



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

Minutes

November 9th, 2021

6:30pm

Approved: 01/12/2022

Call to Order:

Chairman TJ Lamont called the meeting to order at 6:33pm. Also, in attendance was Commissioner Marvin Koorn, Commissioner Jerry Goen, Chief John Clark, Division Chief Chris Swiger, FF/EMT Casey Pregartner, Chaplain Ron Lawler, and Secretary Brenda Ibarra.

Public Comment: No public Comment

Oath of Office:

Casey Pregartner

Pastor Ron Lawler- FD Chaplin #2

Additions to agenda: No additions to the agenda

Consent agenda: Minutes Special Meeting September 14th, 2021, and Regular Meeting October 12th, 2021. Vouchers for payment approval or denial for the month of September. Review of Investment, Financial report to match Island County Treasurer for August 2021 and September 2021.

General Batch #71G for Vouchers 211001001- 211001017 dated 10/07/2021 in the amount of \$43,071.11

General Batch #72G for Vouchers 211002001-211002021 dated 10/13/2021 in the amount of \$18,537.51

General Batch #73P for Vouchers 211004001-211004009 dated 10/22/2021 in the amount of \$20,239.93

General Batch #74E for Vouchers EFTPS-dated 10/22/2021 in the amount of \$14,013.48

General Batch #75G for Vouchers 211005001-211005020 dated 10/20/2021 in the amount of \$18,241.79

General Batch #76D for Voucher 1700-1764 dated-10/22/2021 in the amount of \$58,369.11

Chairman Lamont requested to set aside last month's minutes and table until next meeting.

Commissioner Koorn made a motion to approve consent agenda with the exceptions of last month's minutes; seconded by Commissioner Geon.

Motion carried unanimously.

Unfinished Business:

Personnel Leaving

- Christopher Hernandez- turned in resignation
- Hannah Tripp – relocated to another state
- ~~Lauren Nelson~~ correction Lindsay Beard – relocated to another state

Citizen's Committee:

Appointment: John McClaine

An interview was conducted by Fire Chief Clark and Commissioner Koorn; both gave a



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recommendation to appoint John McClaine to the board.

Commissioner Koorn made a motion to approve John McClaine as a new board member to the Citizen Committee; seconded by Commissioner Geon. **Motion carried unanimously.**

Strategic Plan Discussion - Survey Redistribution Presentation: Fire Chief Clark discussed surveying a group of the public on their district's expectations in the first quarter of 2022, as well as provide the public with district information like response time, personnel staffing, and information about the district.

New Business:

2022 Budget Final Reading/Discussion

Commissioner Koorn requested to monitor and limit upcoming year's expenses.

A motion was made to approve Budget 2022, with the understanding no increase approval raises in payroll or capital expenditures by Commissioner Koorn; seconded by Commissioners Goen.

Motion carried unanimously.

Resolutions

Resolution to Adopt the Budget No. 497: A motion was made to approve Resolution to Adopt the Budget No. 497: Budget 2022, by Commissioner Geon; seconded by Commissioners Koorn.

Motion carried unanimously.

Ordinance/Resolution No. 498: A motion was made to approve Ordinance/Resolution No. 498 with understanding no approval on raises in payroll or capital expenditures by Commissioner Koorn; seconded by Commissioners Goen.

Motion carried unanimously.

Levy Certification: A motion was made to approve Levy Certificate No. 499 with understanding no approval on raises in payroll or capital expenditures by Commissioner Goen; seconded by Commissioners Koorn.

Motion carried unanimously.

Resolution No. 500 - Warrant Cancel 00605613: Commissioner Koorn made a motion to approve the Resolution 500 to Cancel Warrant 00605613; seconded by Goen. **Motion carried unanimously.**

Vehicle Exhaust Systems Bid Reading and Approval:

Bidder 1: Air Exchange; Total Bid Price: \$ 76,184.56

Bidder 2: Key Mechanical; Total Bid Price: \$132,857.67

Bidder 3: PSF Mechanical; Total Bid Price: \$233,495.00 plus taxes



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Commissioner Koorn made a motion to award the bid to Air Exchange with conjecture all bid documents will be reviewed by Fire Chief prior to awarding the bid; seconded by Commissioners Goen.

