



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 August 10, 2023 – 5:30 p.m. Minutes – *Approved*

In Attendance: Commissioner Noblet, Commissioner Erickson, Chief Walsh, and Kathryn Nguyen

Audience: Chief Dilley, Leah Kalahiki, Ashton Helseth, Sean McDougald, Cooper Ullmann, Kat Crowe, Alex McMahon, Blake Benenati, Karly Diffie

Zoom Audience: Commissioner Towers

Call to Order.

Commissioner Erickson called the meeting to order at 5:31 p.m.

Approval of Agenda.

Addition- Strategic planning meeting

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

The motion carried unanimously.

Public input.

None

Consent Agenda.

Approval of Minutes.

Regular Meeting on June 8, 2023

Finance Officer's Reports.

Budget position Report

Treasurer's Report

Monthly Vouchers.

Dated 07/20/2023 for Account Payable/Liabilities EFT and Voucher 230702001-230702058 in the amount of \$207,362.92

Dated 07/21/2023 for Payroll Liabilities Voucher 230703001-230703004 in the amount of \$4,716.76

Dated 08/03/2023 for Accounts Payable EFT and Voucher 230801001-230801029 in the amount of \$61,324.00

Dated 07/27/2023 for Payroll EFT in the amount of \$57,076.36

Total Warrants Approved \$330,480.07

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

The motion carried unanimously.

Member Update.

Kana Helseth- Volunteer

Chief Walsh said that Kana's mother is a department member and had already completed the onboarding process.

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

The motion carried unanimously.

Unfinished Business.

Mid-Year Budget Adjustment

Kathryn Nguyen presented the mid-year budget adjustments. She described the individual BARS codes that require adjusting and explained the reasoning.

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

The motion carried unanimously.

Policy 105- second reading

New Business.

Mid-Year Budget

Chief Walsh presented the mid-year budget adjustments explaining funds expected to be over and under-budgeted amounts. Due to the vacant Finance Officer position during the budget process, some costs needed to be more accurate. Reducing the Station Replace or Fire Apparatus fund would cover the expense deficiency. The Department will adjust the Budgeting process for future years.

Commissioner Towers requested to postpone purchasing new Tenders until Chief Walsh creates a replacement schedule.

Commissioner Noblet inquired about the previous practice with vehicle purchasing.

Chief Walsh explained that the Department utilizes a custom specification list. Chief Walsh was open to new ideas and practices.

Commissioner Erickson asked what would be the source and amount for the adjustments.

Chief Walsh said he would provide a revised adjustment at the next meeting in August.

Commissioner Noblet questioned the additional funding necessary for a station replacement.

Chief Walsh explained how the Standard of Cover would address individual obligations for capital replacement.

Commissioner Towers expressed his desire to leave funds in station replacement until the Standard of Cover is complete.

Commissioner Noblet suggested purchasing land and examining funding options to build a new station.

Commissioner Towers asked if the communication equipment would bring the Department to an adequate level.

Chief Walsh explained how grant denial caused increased funding to purchase portable radios.

Commissioner Appointment for Budget Working Group

Commissioner Erickson expressed her interest in the appointment.

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

The motion carried unanimously.

Strategic Plan Meeting

Chief Walsh proposed a meeting on August 19, 2023, at station 36.

Whidbey Health Contract

Chief Walsh presented an updated contract with Whidbey Health. The only change from the previous agreement was the contract date.

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

The motion carried unanimously.

Liz Loomis

Chief Walsh suggested contracting Liz Loomis for Levy consulting services. Due to increasing demand, her availability for new clients is limited.

Commissioner Erickson questioned the scope of work and the dates listed on the contract of September 1, 2023, to August 31, 2024.

Chief Walsh said he would get clarification regarding the dates. He would request that Liz Loomis define the scope of work in the contract.

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

The motion carried unanimously.

Announcements

Chief Walsh provided the annual update presenting the call volume, fourth seat coverage, MERV coverage, volunteer recruitment, 2023 fire academy graduation, new work groups, and staffing models.

The Island County Fair will be the weekend of August 4, 2023. The Department would have the smokehouse and an aid booth set up.

The Department pinning ceremony will be on August 5, 2023.

Commissioner Comments.

Commissioner Erickson provided an ICOM update addressing the contract finalization with Gilt. There is an anticipated fee increase of 20% for 2024.

Executive Session.

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

Commissioner Towers called the meeting into executive session at 6:54 p.m. for 20 minutes.

Commissioners Towers called the meeting back to regular session at 7:14 p.m.

Actions Taken as a result of Executive Session

None

Adjourn.

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

The motion carried unanimously.

Commissioner Erickson adjourned the Regular Meeting of the Board of Commissioners at 7:15 p.m.

Kathryn Nguyen,
District Board Secretary