



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS
Administration Building, 770 NE Midway Blvd. #1 Oak Harbor, WA
Phone: 360-675-1131 Email: Admin@nwfr.org

Board of Fire Commissioners Special Meeting Minutes
November 23rd, 2020
9:00 am

Approved

1. Call to Order –

Chairman Koorn called the meeting to order at 9:05 am. Also, in attendance was Commissioner Goen, Commissioner Lamont, Fire Chief Clark, Division Chief Swiger, Division Chief O'Connor, Battalion Chief Lacy, and Secretary Torgerson.

2. 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. Chairman Koorn mentioned the board was going into executive session for one hour. The board would be back at 10:05. The board came back at 10:05 and mentioned they were going to extend the exclusive session for another hour. The board back to regular session at 11:05. No decisions were made.

3. Hospital Contract - Fire Chief Clark asked the Board if they had any questions on the proposed contract for 2021. Commissioner Goen asked about section 1.4 of the contract. Fire Chief Clark explained that this section talks about backfilling the ambulance with coverage. Commissioner Goen would like to add that the back fill will not be guaranteed. Commissioner Goen wanted an explanation on section 1.6. Chief Clark mentioned that this section explains that when ambulances are out of service Whidbey Health has the right to bill us for that time we are out. The board would like this section revised to reflect three (3) out of four (4) vs. two (2) out of three (3) ambulances out of service in this article. Commissioner Goen would like to separate the lease of station 27 and the EMS contract. Currently the contract is for 300k for EMS service and for a lease of station 27. He would like to see this section changed and have two contracts with WH for 285K for the EMS contract and 15k for the rental lease.

Commissioner Lamont asked if WH can still request for a split crew? Chief mentioned they can, but we can refuse. Commissioner Lamont asked if there would be charge if NWFR was out of service? Chief Clark said there would be a charge. However, WH would have to bill the district for that lost time. The adjusted rate would be \$34.25 per hour based on the \$300k annual contract. Chief Clark told the board that the contract would pay about 94 percent of the crew wages. There is a section in the contract that states fire comes first then EMS. In an instance that the district would need the crew for a fire call it would be allowed to use the FF/EMT's. Commissioner Lamont also Chief Clark who would be responsible for giving the order not to take calls, and Chief stated it would be the Chief's responsibility to make that call. Chief Clark explained that in the terms of agreement both parties have to provide 120 days' notice if either party would like to end the agreement. There is also another clause that talks about giving a shorter amount of notice. Either party can give a 30-day

notice if there is a change in finances. Chairman made a motion to approve the contract with the below changes implemented:

- 1.4: Backfill language to include that we will attempt to backfill the ambulance, but coverage is not guaranteed
- 1.6: Revise language to reflect three (3) out of four (4) vs. two (2) out of three (3) ambulances out of service in this article
- 1.13: Adjust hourly rate from \$34.25 (based on \$300k annual contract) to proportional hourly rate for 285k annual contract
- 1.15 Delete, make separate station (27) rental agreement at \$15k annually
- 2.5 Adjust annual contract amount to \$285k

Commissioner Goen second it.

Motion carried with simple majority.

4. Public Hearing

- **Review 2021 General Funds Revenues** - The only changes that were made was under the revenue section was the amount NWFR is getting from the EMS contract. The amount decreases to \$300k.
- **Review 2021 General Reserve Investment Funds**
- **Review and Discuss General Fund Expenditure, Operations, and Maintenance Costs** - Fire Chief Clark mentioned the Lid lift had passed and that would allow the district to purchase equipment that is greatly needed. Unfortunately, NWFR did not have the opportunity to continue operating with two ambulances next year. The new EMS contract is only for one ambulance. However, he mentioned the island would still have five ambulance operating. There will be four ALS that are staffed with paramedics and one BLS ambulance that we will staff. There will be an increase in higher level of EMS services. Fire Chief and Commissioner Lamont meet with the advisory committee every month and are currently evaluating the stations. The chief has asked them to come up with strategic plans on how to improve all the stations.

Other changes on expenditures that have been changed were the training budget. The fire container project will need about 10k next year to complete it. The levy cost the district \$30k. The bill from Island County has not arrived yet. It is said that the invoice would be mailed to us in December. NWFR will have an audit next year and that will cost us \$15k.

- **Review Capital Funds** - Chief Clark reiterated that the levy lid lift was a specific capital expense. When the strategic plan is completed potential expenses would be capital vehicles, land acquisition, two engines, radios, and SCBAs. Chief mentioned the district spent over \$75k on just repairs. He believes that buying new engines and equipment would be our best option and move away from used or refurbished. The district has no spare SCBA's and the ones we have will expire soon. We are currently using used radios. We are sending faulty radios to be repaired and its costing the district more to repair them than to actually buy new ones. We will be buying a bigger extractor, five-inch hose, and purchasing computers. All these expenses will cost 2.1M. Fire Chief Clark will have a capital projection plan done to show the board and the community where all the levy lid lift funds will go towards.

Chairman Koorn asked the public if anyone has question's concerning the budget? There was no comment from the public. Chairman made a motion to approve the 2021 budget and commissioner Goen second it.

unanimously.

Motion carried

5. Budget Approval:

- Resolution #473 Substantial Need Resolution - Chairman Koorn made a motion to approve Resolution #473 Substantial need resolution, Commissioner Goen second it.

Motion carried unanimously.

- Resolution #474 Adopting Budget for 2021- Chairman Koorn made a motion to approve Resolution # 474 Adopting the Budget for 2021, Commissioner Goen second it.

Motion carried unanimously.

- Resolution #475 Increase Property Taxes by 1%- Chairman Koorn made a motion to approve Resolution #475 Increase Property Taxes by 1%, Commissioner Goen second it.

Motion carried unanimously.

- Authorizing Administrative Manager to Sign the 2021 Levy Certification- Chairman Koorn made a motion to have Administrative Manager Torgerson sign the Levy Certification, Commissioner Goen second the motion.

Motion carried unanimously.

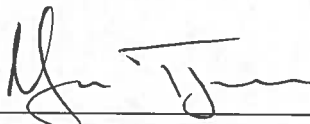
6. **Credit Card Purchase Request** - Fire Chief Clark asked the boards approval to use the district credit card to purchase a car port that would be put in one of our stations. The purchase is over the 1,000 limit that the board had established. Chairman Koorn made a motion to approve the credit card purchase, Commissioner Lamont second it.

Motion carried unanimously.

7. **Purchase Orders Process** - Chairman Koorn asked the board and Chief to table this subject for another time, reason being that one of the commissioners had left early and would like to have everyone present for this discussion.

8. **Adjourn Meeting** - There being no further business and by mutual consent, the special meeting of the Board adjourned at 11:45 am

Attest



Monica Torgerson

Board Secretary/Administrative Manager