



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

Regular Meeting Agenda

October 8th, 2020

6:30pm

Approved

1. Call to Order

Chairman Koorn, called the meeting to order at 6:30 pm. Also, in attendance were Commissioner Lamont, Commissioner Goen, Chief Clark, Div. Chief Swiger, Safety/Training Officer Kiyokawa, Secretary Torgerson, Admin Assistant Falk, FF/EMT Pelzer, FF/EMT Valencic, FF/EMT Maletto, Joe Biller.

2. Public Comment

FF/EMT Pelzer asked if the board had reviewed the pay rate for the duty crew. Chair Koorn state they have discussed it individually but have not done anything with it. Chief Clark stated all pay items for duty crew are part of union negotiation at this point.

3. Public Hearing

- **Review 2021 General Funds Revenues** - Chief Clark mentioned the budget has not changed much. He has added several line items for wildland deployment revenue and expenditure. For deployment purposes the department intends to use volunteers instead of duty crew and use older equipment that is currently not being used by the department. They also leave with older engines when assisting in wildland fires.
- **Review 2021 General Reserve Investment Funds** - No changes here.
- **Review and Discuss General Fund Expenditure, Operations and Maintenance Costs** - Chief Clark stated that for salaries we have added 3 percent for administration and have not provided any change for duty crew nor the volunteers at this time. Training budget funds have been moved to other training budget line items that he though would be more beneficial. The MSAR line items were also moved from maintenance to consumables. Maintenance budget line item was high this year with all the repairs for the engines. Hopefully with all the repairs done in 2020 there won't be as many for 2021 budget.
- **Review Capital Funds** - Capital equipment has a 248k expenditure for next year, but if the levy does not pass we will have to change this around. There is a rescue that needs to be replaced however it will depend on the levy lid lift. Chairman believes we would end up at an 11 percent difference after spending all the fund for 2020. The excel sheet is for informational purposes.

4. Additions to Agenda

- **I-Com Report** – I-Com is looking to buy a new system for 2021. Chairman Koorn believes there will not be a big change in charges for the district. As he reviewed their numbers, he mentioned their numbers were slightly off. I-Com will double check the numbers and bring it back to their board of commissioners next month. He believes the board will pass the new



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system. Most budgets are approved at this time here on the island so it may cause problems for other entities. Chairman Koorn mentioned other 911 dispatch centers in other counties have been replacing their systems. I-Com has not had big problems with theirs, but they have had their system for about 7 years. He will inform the board and chief on any new information as it comes.

- **Personnel Evaluation; Not Action-** Chairman Koorn mentioned after the Executive Session there will be a Personnel evaluation and not a personnel action as advertised.

5. Consent Agenda

- Minutes from regular meeting Sept 8th and special meeting Sept 25th, 2020.

Vouchers for payment approval or denial. Review of Investment, Financial report to match Island County Treasurer for Aug1-Aug 30th, 2020.

- General Batch #62G for Vouchers 200901001-200901016 dated for 09/02/2020 in the amount of \$21,114.38
- General Batch #63G for Vouchers 200902001-200902014 dated 09/09/2020 in the amount of \$22,744.76
- General Batch #64G for Vouchers 200903001-200903022 dated 09/16/2020 in the amount of \$27,718.67
- General Batch # 65D for Vouchers 1538-1618 dated 09/25/2020 in the amount of \$74,405.69
- General Batch # 66E for Vouchers EFTPS dated 09/23/2020 in the amount of \$16,584.17
- General Batch #67P for Vouchers 200905001-200905008 dated 09/23/2020 in the amount of \$49,302.54
- General Batch #68G for Vouchers 200906001-200906016 dated 09/23/2020 in the amount of \$7,918.94
- General Batch #69G for Vouchers 200907001-200907011 dated 9/30/2020 in the amount of \$137,696.61
- Commissioner Goen asked what the signs were changed for. It was mentioned that those signs were for the district office. Signs were bought for the entrance and hallways. He also asked what was the charge for \$124k? Chief Clark responded saying that that charge was for three new vehicles. Chairman Koorn made a motion to approve the consent agenda Commissioner Lamont second it.

Motion carried unanimously.

6. Unfinished Business

- **Personnel Leaving**
 - Carlee Wilkie - Duty Crew works at south
 - Andrew Soberman - MSAR member. Leaving due to military orders.
 - Ron and Debora Rogers – The Rogers have given their resignation as firefighters. They will take some time off and possibly be back after their vacation as support members.
- **2020 Budget Review** - Chairman Koorn looked at the budget and thinks it looks good. He had a few questions on some line items. He will get with Admin Manager to review and go over the budget.



