



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

Board of Fire Commissioners Regular Meeting Minutes

May 12th, 2020

6:30 pm

Approved

CALL TO ORDER

Chairman Koorn, called the meeting to order at 6:30 pm. Also, in attendance were Commissioner Goen, Commissioner Lamont, Battalion Chief Swiger, Secretary Monica Torgerson, Lt Brandhorst, FF Reinstra, Theresa Jenkins, Sarah Reinstra, Larry Morse, Cathy Lemon

PUBLIC COMMENT

No Public Comment

ADDITIONS TO AGENDA

- **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 would go into and Executive Session at 7:35 pm and be back in 10 minutes. Board reconvened at 7:45pm. **No decisions were made.**
- **Levy/Bond** - Chief Clark mentioned that a lot of the district will need in the next five years will be apparatus', stations, and maintenance. By using a bond, we can put back the money we are using now for other admin functions and non ops. He stated we were all in a unique time because the public is in the state we are in, they are promoting the EMS and Fire Fighters. If the district goes for a bond, we would need to add Station 25 for repairs as well. We need to an assessment of everything we would like to rebuild or repair.
- If we would like to go for the Levy, he believed asking of 10-15 cent increase per thousand would be a great start. We have an opportunity to register for a Levy for November. If this is something that is possible, he believes it is imperative to start as soon as possible. Everyone from our admin staff, FF's, volunteers and Commissioners should be involved. Chief Clark asked for direction on this topic. Chairman Koorn mentioned we didn't have the time to research for a bond. By going with the levy, it will help set things up to apply for a bond at a later date.
- Commissioner Lamont asked if Chief Clark would have time to get everything together for November's voting election. Chief Clark does believe we have enough time. Commissioner Goen asked when is the deadline to submit the ballot? Chairman Koorn mentioned it was early August for the November election. Chief Clark mentioned our mission and goal should be the same. Chief Clark believes the goal is to show the public why it is important to have a Fire Department and all the services we offer to the public.
- All Commissioners are in favor for the levy instead of the bond. Chief Clark will talk to all members about the levy and the next step we need to take as a district in June.



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MINUTES

- By mutual consent, the Board approved the minutes of the Special Meeting April 9th, Regular Meeting April 14th, Special Meeting April 16th, and Special Meeting April 23rd, 2020.

Motion carried unanimously.

APPROVE EXPENDITURES

- After review by the Board the following expenditures, which total \$165,125.15 a motion was made by Chairman Koorn and seconded by Commissioner Lamont to approve the expenditures and vouchers for payment.

Motion carried unanimously.

REVIEW INVESTMENTS

- No investments made in April 2020.

FINANCIAL REPORT

- The Board reviewed the financial reports showing the District total equity for cash activity for the month of April 1st -31st, 2020, which balanced to the reports from the Island County Treasurer.

UNFINISHED BUSINESS

- Personnel Leaving – N/A
- 2020 Budget Review - After review, Chairman Koorn had a meeting with Chief Clark and Admin Manager Torgerson about the midyear budget and went over the budget. Commissioner Lamont mentioned Chief Biller showed them a chart last year that talked about carrying over 700k dollars from last year's budget, Commissioner Lamont's questioned whether that 700k dollars was carried over to 2021? Chairman Koorn mentioned it was. The district expected to have only 2M to carry over to 2020 and he actually had 671k that was carried over. The Board had no further questions for the Administrative Manager.
- Fire Containers - Chief Swiger has written a letter to Island County, requesting a usage agreement for the property on Schary Rd. (the former Sheriff's Office) where we would have a live training ground. He is still waiting on an answer from Island County.
- Training Officer Position - Chief Clark mentioned the district had five applicants that qualified however one has dropped out. We only have four now. He has set up an assessment center to do oral interviews, presentation, and two scenarios that consist of a command scenario and Human Resources scenario. The assessment will take place May 18th, 2020. On May 19th, 2020 whomever passes the assessment center will do an agility test. After selection our finalist we will come back to the Board to ask for a conditional offer for the finalist with a condition of passing background check, drug test and physical.
- Turn-out Committee – Chief Clark mentioned this project is on hold due to the pandemic.
- Petty Cash Audit: Commissioner Goen audited the petty cash account with documents and found everything in order.
- Survey and Rating Bureau- Chief Clark suspects the Bureau will postpone our survey for next year.



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- **COVID-19-** Station 25's agreement with Whidbey Health was extended to May 15th, 2020. Chief Clark doesn't believe they will extend again. Island County is doing a COVID-19 testing site for the public on May 18th and May 19th, 2020 at Oak Harbor High School from 11:00am - 7:00pm
- **Internal promotions-** Chief Clark mentioned there was eight application for Lieutenant promotions and two for Captain promotions. The deadline to submit the application is May 20th, 2020. There will be an assessment center for these promotions May 29th and May 30th, 2020. We would like to promote by June 1st, 2020 and start shadowing for 200. Commissioner Lamont would like an Organizational Chart. Chief Clark mentioned he will get that for him.
- **Annual Report-**Chairman Koorn mentioned that Admin Manager Torgerson has finished the annual report before the deadline. She will be submitting it in the next day or two. He thought it was well written and wanted to thank Mrs. Torgerson for all her hard work.

NEW BUSINESS

- Life Flight-Whidbey Health would like to land one of their helicopters at Station 27. They are looking for other areas they can land when their flight line is occupied. They were hoping to add a fuel source at our station. The fuel source will sit back east side of the parking lot and add a container and put gravel of 60x 60 on the area they will be using. This would be just for a short time. Their biggest issue is that they don't have an area to fuel their helicopter nearby. Chairman Koorn does not have any objections, Commissioner Lamont
- Resolution #467 Schedule Regular monthly Meetings. Chairman Koorn stated this resolution would be to go back to Station 25 from the Administrative Office. Commissioner Goen made a mention to have regular meeting at station 25 Commissioner Lamont second it.

Motion carried unanimously.

OPS CHIEF REPORT

- Engine repairs E27 - BC Swiger mentioned E27 was still being worked on. He also mentioned the air compressor head started leaking. The head gasket looked fairly new. The truck will be headed to Hugh's in Tacoma. The bill for other repairs for E27 came back and totaled 30k.

CHIEF REPORT

- Chief Clark mentioned they will have to replace a lawn mower. The one they have is from 2007 and needs about \$1,250.00 in repairs. He is just going to buy one that is \$2,400 instead.
- Surplus - The district has items they do not use anymore and would like to surplus them. Chief Clark mentioned they will go through Gov deals to get rid of items they are not using anymore.
- Grants - Chief Clark mentioned that the Radio, Covid-19, and Safer grants have been submitted. They should all be granted in the next few months.

COMMISSIONER REPORT



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GOOD OF THE ORDER

ADJOURN MEETING

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 8:27 pm

Attest

Monica Torgerson

Board Secretary/Administrative Manager