

NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS
Administration Building, 770 NE Midway Blvd., #1, Oak Harbor, Washington
MINUTES of the Regular Meeting on February 12, 2019 at 9:00

CALL TO ORDER

- Chairman Lamont called the meeting to order at 0900. Also, in attendance were Commissioner Koorn, Commissioner Goen, Chief Kirko, Battalion Chief Swiger, Interim Secretary Damon, FF Browning, Lt. Brandhorst, Lt. Horton, FF Hoover, FF Krall, FF Cooper, Retired BC Zimmerman.

PUBLIC COMMENT

- None

ADDITIONS TO AGENDA

- 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. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;
- Resolution 448 – Cancel and Reschedule Meeting

MINUTES

- By mutual consent, the Board approved the Minutes of the Regular Meeting held on January 8, 2019, Special Meetings held on January 17, 2019, January 22, 2019, January 23, 2019, February 5, 2019 at 0830 and 1100.

APPROVE EXPENDITURES

- After review by the Board the following expenditures, which total \$153,666.88, a motion was made by Chairman Lamont and seconded by Commissioner Koorn to approve the expenditures and vouchers for payment. Motion carried unanimously.

REVIEW INVESTMENTS

- After review, the Board ratified investments 01/09/19 and 01/25/19 made by Investment Officer Mark Kirko or Alternate Investment Officer Amber Damon.

FINANCIAL REPORT

- The Board reviewed Financial Report showing District total equity for cash activity for December 2018 which balances to the report from the Island County Treasurer.

UNFINISHED BUSINESS

- Buildings – Ground
 - Chief Kirko reported that we ran out of propane at ST26 after it was just filled a month ago. Chief is going to get with Skagit Farmers our propane supplier to see if they have locking propane tank caps. Chief also reported that the Compressor at ST27 has been fixed.

- Chief Swiger stated that he has received no response on the floor at ST25 except one estimated quote which was about \$25 - \$30k. Commissioner Koorn stated that if that's the price we will need to go out for formal bid. Suggested maybe also getting a quote to replace the entire front half of the building at the same time. Chief Kirko will investigate that option and provide an update at the next meeting.
- Personnel Leaving
 - Chief Kirko reported that the following personnel were leave the department.
 - Sean McDougald – South Whidbey
 - Chris Camp – Duty Crew
 - Andrew Trowbridge – Support
 - Jayson Carter – Support
 - Wyatt Coughlin – FF/EMT
 - Brandon Bailey – FF/EMT
 - Wilbert Moore – Support
 - Ajani Brown - Support
- WhidbeyHealth Contract
 - Chief Kirko stated that we are currently waiting for WhidbeyHealth's response, they have until February 25th.
- Training Officer Position / Deputy Chief Position
 - Chairman Lamont asked who was operating as the training officer now. Chief Kirko stated that it's a joint effort between all the officers but that there isn't a sole focus on it.
 - Commissioner Koorn asked if we should post the position because it will be a few months before we can even fill the position between posting, assessment center etc.
 - Chief will do a final review of the job description and get it sent to the Commissioners for final review. Commissioner Koorn made a motion that if Chief Kirko doesn't hear back from the Commissioners in a week to go ahead and post the position. Commissioner Goen seconded the motion. Motion passed unanimously.
- 2019 Budget Review
 - Commissioner Koorn asked a few questions regarding the professional services and that the percentage seemed high. Chief Kirko will run a detailed report and get back to the Commissioners.
- Board Secretary / Accounting Manager
 - The Commissioners agreed to repost the position showing the salary range of \$20-\$25 and see what applications we get.
- Brad Parks – EF Recovery and charges
 - Can remove from agenda. Haven't heard anything back from Brad Parks or his insurance. Seems the issue has been resolved.
- Appreciation Dinner, March 15th, 2019
 - Chairman Lamont stated he will not be at the appreciation dinner and Goen reminded everyone that he will also be out of town.
- 5 Year Budget Projections
 - Chief Kirko informed the board that we are working on it and hope to have a draft at the March meeting.
- 5 Year Equipment Replacement
 - Chief Kirko handed out the 2016 Equipment/Vehicle forecast that he previously completed to see if that's what the Commissioners were looking for. Chief Kirko will update it to current dates, remove the old vehicles and add the SCBA and Compressor

replacement.

- Chief Kirko handed out one refurb quote that we received on the 2003 HME, which is approximately \$250k. Commissioner Koorn asked what the miles and hours were on the HME. Chief Kirko will check and report back.

NEW BUSINESS

- Contracts – Surety Pest, Barron Heating
 - Chief Kirko stated that we are looking to cut costs and are possibly going to cancel our monthly service contract with Surety Pest and only call on an as needed basis.
 - Commissioner Koorn would like to get a rough quote from Barron Heating on the other HVAC option if we chose to make changes since the HVAC system we currently have isn't working for the type of building we have. Chief Kirko will contact Barron and get back to the Commissioners.
- Resolution 447, cancel warrant 00559455
 - Commissioner Koorn made a motion to cancel warrant 00559455, Chairman Lamont seconded the motion. The motion passed unanimously.
- Pierce Lease Quote
 - Chief Kirko presented the quote for leasing to the Commissioners. Commissioner Koorn had a question regarding the payment amounts in that they don't total the full purchase price. Chief Kirko will call and ask about the amounts.

CHIEFS REPORT

- Special Meeting Planning
 - Chairman Lamont will reach out to Commissioner Steve Hutchinson to schedule a special meeting with Central Whidbey Fire.
 - Add Levy discussion to the next meeting agenda.
- Loomis
 - Chief Kirko will see about setting up a meeting to come meet with the Commissioners to discuss the Levy after the next Commissioner meeting.
- District Office Plumbing
 - Chief Swiger reported he is working on obtaining quotes. So far, he's received on from CPI and is waiting on Scottie's. The main floor bath is clogging, currently cast-iron pipe that is failing. Looking to put in ABS vs. cast-iron.

COMMISSIONER REPORT

- Nothing new to report

GOOD OF THE ORDER

- Joe Sires Memorial
 - Chief Kirko read a thank you card and handed out pictures from the memorial service.

RESOLUTION 448

- Commissioner Koorn made a motion to move the meeting from March 12 to March 26th, Commissioner Goen seconded the motion. Motion passed unanimously.

EXECUTIVE SESSION RCW RCW 42.30.110(g)

- At 1020 Chairman Lamont announced that the Board would go into Executive session to discuss 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 will end at 1035.

- At 1035, the regular session reconvened Chairman Lamont announced that there were no decisions made during the Executive session.

ADJOURN MEETING

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 1036.

Attest:

A handwritten signature in blue ink that reads "Amber Damon". The signature is written in a cursive style and is positioned above a horizontal line.

Amber Damon, Interim Secretary to the Board