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- **Fire Containers** - Division Chief Swiger went to the Island County meeting. Commissioner Johnson want to see the land first before signing the contract with us.
- **Covid-19** - We are still in phase 3. Fire Chief Clark stated the district will continue to have all meetings via Zoom or Facebook as well as in person.
- **Grants** - All the grants were awarded. The district did not get any other than the COVID- 19 Grant for \$5,200.
- **Advisory Committee** - Fire Chief Clark has met with the committee. Their focus for the next few months would be gathering research about station locations. They will come up with a strategic plan for personnel and stations.
- **Van Dam Road Property Sale**- Record show the property was bought for 147k and it is worth the same amount today. Fire Chief Clark received the information from a respected realtor in town. Board has no comments concerning the property at this time.
- **ST 27 Property** – Board asked the chief to do more research on this property last month. He researched it and when the property was bought it came with 2.5 acres. Nothing has been done to it since. We cannot expand the station without more land. Chairman Koorn asked if Island County can do an exemption or go for a permit to make an add-on. He mentioned we do not need it now, but it would be a good avenue to research. Fire Chief Clark’s recommendation would be to buy more land instead of the on-going toe permit way.
- **ST 22 Rental Agreement with Whidbey Health** - Chairman Koorn made a Motion to have Fire Chief Clark sign the agreement with Whidbey Health. The lease would be for a year at \$1250 a month with a 30-day clause. Commissioner Goen second it.

Motion carried unanimously.

- **Policy 200.7 Wildland Policy Revision** – There were some changes made to this policy. Section 5.4 and 5.4.1. were added. There was also a temporary agreement made for three of our volunteer members to employ them temporarily. As for the duty crew going on deployments, that will be a part of negotiation with the union. Chairman Koorn made a motion to approve policy 200.7 Wildland Policy. Commissioner Lamont second it.

Motion carried unanimously.

- **Policy 16-04 Attendance Standard**- There were some changes made by Fire Chief Clark to this policy last month. Chairman Koorn asked if we had a different policy for volunteer retirement. Fire Chief Clark said there was. The chairman would like chief to review the retirement policy and update it. He made a motion to approve policy 16-04 Attendance Standard. Commissioner Lamont second it.

Motion carried unanimously.

7. New Business:

- **Volunteer Pay Scale Revision** – Chairman Koorn made a motion to approve the Vol pay scale. Commissioner Goen second it. **Motion carried unanimously.**
- **Resolution # 470 Declaring Surplus Property with attached Exhibit “A” for Misc. items.** Chairman Koorn made a motion to approve resolution #470 declaring a surplus property with attachment A. Commissioner Lamont second it. **Motion carried unanimously.**



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- **Resolution #471 Declaring Surplus of Property with attached Exhibit “A “and “B”**
Chairman Koorn made a motion to approve resolution #471 Declaring surplus of property with exhibit A and B. Commissioner Lamont second it.

Motion carried unanimously.

- **Interlocal Agreement between Central Whidbey Fire and Rescue and North Whidbey Fire and Rescue for joint EMAC Mobilization** - Fire Chief Clark spoke to the board about the potential joint deployment with CWFR. The agreement is to deploy out of state. Chairman Koorn made a motion to approve. Chief Clark signed an agreement with CWFR on a joint EMAC mobilization. Commissioner Lamont second it.

Motion carried unanimously.

8. OPS Chief's Report -

Fire Chief Clark stated there was a big fire at one of the nurseries that went on for 14 hrs. Their mulching pit was in flames. Clark mentioned everyone that was there did a great job. There were other entities that also helped with the fire by everyone working together they were able to get the fire under control.

9. Chiefs Report -

- **Turn-out Gear** – Clark gave an update on the turn out gear and mentioned that everyone had been sized and all turn out gear was ordered.
- **EMAC Wildland Fire response** – Lt Reinstra, FF Canty, FF Valencic, FF Martin went to a California deployment. The deployment was for 14 days with two days for drive time each way. Our Firefighters were in the northern side of California fighting the fires. At this point they are coming back with no issues with the truck and no injuries.

10. Commissioner Report -

Executive Session: **RCW 42.30.110 (G)** To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Chairman Koorn announced the board was going into Executive Session for 45 minutes. At 7:45pm the board came back from executive session. No decisions were made.

11. Personnel Evaluation -

Fire Chief Clark wanted to have permission to evaluate and possibly terminate employee that have not attended class or training at all this year. Chairman Koorn made a motion to give Fire Chief Clark permission to discipline up to termination on an employee that has not participated this year. Commissioner Lamont second it.

Motion carried unanimously.

12. Good of the Order

13. Adjourn Meeting

- There being no further business and by mutual consent, the special meeting of the Board adjourned at 8:04 pm



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Attest

A handwritten signature in black ink, appearing to read "Monica Torgerson", is written over a horizontal line.

Monica Torgerson

Board Secretary/Administrative Manager