

**SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
July 20, 2023 – 5:30 PM
Minutes - Approved**

Join Zoom Meeting
<https://us06web.zoom.us/j/2208026387?pwd=WWNSR3JscUhZK3ZHU3JOV05ZOHF1UT09>
Meeting ID: 220 802 6387
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I. Call to Order

Called to order by Commissioner Towers at 5:30 pm

II. Approval of Agenda

Addition to agenda: Liz Loom

Commissioner Erickson motioned, Noblet second

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

Approval of Minutes

Regular Meeting on June 8, 2023

Finance Officer's Reports

Budget position Report

Treasurer's Report

Monthly Vouchers

\$516,909.98

Erickson motion, Noblet second

IV. Member Update

Rowen Stephens

Chief Walsh- has been through the entire vetting process. He would be at St 35 volunteer. Is a flight instructor working on Whidbey Island.

Commissioner Noblet asked what invoked Rowen to volunteer

Rowen- always been involved in comm service and knows a staff at the department

Erickson moved, Noblet second

V. Unfinished Business

Apparatus Update

Chief Walsh- number of vehicles out of service. New engine is at Cascade being worked on and they expect the engine will be finished end of august. Ambulance and brush unit should be finished end of august. First aid units will be

end of July. Issue scheduling remaining units due to excess demand. Camano said they could take remaining units and do final fitting. One will be done in one week and will get a date on remaining vehicles.

Towers asked if all three units would be done in August.

Chief said looking more like September

Noblet asked how long would need to push back

Mechanic Posting

Chief- received seven applications. Two had great experience. One interview July 19. Very experienced/qualified. Will continue discussing if truly interested. does not have EBT but had California equivalent and will only need to take the test for qualifications.

VI. New Business

Mid-year Budget

Chief- goes over accounts that were underbudgeted and funds over budgeted. Hospital payments and investment interest are over expected budget. Regular property tax and new construction tax should have been rolled into property tax.

Building the budget without a finance officer did cause the over budget. There is an additional deficiency which could be funded by either reducing station replacement or Fire Apparatus. Will need to make adjustments to budget process.

Towers- would like to postpone ordering new tenders until we create a replacement schedule and know what is needed.

Noblet asked how vehicles were purchased in past.

Chief- bought off of list. Additional options in how/where to purchase

Noblet asked if that will be in standard of cover or need additional meeting

Chief- could need a separate meeting or with strategic plan meeting

Towers- will probably need several meetings and try to schedule meeting soon

Chief- okay with taking funds out of fire apparatus instead of station replacement. New part of budget process will be to decide how much funding to put in capital, reserve, contingency.

Erickson asked exactly what will be moved and from where.

Chief stated that will come back with revised document

Noblet asked how much addition would need to fund station replacement

Chief stated hoping after standard of coverage will see if that is the best option

Towers stated would be happy leaving funds in station replacement until standard of coverage is complete and can decide most need for either station or apparatus.

Noblet stated could purchase land first and then figure out funding for build.

Chief- leave all funds in station replacement and take from fire apparatus.

Towers stated would review until next months meeting. Asked if communication equipment would bring department up to need.

Chief said increasing fund amount a little to purchase portable radios this year. Have not been successful with grants.

Will continue applying in future.

Noblet said need to figure out if need to mail newsletters.

Erickson said need good strategic communication plan and what methods we use.

Commissioner Appointment for Budget Working Group

Towers said need to appoint a commissioner.

Erickson said she is happy to

Noblet motioned, Towers second

Strategic Plan Meeting

Chief proposed 08/19/23 at station 36.

Whidbey Health Contract

Chief- new contract fees based on AV \$.035/\$1,000.00.

Noblet motion, Erickson second

Liz Loomis

Chief stated Liz is extremely experienced and has worked with her in the past. Her calendar is filling up as demand is increasing.

Erickson asked if date is correct, sept 1, 2023- aug31, 2024.

Towers asked if should push the timing out a few months

Chief stated will communicate about the date if contract is signed.

Towers said has strategic plan, financial plan

Erickson asked what is the timing for scope of work

Chief- can ask if Liz will add scope of work to the contract

Noblet stated that scope of work would develop over time

Erickson and Noblet would like additional time in the future to process and read over contract and documents

Erickson moved, Noblet second

I. Announcements

Chief presented annual update stating call volume, 4th seat coverage, Merv coverage, volunteer recruitment, 2023 fire academy graduation, created new work groups, budget work group, staffing models. Fair will be the weekend of august 4th. Will have smoke house, aid booth. Pinning ceremony august 5th.

II. Comments from Commissioners.

Erickson- icom update still finalizing contract with Gilt. Looking at budget and anticipating increase of about 20% with fees.

III. 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.

Called session to order by Towers at 6:54pm

Called back to regular session by Towers at 7:14pm

IV. Action taken as a result of the Executive Session

V. Conclude

Called by Towers at 7:15pm

Erickson motions, Noblet second

Kathryn Nguyen,
District Secretary