Motion carried unanimously.

Approval/Confirmation Verbal Authorization: Station #22 Furnace (Emergency Replacement) –

Estimate \$7-10k: Fire Chief Clark discussed Station #22 furnace is requiring emergency replacement. He requested verbal authorization to contract Nordic Temperature bid of \$6,317. No public bidding is required it is in the small roster project.

Commissioner Koorn made a motion to give verbal approval and authorization to Fire Chief Clark to contract Nordic Temperature to replace furnace at Station #22; seconded by Commissioner Goen.

Motion carried unanimously.

Boat Steering (both vessels): Preventative Repairs & Cost: Chairman Lamont mentioned he requested for Chief O'Conner to research replacing the boat steering and replacing the tubes.

Chief O'Conner provided estimate cost for replacing the boat steering: EQ Harbor Service submitted a quote for to install new helm pump and new hydraulic hoses for \$640.00 plus tax for M-21. Flowers Marine submitted a written quote for \$1550 to replace the entire steering system for M-22.

Chief O'Conner provided the following information about the tubes: He reached out to Wings Manufacturer, who nowadays constructs four different types of tubes. Wings tubes have a life span of 7 to 8 years; our boat was purchased in 2002. Wings has not provided an estimate; they are researching our parts.

New Copier Lease – Canon: Fire Chief Clark made a recommendation to switch copier agreement from Xerox to Canon.

Commissioner Koorn made a motion to give authorization to Fire Chief Clark to sign contract with Canon to replace copier equipment; seconded by Commissioner Goen.

Motion carried unanimously.

MOU Whidbey Resource Chaplin: Fire Chief Clark discussed providing Mental Health Resources for our district personnel and community. The district currently has added two new Volunteer Chaplains who are providing support to our personnel. By having the MOU Whidbey Resource Chaplain will allow us to provide resources not only to our personnel but to the public, i.e., providing support/comfort to families at an incident if required. Whidbey Resource Chaplain request a financial support of \$1,000.00 per calendar year. Commissioner Koorn had a concerned if the district was legally able to use public funds as a donation for a 501 (c) 3 organization.



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Commissioner Koorn made a motion to give authorization to Fire Chief Clark to sign MOU with Whidbey Resource Chaplin with a conjecture to verify with district's legal team regarding usage of public funds to donate to a 501 (c) 3 organization; seconded by Commissioner Goen.

Motion carried unanimously.

Executive Section: RCW 42.30.110 (G) (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee:

Chairman Lamont called Executive Session for 10 minutes at 7:25pm.

Chairman Lamont called meeting to order at 7:36; No decisions were made during executive sessions.

OPS Chief's Report: Division Chief Swiger reported no injuries occurred on Mobile Home Fire.

Fire Chief's Report: Fire Chief Clark presented Response Personnel breakdown showing the number of personnel assigned to each station and an "Average Response Time" by "Response Zone" comparison chart from 2020 to 2021.

Commissioner Report:

Commissioner Koorn reported status on ICOM; Anthony Slowik is Acting Administrator/Director.

Commissioner Goen no report at this time.

Chairman Lamont: Requested Fire Chief Clark to set up a meet with Sheriff's Department regarding water rescue capabilities.

Fire Chief Clark reported he reached out to Snure, district's legal team regarding personnel leaving the scene when there is an aggressive/dangerous situation. Snure recommend developing a district policy detailing the process.

Good of the Order

Adjourn Meeting: Commissioner Koorn motion to adjourn the meeting; Commissioner Goen second.

Motion carried unanimously.

The Regular Meeting of the Board adjourned at 8:08pm.

Attest:

Brenda Ibarra

Brenda Ibarra

Board Secretary/Accounting Manager

Signature: Brenda Ibarra
Brenda Ibarra (Jan 12, 2022 10:31 PST)

Email: bocsec@nwfr.org

11A November 9th, 2021 Regular Meeting Minutes

Final Audit Report

2022-01-12

Created:	2022-01-12
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