unable to satisfactorily perform the responsibilities of their position but is capable of performing in a position of less responsibility and otherwise exhibits the qualities of a good public employee. Demotions may be recommended by the District Chief with final approval by the District Board of Fire Commissioners.

#### **Procedure**

1, A predisciplinary meeting is required prior to a demotion for disciplinary reasons.

In cases that demand immediate action, the District Chief may make an immediate temporary demotion pending the outcome of the predisciplinary meeting. The employee shall continue to be compensated at the higher rate until a final determination is made.

### SUSPENSION

**Suspension:** This form of discipline must be recommended by the District Chief and can only be used for a severe infraction of rules or standards, or for continued violation after the employee has received one or more written warnings and has made little or no effort to improve performance. It should be applied only after a thorough evaluation by the District Chief, with final approval by the Board of Fire Commissioners.

1. The District Chief will put in writing all facts leading to the recommended suspension, and the duration recommended.

2. A predisciplinary meeting will be held with the employee to make certain that the employee is fully aware of the reasons for the considered action and has an opportunity to respond and supply additional information. The process for a predisciplinary meeting is described further in this section.

3. In cases that demand immediate action, The District Chief may suspend an employee pending the outcome of a predisciplinary meeting. After a final determination is made by the Board of Fire Commissioners, the employee shall be entitled to all regular compensation for time not included in the disciplinary action.

4. Exempt personnel are not subject to unpaid disciplinary suspensions except in increments of full work weeks unless the infraction leading to the suspension is for a violation of a safety rule of major significance.

## Disciplinary Actions

---

### TERMINATION

**Termination:** All District employees serve at the pleasure of the ~~Board of Fire Commissioners~~ Fire Chief. Subject to any applicable state or federal laws, or specific provisions in employment contracts, the ~~Board of Fire Commissioners~~ Fire Chief may discharge any employee at any time with or without cause. Removal from employment should normally follow verbal and/or written warnings previously given and made a part of the employee's personnel file. A predisciplinary meeting is required for all terminations.

1. A regular employee terminated from employment will normally be given at least two weeks notice with a letter of dismissal. However, in the event the infraction or situation is so serious that it requires "on the spot" removal, the employee will leave his work station immediately, if so directed by the District Chief or his/her designee, ~~and later be given a termination letter explaining reasons for the action.~~
2. Copies of all disciplinary actions and termination letters are to be placed in the appropriate personnel record.
3. ~~A final written performance appraisal will be completed on any terminated employee.~~

### PREDICIPLINARY MEETING

**PREDISCIPLINARY MEETING:** The District Chief will provide for and arrange a predisciplinary meeting prior to demotion, suspension or termination of a regular employee.

1. The predisciplinary meeting shall be attended by the District Chief and ~~a quorum of the Board of Fire Commissioners~~ another officer as witness.
2. ~~The predisciplinary meeting shall be conducted in closed executive session unless an open public meeting is requested by the employee in question. (Any action by the Board shall be taken in an open public meeting).~~
- 3.2. The employee shall remain available for contact and shall be notified of the time, date, and place of the predisciplinary meeting no less than 48 hours in advance.
- 4.3. If the employee in question is not available for contact or chooses not to attend the predisciplinary meeting the meeting shall proceed in his/her absence.
- 5.4. The employee in question will be provided, in writing, with a notice of the infraction and an explanation of the reasons for disciplinary action no less than 48 hours prior to the predisciplinary meeting. The employee will be given an opportunity to respond verbally or in writing, as to why the proposed disciplinary action should not be taken.
- 6.5. The District's explanation of the reasons for disciplinary will be sufficient to apprise the employee of the basis for the proposed action. This rule, however, will not be construed to limit the employer at subsequent hearings from presenting a more detailed and complete case, including presentation of witnesses and documents not available at the predisciplinary meeting.

# South Whidbey Fire EMS

South Whidbey Fire/EMS Policy Manual

## *Disciplinary Actions*

---

7.6. The employee may have legal counsel or labor representation present at a predisciplinary meeting.

8.7. Should it be determined that disciplinary action is necessary following the predisciplinary meeting, written notice of discipline will be given to the employee. Such notices are to include the alleged infraction and a general statement of the reasons for the action, and become a part of the employee's personnel file.

# The LOCAL Program

Real Estate and Equipment  
Financing for Local Governments



Office of the State Treasurer

Mike Pellicciotti  
Washington State Treasurer

Revised October 2022

## Contact Information

**Brianna May**

COP Program Manager  
(360) 902-9022

[Brianna.May@tre.wa.gov](mailto:Brianna.May@tre.wa.gov)

**Destiny Duenas**

COP Program Analyst  
(360) 902-9019

[Destiny.Duenas@tre.wa.gov](mailto:Destiny.Duenas@tre.wa.gov)

**Stephanie Richardson**

COP Financial Analyst  
(360) 902-9005

[Stephanie.Richardson@tre.wa.gov](mailto:Stephanie.Richardson@tre.wa.gov)



## What is the LOCAL Program?

- A cost-effective way for Washington municipalities to finance equipment and/or real estate projects, including property acquisition and construction of new facilities
- LOCAL financing is structured as a financing contract (lease) offered through the Office of the State Treasurer (OST)



