



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 Regular Meeting Minutes

June 8th, 2021

6:30 pm

Approved

CALL TO ORDER

Chairman Lamont called the meeting to order at 9:00am. Also, in attendance were Commissioner Koorn, Commissioner Goen, Chief Clark, Division Chief Swiger, FF/EMT Reinstra, FF Hocter, Mark Boberg and Secretary Torgerson.

PUBLIC COMMENT

No public comment

COMMENDATION AWARD

Chief Clark mentioned there were two individuals from the community that helped rescue a person from the water incident a few weeks ago. He wanted to thank Kris Hall and Jason Ruppel for all their help and support to the community.

BADGE PINNING

- Thomas Hocter was pinned to Lieutenant for North Whidbey Fire and Rescue.

ADDITIONS TO AGENDA

- Administrative Building Lease approval-Chief Clark mentioned to the board that there is a potential tenant for the administrative office. However, the tenant would like the upstairs and possibly some modifications to the upstairs space. The lease would mirror the last tenets lease. Chief Clark asked the board for approval to sign the lease if possible. Commissioner Korn made a motion to grant Chief Clark to sign the rental lease. Commissioner Goen second it and Chairman Lamont also agreed. **Motion carried unanimously.**
- Commissioner Koorn made another motion approving Chief Clark to spend up to \$15,000 for remodels if needed. Commissioner Goen seconded motion and Chairman Lamont also agreed. **Motion carried unanimously.**

EXECUTIVE SESSION RCW42.30.110

(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Chairman Lamont mentioned the board was going into executive session for fifteen minutes. The board will be back at 6:50pm. At 6:50 the Board came back from Executive Session. **No decisions were made.**

CONSENT AGENDA

Chairman Lamont made a motion to approve the minutes, vouchers for payments, and investments, matching to Island County Treasurers report. Commissioner Koorn second the motion.

General Batch #34G for Vouchers 210501001-210501014 dated 05/05/2021 in the amount of \$41,314.59

General Batch #35G for Vouchers 210502001-210502019 dated 05/12/2021 in the amount of \$22,891.61

General Batch #36G for Vouchers 210503001-210503024 dated 05/19/2021 in the amount of \$9,466.55

General Batch #37D for Vouchers 863-941-dated 05/28/2021 in the amount of \$65,020.38

General Batch #38E for voucher EFTPS dated-05/28/2021 in the amount of \$13,521.97

General Batch #39P for Vouchers 210506001-210506007 dated 5/26/2021 in the amount of \$20,791.43

General Batch #40G for Vouchers 210505001-210505016 dated 05/26/2021 in the amount of \$29,532

Motion carried unanimously.

UNFINISHED BUSINESS

Personnel Leaving:

James Valencic- was a Firefighter for the district

Rich Hoover- was an EMT for the district

2021 Budget Review – Commissioner Koorn mentioned there will be a midyear budget in July.

Covid-19 - The district is at 50% capacity. All the stations are open. We will follow the CDC guidelines and Washington State guidelines to continue operating and staying safe. L&I has come out with new attestation keep track of everyone that has been vaccinated.

AFG grants- AFG grants are still being evaluated. No news for NWFR

Engine HGAC/Bid Purchasing Package – There were three bids that came in from Pierce, Rosenbauer and Sutphen. Chief Clark opened the bid packages at the regular meeting. Pierce package was empty. There were no bids from them. Rosenbauer had two bids. First bid had a 5 percent bond, with specification that NWFR wanted for \$530,000 plus tax. The second one was a Demo for \$564,088 plus tax. They can deliver the Engine in 280 days. Sutphen's bid also had a bond and their cost was \$516,056 plus tax. They can deliver in 330 days. The Board would like Chief Clark to review all the bids to be able to award the bid at the next meeting on July 7th, 2021.

Strategic Planning Proposal from Fitch and Associates, LLC – Chief Clark mentioned the Strategic plan would help the district in figuring out what exactly the district needs to operate properly. It also needs public support. The advisory board did a fantastic job with providing us a community perspective of the district. Now we need a professional opinion from an outside company to help us structure our needs. Chairman Lamont agreed with Chief Clark. Commissioner Koorn and Commissioner Goen believe it is something that can be done inhouse. Commissioner Koorn suggested a workshop to figure out what the board and chiefs need to focus on. At this point the board agreed not to hire an external company to do a strategic plan instead to set up a workshop to evaluate the districts needs and future.

Policy 100.4.1 Personnel Hiring revision – The Board would like to table this policy until the next meeting. Commissioner Koorn made a motion to approve Policy 100.4.1. Commissioner Goen second the motion.

Motion carried unanimously.

Policy 100.4.2 Promotions revision – The Board would like to table this policy until the next meeting. Commissioner Koorn made a motion to approve Policy 100.4.1. Commissioner Goen second the motion.
Motion carried unanimously.

Policy 100.4.3 Annual Leave, Holiday and Sick Leave- Commission Koorn made a motion to approve Policy 100.4.3 Annual Leave, Holiday and sick leave. Commissioner Goen second it, and Chairman Lamont also approve it.
Motion carried unanimously.

Engine 24 – Chief Clark mentioned Engine 24’s pump transmission no longer works. It will cost the district \$15,000 for the repair. This engine has given the district a lot of problems in the past. It is ready to be replaced. Commissioner Korn asked Chief Clark if the engine can be sold for parts. Commissioner Goen mentioned he knew a company that may want parts from this engine. He will reach out to the company and let the board know at the next meeting.

New Business:

Repairs for Station 25 – Station 25’s water pump was down for a while but it has been fixed.

Resolution #485 Cancel Warrant – Commissioner Koorn made a motion to approve the Sunny Communication cancel warrant #00598421. Commissioner Goen second it.
Motion carried unanimously.

Resolution# 486 Cancel and Reschedule Meeting – Chairman Lamont made a motion to change to regular meeting on July 13th, 2021 to July 7th, 2021 due to conflict of schedules. Commissioner Koorn second it.
Motion carried unanimously.

Reso # 487- Surplus List- Commissioner Goen made a motion to approve the surplus list. Commissioner Koorn second it.
Motion carried unanimously.

OPS Chief’s Report:

- N/A

Chiefs Report:

- Station Renovation- Chief Clark mentioned the station rooms are still being worked on. Total cost to add rooms in Station 23 would be about \$3,000.
- Admin Positions - Fire Chief Clark mentioned that Commissioner Koorn, Admin Manager and he had interviewed two more candidates for the Accounting Manager position currently open. There was one candidate that did great in the interviews and he offered her the position. Commissioner Koorn would like to make a motion to offer her 15 days of sick and 15 days of vacation time to start with and moving forward add her to the level 3 for vacation equaling 15 days a year for vacation and 8 days a year for sick as by policy. Commissioner Goen second the motion.
Motion carried unanimously.
- New Rescue Truck- The truck is ready to be used and it is working great.
- VFIS Survey Recommendation – Chief Clark mentioned there was a survey done by the VFIS and the only thing that they recommended was to have an annual physical done for all volunteers and career members.

Commissioner Report:

Good to the Order

Adjourn Meeting

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 8:22pm.

Attest

Monica Torgerson
Board Secretary/Administrative Manager