

NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS
Administration Building, 770 NE Midway Blvd., #1, Oak Harbor, Washington
MINUTES of the Regular Meeting on August 21, 2018 at 0900

Call to Order

- Chairman Koorn called the meeting to order at 0900. Chairman Koorn called a recess until 0915 to wait for Commissioner Lamont to arrive. Also, in attendance were Commissioner Goen, Chief Kirko, Battalion Chief Swiger, Alternate Representative Battalion Chief Zimmerman, Interim Secretary Damon, Lt. Brandhorst, FF Turner, FF Hernandez, FF Camp, FF Hoctor, Lt. Horton, FF Powell M. Commissioner Lamont arrived at 0919.

Public Comment

- None

Additions to Agenda

- None

Approve minutes of the Regular Meeting held on July 10, 2018.

- By mutual consent, the Board approved the minutes of the Regular Meeting held on July 10, 2018.

APPROVE EXPENDITURES

- After review by the Board the following expenditures, which total \$127,907.14, a motion was made by Commissioner Goen and seconded by Chairman Koorn to approve the expenditures and vouchers for payment. Motion carried unanimously.

REVIEW INVESTMENTS

- After review, the Board ratified investments 27-32 made by Investment Officer Mark Kirko or Alternate Investment Officer

FINANCIAL REPORT

- The Board reviewed Financial Report showing District total equity for cash activity during June 2018 and July 2018 which balance to the reports from the Island County Treasurer.

UNFINISHED BUSINESS

- Unfinished Business:
 - Buildings – Ground – Chief Kirko notified the board that Chief Swiger applied the cold patch in the bay at ST25 however it would only be a temporary fix and we will need start obtaining quotes to repair the floor properly.
 - Personnel Leaving – Chief Kirko announced to The Board that the following personnel were leaving the department.
 - Jordan, Danny – Moved
 - Knoff, Alec – Out of District
 - Armstrong, Michelle – couldn't make commitment
 - Dickens, Ryan – couldn't make commitment
 - Kruse, David – Moved
 - Vasileff, Ryan – Moved
 - Pierce, Cassandra – Joined Airforce
 - Burdick-Curtis, Colton – Joined Airforce

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- WhidbeyHealth Contract – Chief Kirko reported that the contract negotiations have not gone any further. Chief Kirko gave a list of bullet points to the Commissioners for review and discussion. Chief Kirko would like to discuss what is best for the district. Recommends scheduling another special meeting to go into in depth discussion on the contract.
 - Cost
 - More Definition
 - Non-District call compensation
 - Out of District response
 - Off-island transports
 - Annual increase
 - IT / Communications onboard ambulances
 - Filling staff vacancies at WH quarters with NWFR staff
 - Mandatory training time
- 2018 Budget position review – Commissioners reviewed and have no questions at this time.
- Position of Accounting Manager / Board Secretary – Interim Secretary Amber informed the Commissioners that we still haven't received any resumes. It is posted on our Facebook and on Work Source. The Commissioners agreed to post in the paper for another two weeks. At the regular September meeting Interim Amber recommended we discuss other options and moving forward.
- Lighting Project – Chief Kirko provided the Commissioners with a list of the mandatory items to purchase. E21, replace existing incandescent bulbs on the push up poles. E22/E27 replace brow light and the two halogen lights on each side. E26 – replace halogen flood lights with LED spot/flood combo on each side. T23/T27 install flood/spot combo lights on each side of truck and add a brow light for frt. Chief Kirko discussed the longevity of the HME's, if keeping for another five years or so then it would be advantageous to upgrade the lighting. What is the ISO ratings effectiveness on our trucks? Do we buy a rebuilt or new? A rebuilt is about 40% of the cost of a new. Would we want to keep an HME for a backup pumper to use for training, out of state MOB etc.? Commissioner Goen made a motion to proceed with the lighting replacement Chief Kirko requested. Commissioner Lamont seconded the motion. Chairman Koorn recommends pulling the expenses from Vehicle Repairs (approximately \$8,700) and Capital Vehicles (approximately \$4,700.00). Motion carried unanimously.
- Cell Phones – Chief Kirko informed the Commissioners that we are waiting on the final cost from AT&T with any specials and we've given them our final list of needs. Hopefully we will have that within the next week.
- RMS / ERS – ERS has all our RMS exports and they are working on getting all our data uploaded. We have also sent over our personnel, occupancy and training codes for import. Chief Swiger is working on the Apparatus export to send to ERS.
- Duty Crew – Chief Kirko asked, what is our plan moving forward? How do we make it sustainable? Chairman Koorn recommended tabling this until we have an in-depth discussion on the WhidbeyHealth contract. Chief Kirko suggested that we need to do this very soon and not push it off any further, we really need to make headway on this. Chief Kirko will have a draft of the contract changes to the Commissioners by next week. Some questions to start thinking about would be; Do we have room for expansion? What are we required to do? What do we want to

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do? What can we afford? Chairman Koorn suggested tentatively scheduling a special meeting for September 5th at 0900 to discuss.

- 200-12 Fiscal Management Policy – Chairman Koorn recommended lining out what the change was and adding the new to the amended so it's clear on what was changed. Chairman Koorn removing "majority and replacing with "a Commissioner". Add an amended date to the top of the policy. Commissioner Lamont made a motion to approve the policy with the suggested changes. Commissioner Goen seconded the motion. Motion carried unanimously.

NEW BUSINESS

- Station 28 / 3 Sisters – Chief Kirko informed the board that we have not yet heard from 3 Sisters and that they have until the end of the month to respond to our letter. Chairman Koorn said that he would contact Ron Muzzall about the sale of the station. If they chose not to purchase the station the board agrees to have it posted in the paper.

CHIEF'S REPORT

- Chief Kirko announced to the board that we are working on an upcoming Fire Academy. The Open House will be October 8th to co-inside with Fire Prevention Week from 4-7. Chief Kirko is hoping the Child Safety House will be ready and the main attraction. He'd like to see us partner with other agencies in using the Child Safety House. The Rotary is looking into sponsor capabilities to keep the house maintained and help with educational costs. Chief Kirko informed the Board that we are staying busy constantly. He hopes to get the policy review back into place once the WhidbeyHealth contract is moving forward.
- Chief Kirko informed the board that we only have a couple Wildland Volunteers available. Some of them went to work with Skagit. Chief Kirko would like to have a tender available to send out on State MOB, Chairman Koorn agrees.

COMMISSIONER REPORT

- Commissioner Goen reported that he would not be attending the upcoming NAEFC Seminar in Vegas or the Snure Seminar in Yakima. Chairman Koorn and Commissioner Lamont will let Amber know if they plan on attending either once they check their schedules.

EXECUTIVE SESSION RCW 42.30.110G

- At 1005 Chairman Koorn announced that The Board would go into executive session to discuss RCW 42.30.110G, to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session would end at 1020. At 1020 Chairman Koorn announced they would need another 10 minutes and asked Chief Swiger and Chief Kirko to join them. Another 10 minutes was added on and the executive session ended at 1040.
- At 1040, the regular session reconvened Chairman Koorn announced that there were no decisions made during the Executive Session.

GOOD OF THE ORDER

- None

ADJOURN MEETING

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- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 1040.

Attest:



Amber Damon, Interim Secretary to the Board