



## NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Administration Building, 770 NE Midway Blvd., Oak Harbor, WA

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

### Minutes

June 14<sup>th</sup>, 2022

6:30pm

*Approved August 9<sup>th</sup>, 2022*

**Call to Order:** Chairman Marvin Koorn called the meeting to order at 6:30pm. Also, in attendance were Commissioner TJ Lamont, Commissioner Gerald Smith, Chief John Clark, Division Chief Chris Swiger, and Secretary Kathryn Nguyen.

#### **Additions to agenda**

Duty crew grievance due to staffing

#### **Public Comment**

None

#### **Consent agenda: Minutes:**

Regular Meeting, June 14<sup>th</sup>, 2022,

Vouchers for payment approval or denial for the month of December. Review of Investment, Financial report to match Island County Treasurer for December 2021.

*General Batch #31G for Vouchers 220501001-220501016 dated 05/04/2022 in the amount of \$6,927.08*

*General Batch #32G for Vouchers 220502001-220502014 dated 05/11/2022 in the amount of \$13,881.47*

*General Batch #33G for Vouchers 220503001-220503011 dated 05/18/2022 in the amount of \$11,679.21*

*General Batch #34G for Vouchers 220504001-220404020 dated 05/18/2022 in the amount of \$14.91*

*General Batch #35G for Voucher 220507001-220507016 dated-05/19/2022 in the amount of \$6,475.31*

*General Batch #36P for Vouchers 220508001-220508008 -dated 05/27/2022 in the amount of \$16,932.41*

*General Batch #37G for Vouchers 220601001-220601021 -dated 06/01/2022 in the amount of \$35,407.69*

*General Batch #38D for Voucher 495-557 dated-05/27/2022 in the amount of \$53,058.17*

*General Batch #39E for Vouchers EFTPS dated-05/27/2022 in the amount of \$10,361.45*

Commissioner Lamont moved to approve the Consent Agenda Section; seconded by Commissioner Smith.

**Motion carried unanimously.**

#### **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

Commissioner Lamont called for an executive session for 30 minutes at 6:35pm.

Commissioner Lamont called for an extension of executive meeting until 7:10pm.

Chairman Koorn call the meeting back to session at 7:10pm. No decisions were made in executive session

#### **Personnel Leaving:**

Ann Conto – Relocating to Tennessee

#### **Unfinished Business:**

Radio Replacement-

Chief Clark explained that he created a report based on the current radios and the quality of them. The report indicates no value in current radios. Chief Clark states that the radios on hand are putting out



## **NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS**

Administration Building, 770 NE Midway Blvd., Oak Harbor, WA

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

low wattage and ineffective. The radios are within the current budget means and require no additional funding.

Commissioner Smith questions paying for four radios in one rig and replacing compliant radios.

Chief Clark stated that users speaking on the same channel can lead to missed information. Chief Clark states that the district can reduce the number of radios purchased due to compliant radios.

Commissioner Koorn expressed his concerns with the amount of remaining Levy funds and the impact if radios are purchased.

Commissioner Lamont said that he does not have a problem with purchasing portable radios.

Commissioner Smith moved to approve the portable radio purchase; seconded by Commissioner Lamont.

**Motion carried**

**unanimously.**

Division Chief #2 conv. to Battalion Chief of Admin/Support; Auth for ad/hire-

Commissioner Koorn states he is fine with announcing the position at \$80,000. The additional Chief will assist with workload distribution.

Commissioner Lamont expressed his desire to see additional Firefighters rather than Chiefs.

Commissioner Smith said that he was fine with announcing the position but will need qualified candidates if hiring.

The Commissioners discussed the option of first advertising in house or advertising to the public. They decided to announce to the public and Chief Clark would address the Commissioners before hiring.

Commissioner Koorn moved to approve Battalion Chief; seconded by Commissioner Smith.

**Motion carried unanimously.**

### **New Business:**

EMT- Student MOU

Chief Clark explained that the revised form contains an agreement stating that the candidate must complete EMT and fire fighter training within one year of service or will have to pay back the funds. Commissioner Smith requested to add the statement, 'exceptions may be made by approval of the Chief.'

Chief Clark stated that he would first like to take the document to Snure as it is a legal document.

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

**Motion carried unanimously.**

E-22 Repairs

Chief Clark explained that it will cost the district around \$40,000-50,000 in repairs. The required maintenance was not performed resulting in the higher repair cost.



## **NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS**

Administration Building, 770 NE Midway Blvd., Oak Harbor, WA

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

Commissioner Koorn stated that the district will need to fix the rig regardless. Lt. Reinstra stated “when we first started, we put around \$20,000 on exhaust system and have not been able to figure out what is wrong with it. There is blown head gasket and could be a head issue.”

### **Budget adjustments:**

Chief Clark addressed the budget adjustments. He stated that the Receptionist line item increased due to an additional day of work. IT Professional Services, Training Supplies, Admin Professional Services, and Operations Postage and Shipping have increased.

Commissioner Koorn asked the board if they had any questions. Commissioner Smith and Lamont had no comment. Tabled until next meeting.

### **Overhead garage door: Heater Cut Off Switch**

Chief Clark stated that he found an interface only, but he would like to find a system that works with the doors. Commissioner Smith suggested a switch that may work well. Chief Clark stated that he will look further into the product.

### **FTC permit:**

Chief Clark explained that the district is now being required to get a permit for the Firefighter Training Center. The permit requires any structure over 120 square feet to be permitted. The district is consulting with an engineer for the building permit. The issue may cost \$7,500 to fix the structure issue.

Commissioner Koorn moved to approve \$7,500; seconded by Commissioner Smith.

**Motion carried unanimously.**

### **Ops report:**

None

### **Chiefs report:**

Island county fire inspection: Chief Clark stated he received an email stating that the agreement for inspections has not been kept up and requested a response. Due to Covid, recent year inspections have not happened. County states that it is the districts requirement to do the inspections but with sufficient staffing levels. Challenges may arise if only Chief Clark and Chief Swiger remain the only certified inspectors.

Commissioner Lamont asked for details about the inspection course. Chief Clark explained that it is a 40-hour class, and the district can hold a class for employees. Commissioner Koorn expressed his concern with the insurance and liability issues that may arise. Commissioner Smith asked why the County is not doing them. Chief Clark explained that the County does not have staff to perform the inspections, but they would do Camino inspections if necessary.



**NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS**

Administration Building, 770 NE Midway Blvd., Oak Harbor, WA

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

Chief Clark addressed the new Volunteer applicants. He stated that out of the 22 applications received, 11 applications are going through the final process.

Commissioner report:

None

**Good of the Order:**

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

**Motion carried unanimously.**

The Regular Meeting of the Board adjourned at 8:33pm.

Attest:

*Kathryn Nguyen*

Kathryn Nguyen

Board Secretary/Accounting Manager