

**NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS**  
**Administration Building, 770 NE Midway Blvd., #1, Oak Harbor, Washington**  
**MINUTES of the Regular Meeting on Apr 9, 2019 at 9:00**

**CALL TO ORDER**

- Chairman Lamont called the meeting to order at 9:00am. Also, in attendance were Commissioner Koorn, Commissioner Goen, Chief Kirko, Battalion Chief Swiger, Administrative Manager Damon, Board Secretary/Accounting Manager Monica Torgerson, Lt. Brandhorst, Lt. Horton, Retired BC Zimmerman, FF Cooper, Teresa Jenkins, Michael Pelzer, Ben Browning, Skye Lewandowski, Kris O'Conner, Bob Miller, George Lawson, Steve Hacke, Jodi Kirko, Scott Jackson, Laura Guido, Dale Esperum, Dan Horton, Mike Henderson, Larry Morse, Chris Turner, Mike Maletto, Nikki Breaux, Bill McCarthur.

**PUBLIC COMMENT**

- Bob Miller addressed the board to thank all the firefighters and responders for their fast response when he was in need two weeks ago.
- George Lawson addressed the board and asked about the legal section on the budget in 2018 and 2019. He wanted to know why the board had spent over three times their budget for 2018 and 2019? George also ask how long has Chief Kirko been here? Does he have a contract in place as the Chief?
- Larry Morse addressed the board and asked how much of the legal budget has been spent and for what purpose? Also asked when did the EMS contract expired? And what was the current statuses of the contract?
- The board mention there is a pending investigation taking place and cannot discuss any information dealing with the investigation and legal aspect of it. After the investigation is complete the board would answer any questions concerning the legal budget and Chief Kirkos' position. Commissioner Koorn answered the contract had expired in 2015. Chairman Lamont stated that the new contract is on the CFO's desk of Whidbey Health.

**ADDITIONS TO AGENDA**

None

**MINUTES**

- By mutual consent, the Board approved the minutes of the Special Meeting held on March 25, 2019, Regular Meeting held on March 26, 2019, and Special Meeting held on April 1, 2019.

**APPROVE EXPENDITURES**

- After review by the Board the following expenditures, which total \$11,081.89 a motion was made by Commissioner Koorn and seconded by Commissioner Goen to approve the expenditures and vouchers for payment. Motion carried unanimously.

**REVIEW INVESTMENTS**

- After review, the Board ratified investment March 20, 2019 made by Investment Officer Mark Kirko or Alternate Investment Officer Amber Damon

**FINANCIAL REPORT**

- None

**UNFINISHED BUSINESS**

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- Buildings – Ground BC Swiger is continuing to work on the plumbing issue. Nothing was reported
- Chief Kirko Reported that E21 and E25 are still in good condition and can still be in service however, though it would be ideal to consider the replacement or refurbishment of E21 and E25 it is not recommended at this time. Commissioner Koorn had concerns about the ISO rating and how their ratings may affect the rate for community members insurance. Chief Swiger mentioned that we do a DOT inspection every year and a NFPA inspection every two years to make sure all the firetrucks are maintained and ready for service.
- ST 25 Floor -Battalion Chief Swiger reported a quote from Slab Jack for Approximately \$3,700 for repairs to the bay floor at ST25. Commissioner Goen stated that he called Slab Jack and they indicated that if NWFR was the only customer that required them to come to the Island, it would only cost an additional \$200.00 so he suggested that we move forward with the repair. A motion was made by Commissioner Koorn and Second by Commissioner Goen to approve the Slab Jack quote. Motion carried Unanimously.
- The Resident Program is still in the development stages. Chief Kirko will continue to do more research on the project, cost and foot prints of the building needed for Resident Program. A detail report of the project will be delivered to the commissioners for review at a later date.
- Whidbey Health Contract –The contract is currently in the CFO's office with Whidbey Health for approval. Once we receive it, we will confirm the rate and if it will be prorated for January 2019. We will also, work on scheduling meetings with Whidbey Health to discuss the 2020 contract.
- Training Officer Position / Battalion Chief Position- The position was posted to several job links. It will be posted online for about a month. The office has received 3 applications so far.
- 2019 Budget Review- As a result, on the meeting held on 03/26/2019. Chief Kirko reviewed the budget detail report and noticed there were some budget revisions that need to be made. He will sit down with Administrative Manager and Accounting Manager to fix the sections that are over for this time of year due to wrong appropriation.
- 5 Year Budget Projections  
Administrative manager and Secretary of the board will have a draft on the 5-year Budget projections by the next meeting in May14, 2019
- 5 Year Equipment Replacement  
Chief Kirko is still working on this and hopes to have further information next month.

**NEW BUSINESS**

- Secretary of the Board announced to the board that there will be a five percent increase on the insurance. The reason was because of inflation guard on the districts building and content value and increase within the management liability to reflect 26 part-timers (up from last year).
- Student Work Experience Learning Program was accepted by the board for this particular applicate. However, Commissioner Koorn requested a procedure and guideline to be made and implemented for anyone else that would like to participate in this program prior to the next school year.
- Live Fire Containers are a great way to continue developing and training our Firefighters and volunteers FF. Chief Kirko mention there were other districts using these types of containers for

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training purposes. Commissioner Koorn asked for a more detailed plan on how these containers will be used and the liability of using these containers.

- The FF maintenance position will be available in the next two months. Commissioner Koorn would like a more detailed description on this position. Chief Kirko proposed two options for the replacement of the position currently held by Jessie. The first one was to possibly have a cleaning service take care of the admin building and have duty crew take care of lawn care. The second was to hire a FF/Maintenance person that would be a certified freighter and maintenance specialist.
- Resolution No.450, 04/09/2019 Appointing an Auditing Officer and an Alternate Auditing Officer was revised and a motion was made by Commissioner Koorn and seconded by Commissioner Goen to approve Resolution No.450. Motion carried unanimously.
- Secretary of the Board read out loud the Oath of Office and was sworn in.

**CHIEFS REPORT**

Chief Kirko advised the Board about the Attendance Policy from NWFR District Policy Attendance Standard 16.04 1(1.1) and that there are a few members that have not meet the criteria of attendance due to many absences. Commissioners approved to take the next step and proceed with Attendance policy procedure.

**COMMISSIONER REPORT**

- None

**EXECUTIVE SESSION RCW 42.30.110(1)(g)**

- Chairman Lamont called the Executive Session meeting to order at 10:05am to 10:20am
- (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public; In Attendance were Commissioners and Chief Kirko
- At 10:20 am Chairman extended Executive Session for another 10 minutes until 10:30am and extended the time once more to 10:40am
- No decisions were made
- 10:40 returned to regular meeting

**GOOD OF THE ORDER**

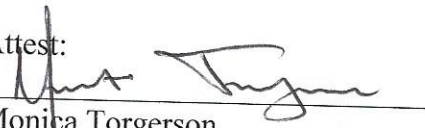
- Chief Kirko and the Board thanked everyone for coming.

**ADJOURN MEETING**

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 10:42am.

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Attest:

  
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Monica Torgerson,

Secretary to the Board/Accounting manager