



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

July 7th, 2021

6:30 pm

APPROVED

CALL TO ORDER

Chairman Lamont called the meeting to order at 6:30pm. Also, in attendance were Commissioner Koorn, Commissioner Goen, Chief Clark, Division Chief Swiger and Secretary Torgerson.

PUBLIC COMMENT

FF/EMT Horton asked the commissioner if they can continue to pay overtime to cover all the open shifts. The board mentioned they are working on the issue and will evaluate the current situation.

Joe Biller – Spoke to NWFR Commissioner Board and stated that he has seen a lot of improvement over the last year. Everyone at NWFR has showed commitment and dedication to the organization. He also stated that he loves all the professionalism the district has shown.

BADGE PINNING

- FF/EMT Ian Walton was pinned to Captain for North Whidbey Fire and Rescue.
- FF/EMT Frank Valencic was pinned to Lieutenant for North Whidbey Fire and Rescue.
- Chris Geiger was pinned to Safety/Training Captain for North Whidbey Fire and Rescue.

ADDITIONS TO AGENDA

- Whidbey Tech Solution contract
- Commissioner Koorn would like to add an Executive Session at the end of the meeting.
EXECUTIVE SESSION RCW42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Chiefs Report:

Station 23 and District Office Renovations (Floor Relocation) & New Lease - Fire Chief Clark mentioned to the Board that Station 23's renovation was going well. Service Alternatives has agreed to rent the upstairs level in the district Office. They will sign a five-year contract with an increase in rent every year. They did request a few renovations such as new carpet, painting, and a few alterations to the offices. We should expect the renovation to the offices to be completed in the next month. Service Alternative will start using the facility starting October 1st, 2021. For the District Office Renovations all the planning is completed and renovations will start by the end of the month.

Bequest of \$25,000 from Donald Borgman – Fire Chief Clark mentioned the district received a donation of \$25,000 from a formal volunteer from the district.

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 #41G for Vouchers 210601001-210601011-dated 06/02/2021 in the amount of \$22,976.94

General Batch #42G for Vouchers 210602001-210602007 dated 6/09/2021 in the amount of \$4,172.55

General Batch #43G for Vouchers 210603001-210603017 dated 6/16/2021 in the amount of \$8,851.80

General Batch #44E for Vouchers EFT -dated 06/25/2021 in the amount of \$12,826.94

General Batch #45D for voucher EFTPS dated-02/19/2021 in the amount of \$61,649.42

General Batch #46P for Vouchers 210605001-210605007 dated 6/25/2021 in the amount of \$23,862.51

General Batch #47P for Vouchers 210606001-210606002 dated 6/23/2021 in the amount of \$16,912.52

General Batch #48G for Vouchers 210607001-210607016 dated 6/23/2021 in the amount of \$13,302.42

General Batch #49G for Vouchers 210608001-210608011 dated 6/30/2021 in the amount of \$5,330.48

Motion carried unanimously.

UNFINISHED BUSINESS

Personnel Leaving:

- Jocelyn Laphorne - Duty Crew/Moving
- Dillon Sather - Vol/ Military
- Bryan Mollitor - Duty Crew/Military

Bid Award for Engine(s) Purchase

Fire Chief Clark gave the Board of Commissioners a package a few day before the meeting with his recommendation for the purchase of Engines. He has collaborated with all the chiefs in the office to evaluate both vendors that had submitted bids. After careful consideration he had provided the board with his recommendation. He recommended to purchase from Sutphen. He also recommended to purchase two engines instead of one. Sutphen provides a five-thousand-dollar discount on the second engine and we will also have the extra property tax revenue coming in from the Levy that passed last year. The total from the two engines will be roughly \$980,000. Commissioner Korn mentioned he would be willing to purchase both engines with some conditions. He would like to see a five-year plan for equipment and to not close any stations. He also stated the district needs to reevaluate their needs versus their wants. With that said, Commissioner Koorn Made a motion to approve the purchase of two engines from Sutphen with all the conditions stated. Commissioner Goen second the motion and Chairman Lamont also agreed. **Motion carried unanimously.**

Chief Clark asked the board to set up a Special meeting August 20th to have a work shop done with them. Board agreed.

2021 Budget Review – Commissioner Koorn mentioned the midyear budget will be pushed to August in order for Chief to be back from his trip.

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 to keep track of everyone that has been vaccinated.

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

New Business:

Interagency Data Sharing Agreement with the Office of Washington State Auditor - Administrative Manager Torgerson mentioned the State Auditor Offices had sent this Interagency Data Sharing Agreement to have it signed. There was a law that recently had passed stating the State Auditor would have access to all government files if need. The board gave consensus for the Fire Chief to sign the agreement.

Easement Renewal Agreement with Frontier Communications Northwest - Administrative Manager Torgerson mentioned the Easement Renewal with Frontier Communication was fast approaching and would like to have it renewed again. Commissioner Koorn mentioned he would like the rent to be increase from \$600.00 a year to \$1,200.00 a year. By board consensus they would like to increase the annually rent. Administrative Manager Torgerson will get ahold of them and let them know about the proposed change.

Reso-488 Appointment: Secretary of the District/Accounting Manager & Oath - Commissioner Koorn made a motion to appoint Natalie Boyer as the new Secretary of the Board/Accounting Manager. Commissioner Goen second the motion and Chairman Lamont also approved it. **Motion carried unanimously.** Natalie Boyer's Oath was done at the meeting.

Reso-489 Appointment: Auditing Officer; Alternate Auditing Officer for the District - Commissioner Koorn made a motion to approve the new changes on Resolution #489 appointing Auditing and Alternate Officers. Commissioner Goen second it and Chairman Lamont also approved it. **Motion carried unanimously.**

Reso-490 Appointment: Claims Receiving Agent and Alternate Claims Receivable Agent for the District - Commissioner Koorn made a motion to approve the new changes on Resolution #490 appointing claims receiving and alternate agent for the district. Commissioner Goen second it and Chairman Lamont also approved it. **Motion carried unanimously.**

Reso- 491 Multiple Signers at Heritage Bank - Commissioner Koorn made a motion to approve the new changes on Resolution #491 appointing multiple signers at Heritage Bank. Commissioner Goen second it and Chairman Lamont also approved it.

Motion carried unanimously.

OPS Chief's Report:

- N/A

Commissioner Report:

Whidbey Tech Solutions- Commissioner Koorn mentioned the board was the only one that can cancel contracts for the district. He asked Administrative Manager Torgerson why Whidbey Tech Solution receive a 30-day notice to cancel all services with them. Administrative Manager Torgerson explained that Fire Chief Clark had not been satisfied with the services. They had not been punctual several times and had not fallowed through in a sensible time frame. She mentioned she was under the impression that Fire Chief Clark was able to cancel the agreement when the letter was sent out. By board consciences they would like to rescind the notice and continue working with them.

Executive Session RCW42.30.110

(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 7:30pm. At 7:50 the Board came back from Executive Session.

No decisions were made.

Good to the Order

Adjourn Meeting

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 7:51pm.

Attest

Monica Torgerson
Board Secretary/Administrative Manager