

**NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS**  
**Administration Building, 770 NE Midway Blvd., #1, Oak Harbor, Washington**  
**MINUTES of the Regular Meeting on June 12, 2018 at 19:00**

**Call to Order**

- Chairman Koorn called the meeting to order at 1900. Also, in attendance were Commissioner Goen, Commissioner Lamont, Chief Kirko, Battalion Chief Swiger, Battalion Chief Zimmerman, Interim Secretary Damon, FF Slothower, Lt. Brandhorst, Lt. Klaszky, FF Turner, FF J. Zimmerman, FF Hernandez, FF Nelson, FF Kruse, Capt. O'Connor and Kris, Frank Baker

**Public Comment**

- None

**Additions to Agenda**

- None

**Approve minutes of the Regular Meeting held on May 8, 2018 and the minutes of the Special Meeting held on June 2, 2018.**

- By mutual consent, the Board approved the minutes of the Regular Meeting held on May 8, 2018 and the minutes of the Special Meeting held on June 2, 2018

**APPROVE EXPENDITURES**

- After review by the Board the following expenditures, which total \$144,389.41, a motion was made by Commissioner Lamont and seconded by Commissioner Goen to approve the expenditures and vouchers for payment. Motion carried unanimously.

**REVIEW INVESTMENTS**

- After review, the Board ratified investments 18-22 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 April 2018 which balances to the report from the Island County Treasurer.

**UNFINISHED BUSINESS**

- Unfinished Business:
  - Personnel Leaving – Chief Kirko announced to The Board that Melvin Dominguez was leaving the department due to a Military transfer.
  - WhidbeyHealth Contract – Chief Kirko reported that the contract negotiations have not gone any further. Would like to schedule a special meeting to discuss where we go from here.
  - 2018 Budget Review – Chief Kirko informed the board that the draft budget changes would be out within the next week or so and expects to have the final and resolution adopting the changes for the July meeting.
  - Position of Administrative Manager / Board Secretary – The Commissioners have agreed to hire an Accounting Manager / Board Secretary for part-time. The position has been posted as of Wednesday, June 20, closing on July 2<sup>nd</sup>. It has been posted in the Whidbey News Times and Worksource.
  - Lighting Project – Chief Kirko reminded The Board of the lighting project for the district

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apparatus. E25 lighting as been updated. Chief Kirko expressed that he would like to continue this work on the remaining apparatus before we get close to winter since the parts have about a 6-week lead time. Chairman Koorn would like to see a priority list again and see the lights running on E25. Chief Kirko stated that they could come and see the lights working anytime and to coordinate with him to ensure someone is available.

- 200-10 Training Requirements Policy – Commissioner Goen recommended a couple of changes to the policy, Chief Kirko will make the changes and send to the Commissioners. Commissioner Goen made a motion to approve the fuel card policy, Commissioner Lamont seconded the motion. Motion passed unanimously.
- 200-12 Fiscal Management Policy – Chairman Koorn added some suggested changes, we will make changes and submit it for July meeting for review and approval.
- 200-17 Insurance Pool Policy – Chairman Koorn would like to include part-time employee's and their 50% benefit. We will make the suggested changes and submit it for July meeting for review and approval.

**NEW BUSINESS**

- Resolution 436 – Surplus Property, Exhibit A, City Auction – Commissioner Lamont made a motion to approve the resolution to surplus the items in Exhibit A at the City Auction, Commissioner Goen seconded the motion. Motion carried unanimously.
- District Wide Email – Chief Kirko presented the board with a draft policy and prices for district wide email. At this time the Commissioners would not like to pursue district wide email any further.
- IAR for Commissioners – Chairman Koorn expressed an interest in having IAR on their phones. I explained to them that it was easy to do at no additional cost to the district, they would just need to come into the office, so we could get them set up. The Commissioners will continue to think on it.
- Lexipol – Chief Kirko gave the Commissioners a brief overview of what Lexipol provides as a service. Chief Kirko has a meeting scheduled with South Whidbey who currently uses the company to provide their policies. He will get their pros and cons regarding the company and report back to the Commissioners.
- VanDam Appraisal – Chairman Koorn thought it was low. Tabled for further discussion.
- ST28 Appraisal – Will set a price and discuss during executive session.
- 2-Way Communication – Chief Kirko requested that communication between Commissioners and Office Staff goes both ways, if emails are sent a timely response is requested, at least to ensure that the email has been received and read.
- Cell Phone Plan – Chief Kirko gave a brief about adding tablets in the rigs to allow for digital mapping and report writing. We are working on obtaining quotes from AT&T and Verizon for new devices and service. This would eliminate our Sprint/Nextel and Verizon Air Cards.
- Reschedule Special Meeting – Future Planning of Duty Crew and MSAR. Discussed dates, the Commissioners are to email the office of their schedules through June and July, so we can get a couple of meetings scheduled.

**CHIEF'S REPORT**

- Chief Kirko reported on the training he attended in Boise, ID. Commented on how it was very long days, a lot of useful information.
- Chief reported on the DEF Tank incident that they discovered during the Crosby Rd fire. The tank has been repaired and locking caps have been added to the tanks to prevent this from happening in

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the future. A claim has been submitted to our insurance for possible coverage.

- Chief Kirko reported that the Fire Safety house is about finished. The final install of the electronics, adding a hot door and phone. Hoping for completion by July 4<sup>th</sup> pancake feed. We will still need member training, handouts etc.
- Chief stated that the EMT class was about finished and we only have about 3-4 people committed to Wildland season this year.
- Chief Kirko informed the board that Chief Merrill will be moving forward with Emergency Reporting Software to replace RMS since Spillman and RMS are no longer compatible.

**COMMISSIONER REPORT**

- Commissioner Lamont reported on the Chelan conference they all attended. It wasn't what they expected and not the greatest seminar they attended, it was geared towards team building.
- Chairman Koorn asked to have rooms reserved for the conference coming up in October in Yakima.

**EXECUTIVE SESSION RCW 42.30.110G**

- At 2026 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 2045.
- At 2045, the regular session reconvened Chairman Koorn announced that there were no decisions made during the Executive Session.
- After executive session ended and the regular meeting commenced, Commissioner Lamont made a motion to list the property at 779 Holbrook Rd for sale for \$165,000, Commissioner Goen seconded the motion. Motion passed unanimously.

**GOOD OF THE ORDER**

- None

**ADJOURN MEETING**

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 2047.

Attest:



Amber Damon, Interim Secretary to the Board