*City Hall Building for the City of Brier*



# Program Participants and Leases Since 1999

Government Partners	Number of Leases
School District	278
Fire District	257
City	238
County	42
Hospital District	17
Park and Recreation District	16
Metropolitan Park District	13
Port District	8
Mosquito Control District	3
Public Utility District	3
Housing Authority	2
Irrigation or Reclamation District	1
Library District	1
<b>Grand Total</b>	<b>879</b>

Type of Equipment/Real Estate	Number of Leases
Commercial Vehicles -- Buses, Fire Trucks	348
Vehicles -- Cars & Trucks	135
Real Estate Buildings/Land	116
Energy Updates & HVAC	94
Road/Warehouse Vehicles -- Tractors, Forklifts	49
Other	47
Machinery	29
Computers & Peripherals	17
Communication Systems	16
Office Equipment & Furniture	12
Boats, Aircraft, Recreational Equipment	8
Portable Buildings -- Modular classrooms, yurts	8
<b>Grand Total</b>	<b>879</b>



## Lease/Purchase Structure – Certificates of Participation

---

- Participants enter into a financing contract (lease) with the Office of the State Treasurer (OST)
- OST pools the various lease agreements across all LOCAL participants and packages them as a security called a Certificate of Participation (COP)
  - COP's are similar to municipal bonds in that they are structured with regular principal and interest payments and sold to investors
  - Investors that purchase the COP are guaranteed a fixed income stream from the lease payments throughout the life of the financing contract
- The local agency retains ownership of the property throughout the term of the lease





## LOCAL Program Details

---

- The LOCAL Program requires participants to have a general obligation pledge and the ability to levy property taxes
- Minimum borrowing threshold of \$10,000 per lease/contract
- Maximum borrowing amount is decided on a case-by-case basis, based on the borrower's non-voted debt capacity and ability to repay the lease
- The length of each financing contract is based upon the useful life of the asset:
  - For real estate transactions, the maximum term is 25-years
  - For equipment, the maximum term is determined by the Office of Financial Management Capital Asset useful life schedule:

<https://www.ofm.wa.gov/sites/default/files/public/legacy/policy/30.50.htm>



## Benefits – Low Interest Rates

- The LOCAL Program allows participants access to the national tax-exempt market through a competitive bid process, regardless of the size of their financing contract
- By pooling with the State's Aa1 rated COP issuances, LOCAL participants are able to take advantage of the State's very low tax-exempt interest rates
  - (see Appendix A for most recent rating report)

LOCAL  
*Estimated Interest Rates*  
*as of 10/27/2022*

<u>Term</u>	<u>Equipment*</u>	<u>Real Estate*</u>
3 Years	3.44%	
4 Years	3.48%	
5 Years	3.52%	
7 Years	3.57%	
10 Years	3.68%	
20 Years		4.48%

*\* Interest rates shown above include all financing costs. Past interest rates do not predict future interest rates. Actual interest rates are determined by the competitive bids received on the date of sale.*



## Benefits – Administration

---

- The LOCAL Program is user friendly, as OST manages all technical aspects of the program, including:
  - General administration
  - Structuring
  - COP Issuance
  - IRS tax law compliance
  - Continuing disclosure
- To reduce costs and increase efficiency, the LOCAL Program uses standardized documents and a set repayment schedule
  - Lease payments are due on June 1 and December 1
- Once funds are available, proceeds can be sent directly to a participant's vendor or as a reimbursement to the local agency



# Timeline

## Preliminary LOCAL Program Timeline \*

Funds Available In	Project Type	NOI & Credit Application Cut-Off	All-Documents Cut Off	Sale Date	Funds Available	First Payment Due
February '23	Real Estate	November 4, 2022	Early January 2023	February 2023	February 2023	June 1, 2023
	Equipment	November 15, 2022				
June '23	Real Estate	March 3, 2023	Late April 2023	June 2023	June 2023	December 1, 2023
	Equipment	March 17, 2023				
November '23	Real Estate	July 6, 2023	Mid-August 2023	October 2023	November 2023	June 1, 2024
	Equipment	July 20, 2023				

\*All dates are tentative and subject to change; dates for future sales will be established after the current sale is completed

- OST plans to go market three times in 2023, with funds expected to be available in February, June and November
- Funds are available approximately two weeks after the sale date

# Appendix B – Financing Documents

*Note: OST prepares all documents, to be filled out and completed by Local Agency*

- Financing Documents
  1. Form of Reimbursement Resolution
  2. Authorizing Resolution/Ordinance
  3. Local Agency Financing Contract/Lease
  4. Local Agency Financing Lease Memo
  5. Local Agency Site Lease and Site Lease Memo (Real Estate Only)
  6. Tax Certificate
  7. Opinion of Local Agency Counsel
  8. Escrow Letter
- Certificates
  - Certificate of Authorizing Resolution/Ordinance
  - Certificate Designating Authorized Agency Representatives
  - Certificate of Incumbency
- Other
  - Construction Contract (Real Estate Only)
  - Evidence of Property Insurance (due after purchase of property)
  - Title Insurance Policy (Real Estate Only)