



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

Approved
Board of Fire Commissioner Regular Meeting Minutes
Jan 14th, 2019
6:30pm

CALL TO ORDER

Chairman Koorn called the Regular Meeting at 6:30 pm and in attendance was Commissioner Lamont Commissioner Goen, Fire Chief Biller, Chief Swiger, LT Brandhorst, FF/EMT Reinstra, Secretary Torgerson, Lyle Zimmerman, and Teresa Jenkins.

PUBLIC COMMENTS.

N/A

ADDITIONS TO AGENDA

a) VFIS

MINUTES

a) By mutual consent, the Board approved the minutes of the Regular Meeting Dec 10th, 2019.

APPROVE EXPENDITURES

a) After review by the Board the following expenditures, which total \$187,071.66 a motion was made by Chairman Koorn and seconded by Commissioner Lamont to approve the expenditures and vouchers for payment.

General Batch # 84G for Voucher 191201001-191201016 dated 12/04/2019 in the amount of \$36,237.26

General Batch # 85G for Voucher 191202001-191202024 dated 12/11/19 in the amount of \$20,269.10

General Batch # 86E for Voucher EFTP'S dated 12/11/19 in the amount of \$13,215.13

General Batch # 87D for Voucher 2065-2139 dated 12/20/19 in the amount of \$57,140.91

General Batch # 88P for Voucher 191204001-191204006 dated 12/20/19 in the amount of \$16,034.91

General Batch # 89P for Voucher 191206001-191206003 dated 12/18/19 in the amount of \$15,913.42

General Batch #90G for Voucher 191205001-191205010 dated 12/18/19 in the amount of \$9,593.78

General Batch #91G for Voucher 191207001-191207019 dated 12/24/19 in the amount of \$16,370.69

General Batch #92G for Vouchers 191208001-191208006 dated 12/31/19 in the amount of \$2,296.46

Motion carried unanimously.

REVIEW INVESTMENTS

a) There were no investments made in the month of November

FINANCIAL REPORT

a) The Board reviewed the financial reports showing the District with total equity for cash activity for the month of December 1st-31st, 2019 which balanced to the reports from the Island County Treasurer. Chairman Koorn made a motion to approve the treasurer's report, Commissioner Goen second it.

Motion carried unanimously.



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UNFINISHED BUSINESS

- a) Personnel Leaving- N/A
- b) 2019 Budget Review. Commissioner Koorn mention he had spoken to the Accounting Manager about some items on the budget. They were all clarified and had no further questions. The Chair mentioned everything else looked great going into the new year.
- c) Fire containers-BC Swiger mentioned that he has worked on all the paperwork needed for this project and the policy for the fire containers. He will give the information to Fire Chief Biller for review.
- d) Duty Crew Assignments-Chief Biller mentioned he would like more time to go over the duty crew assignment with BC Swiger. He will get back to the Commissioners next month and update them on the progress.
- e) Training Officer- Commissioner Lamont wanted to start a conversation on a Training Officer position again. Chief Biller mentioned he would like to table this position until we have a new Fire Chief in place. Commissioner Goen wanted to know what rank this position would be. Chairman Koorn suggested researching the position to see how it can help the district. Commissioner Goen would like this position to have a Captain's job description. Chief Biller suggested being fifty hours a week FLSA flexible schedule. The chair also suggested the salary be \$50,000-\$75,000 per year. Chief Biller will work on this position and draft a job description.
- f) EMS Contract- Commissioner Lamont would like the Chair to be the point of contact for the EMS contract with Whidbey Health. Chief Biller mentioned that the district has not received any payment from Whidbey Health and has not received any statements mentioning how they are tracking the hours. He made a motion to have Commissioner Koorn start talking to Whidbey Health on renewing the contract in July, Commissioner Goen second it.

Motion carried unanimously.

- g) Levy – Chairman Koorn wanted to start talking about getting more information on the Levy process. He mentioned BC Swiger and himself had spoken to an ISO representative about the engines and their lifespan. He would like to know the levy deadlines for this year's elections. Chief Biller stated he would work on that and gather all that information for them for the next meeting.

NEW BUSINESS

- a) Turn-out Committee- BC Swiger mentioned that he will be purchasing turn out gear, He said the district needs about ten. He will gather a turn out committee and have the committee have two different options to choose from.
- b) Fire Academy FFI and FFII- BC Swiger mentioned there are 10 volunteers that are going to the academy this year. It will cost \$386.00 dollars per student for FF1 and FF2. The practical will be at station 54 and the classroom lectures will be in different stations with different instructors.
- c) State EMS Trauma Grant- BC Swiger mentioned we received the EMS Trauma grant in the amount of \$1,200. That money will be used for resupplying the EMS bag on the ambulances.
- d) Policy 16-04 Attendance Standard Revisions Chairman Koorn would like to discuss it next meeting. The Commissioners did not have enough time to review the policy thoroughly.
- e) Policy 13-03 Post Accident Testing- Chairman Koorn would like to discuss it next meeting. The Commissioners did not have enough time to review the policy thoroughly.
- f) Reso-461 Cancel Warrant 00573303- Chairman Koorn made a motion to cancel warrant 00573303 Commissioner Goen second it.

Motion carried unanimously.



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- g) Reso-462 Cancel Warrant 00574013 Chairman Koorn made a motion to cancel warrant 00573303
Commissioner Goen second it.

Motion carried unanimously.

- h) Reso-463 Cancel Warrant 00574014 Chairman Koorn made a motion to cancel warrant 00573303
Commissioner Goen second it.

Motion carried unanimously.

OPS CHIEF REPORT

- a) Engine repairs- Truck E21 is still being worked on.
b) Engine repairs for E25 is still being worked on.

CHIEF REPORT

- a) Recruitment efforts- Chief Biller mentioned that the position is being advertised until January 3rd, 2020 in Daily Dispatch, our website, and Facebook. He also looked at other places to advertise like Monster and Indeed. The office has received one more application so far.

COMMISSIONER REPORT

- b) Fire Chief position- Chairman Koorn mentioned there was a special meeting earlier in the day to skype the candidates for the Fire Chief position. The Commissioners at the end of the meeting deliberated on how to move forward and how would continue with the in-person interviews.

GOOD OF THE ORDER

ADJOURN MEETING

Adjourned at 7:40 pm.

Monica Forgeron Secretary of the Board