



## NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Station 25, 2720 Heller Rd., Oak Harbor, WA  
Phone: 360-675-1131 Email: [Admin@nwfr.org](mailto:Admin@nwfr.org)

### Minutes

September 13<sup>th</sup>, 2022

6:30 p.m.

*Approved October 11<sup>th</sup>, 2022*

**Call to Order:** Chairman Marvin Koorn called the meeting to order at 6:31 pm. Also, in attendance were; Commissioner TJ Lamont, Commissioner Gerald Smith, Division Chief Chris Swiger, and Secretary Kathryn Nguyen.

#### **Additions to agenda**

None

#### **Public Comment**

None

#### **Consent agenda**

Minutes: Regular Meeting, August 9, 2022, Special Meeting, August 19, 2022.

Vouchers for payment approval or denial for June, July, and August 2022. Review of Investment, Financial report to match Island County Treasurer for July 2022.

*General Batch #38G for Vouchers 220602001-220602012 dated 06/8/2022 in the amount of \$18,495.36*

*General Batch #47G for Vouchers 220702001 dated 07/08/2022 in the amount of \$143.82*

*General Batch #53G for Vouchers 220802001-220802020 dated 08/10/2022 in the amount of \$26,291.50*

*General Batch #54G for Vouchers 220803001-220803018 dated 08/17/2022 in the amount of \$206,791.75*

*General Batch #55G for Vouchers 220804001-220804010 dated 08/24/2022 in the amount of \$1,443.29*

*General Batch #56G for Vouchers 220805001-220805011 dated 08/31/2022 in the amount of \$15,745.85*

*General Batch #56G (2) for Vouchers 220807001 dated 08/25/2022 in the amount of \$21,441.15*

*General Batch #56G (3) for Vouchers 220806001-220806015 dated 08/31/2022 in the amount of \$11,259.92*

*General Batch #57G for Vouchers 220901001-220901008 dated 09/07/2022 in the amount of \$1,036,919.96*

Commissioner Koorn asked if there were any comments on the consent agenda.

No comments

Commissioner Koorn asked for a motion to approve.

Commissioner Lamont moved to approve the motion; seconded by Commissioner Smith.

**Motion carried unanimously.**

Commissioner Koorn suggested moving the executive sessions to the end of the meeting.

The Board agreed and proceeded with personal leave.

#### **Executive Section: RCW 42.30.110**

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



## NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Station 25, 2720 Heller Rd., Oak Harbor, WA

Phone: 360-675-1131 Email: [Admin@nwfr.org](mailto:Admin@nwfr.org)

### **Executive Section: RCW 42.30.140(4)**

Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress."

### **Executive Section: RCW 42.30.110(1)**

(f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;

### **Personnel Leaving**

*Skye Levandowski*

*John Clark*

The last day will be September 2<sup>nd</sup>, 2022. Commissioner Koorn thanked Chief Clark for this time and efforts at North Whidbey Fire and Rescue.

### **Unfinished Business**

*Sta#25 Tree Trimming*

Chief Clark stated that the cost will be \$1,500 for each property.

Lieutenant Reinstra stated that the original quote was for the entire property. Lieutenant Reinstra went back to the property to investigate the affected area. The new quote reflects only the damaged area on the property.

Commissioner Smith asked if the property owners were content with the new quote.

Lieutenant Reinstra stated that the property owners were happy with the quote.

### *E-22 Update*

Lieutenant Reinstra stated that the new pump is installed and is waiting on the new wiring to be delivered.

Commissioner Smith asked if the sensor arrived.

Lieutenant Reinstra explained that he is looking for a sensor that is compatible with Engine 22



## NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Station 25, 2720 Heller Rd., Oak Harbor, WA  
Phone: 360-675-1131 Email: [Admin@nwfr.org](mailto:Admin@nwfr.org)

### **Budget**

None

### **New Business**

#### *Resolutions*

#### *513- Multiple Signatures at Heritage Bank*

Commissioner Koorn asked if there were any comments.

No comments.

Commissioner Koorn asked for a motion to approve.

Commissioner Lamont moved to approve the motion; seconded by Commissioner Smith.

**Motion carried unanimously.**

#### *514- Appointing Claims Receiving agent*

Commissioner Koorn asked if there were any comments.

No comments.

Commissioner Koorn asked for a motion to approve.

Commissioner Smith moved to approve the motion; seconded by Commissioner Lamont.

**Motion carried unanimously.**

#### *515- Appointing Auditing and Alternate Auditing Officer*

Commissioner Koorn asked if the district typically has three Auditing Officers.

Secretary Nguyen stated that it is typical for the district.

Commissioner Koorn asked for a motion to approve.

Commissioner Lamont moved to approve the motion; seconded by Commissioner Smith.

**Motion carried unanimously.**

#### *Union Contract*

None

#### *Cancel Warrant # 618855, 618520, 617967, 617119*

Commissioner Koorn asked for a motion to approve the resolutions.

Commissioner Lamont moved to approve the motion; seconded by Commissioner Smith.

**Motion carried unanimously**

#### *Treasurers Report*

Secretary Nguyen explained that all the Board signed Treasurers Reports since January 2019 are incorrect due to several reconciliation errors.

Commissioner Koorn stated that Secretary Nguyen is working on a corrective action report for the upcoming audit.

#### *Turn-outs for new members*

Chief Swiger stated that there is no compliant gear in stock. Only one of the new employees has the compliant gear. The district will need to order at least ten new sets. No additional gear will remain in



## NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Station 25, 2720 Heller Rd., Oak Harbor, WA

Phone: 360-675-1131 Email: [Admin@nwfr.org](mailto:Admin@nwfr.org)

stock if only ten sets are ordered. Chief Swiger stated that he would like to order fifteen sets instead of ten.

Commissioner Smith stated that he wants to have a back stock of gear.

Commissioner Koorn stated that he wants to order fifteen sets of new gear.

Commissioner Koorn asked for a motion to approve ordering fifteen sets of gear.

Commissioner Smith moved to approve the motion; seconded by Commissioner Lamont.

**Motion carried unanimously**

### *Receptionist Benefits*

Commissioner Koorn requested to skip the item.

### **Chief's Report**

#### *Chief Swiger*

Chief Swiger expressed his gratitude to the Marine rescue team and the great job they did. EMT class started, and the district enrolled one student. The EMR class starts on the 22<sup>nd</sup> of September.

Lieutenant Reinstra explained that the new radios have arrived. During testing, they were unable to receive transmissions from 25 yards apart. The radios are going through testing to identify the issue. Commissioner Koorn asked if any of the radios were in service. Lieutenant Reinstra stated that none were in service.

#### *Chief Clark*

Chief Clark stated that everyone who participated in the place rescue did a great job. The after-action will be held on the 23<sup>rd</sup> of September. The new fire engines are complete and ready for pickup.

Commissioner Koorn called for all three executive sessions for 60 minutes at 7:00 pm.

Commissioner Koorn extended for 25 minutes.

Commissioner Koorn called the meeting back to session at 8:25 am. No decisions were made in executive session.

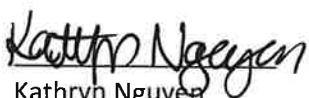
### **Good of the Order:**

**Adjourn Meeting** Commissioner Smith motioned to adjourn the meeting, Commissioner Lamont second.

**Motion carried unanimously.**

The Regular Meeting of the Board adjourned at 8:26pm.

Attest:



Kathryn Nguyen

Board Secretary/Accounting Manager