



## 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](mailto:Admin@nwfr.org)

### Board of Fire Commissioners Regular Meeting Minutes

April 13<sup>th</sup>, 2020

6:30 pm

#### Approved

#### CALL TO ORDER

Chairman Lamont called the meeting to order at 6:30pm. Also, in attendance were Commissioner Koorn, Chief Clark, Division Chief Swiger, Division Chief O'Connor, FF/EMT Cooper, FF/EMT Diffie, FF/EMT Reinstra, FF Schulz, and Secretary Torgerson.

#### PUBLIC COMMENT

No public comment

#### ADDITIONS TO AGENDA

- Employee Benefits, Comp-Time – Tabled for next months meeting
- Employee Uniforms- Tabled for next months meeting

#### 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 Lamont mentioned the board was going into Executive Session for 30 minutes. The board will be back at 7:05pm. The board came back in session at 7:05 pm. At 7:35pm the board came back into regular session. **No decisions were made.**

#### CONSENT AGENDA

Chairman Lamont made a motion to approved all the three-month worth of Minutes, Vouchers for payments, Investments, matching to Island County Treasurers reports. Commissioner Koorn second the motion. **Motion carried by majority vote.**

General Batch #01G for Vouchers 210101001-210101021-dated 1/06/2021 in the amount of \$114,085.16

General Batch #02G for Vouchers 210102001-210102019- dated 1/13/2021 in the amount of \$20,139.89

General Batch #03P for Vouchers 210104001-210104007- dated 1/20/2021 in the amount of \$22,388.55

General Batch #04E for Vouchers EFT Trans 128 -dated 1/22/2021 in the amount of \$ 15,050.62

General Batch #05D for Vouchers 48-127 dated 1/22/2021 in the amount of \$\$70.705.68

General Batch #06G for Vouchers 210105001-210105017 dated 1/20/2021 in the amount of \$10,637.57

General Batch #07G for Vouchers 210106001-210106022 dated 1/27/2021 in the amount of \$13,477.60

General Batch #08E for Vouchers EFT Trans 180 dated- 1/22/2021 in the amount of \$85,015

General Batch 09E for vouchers EFT Trans 181dated- 1/27/2021 in the amount of \$2,268.38

General Batch #10G for Vouchers 210201001-21021015-dated 02/03/2021 in the amount of \$5,632.75  
General Batch #11G for Vouchers 21022001-21022017- dated 2/10/2021 in the amount of \$38,667.34  
General Batch #12P for Vouchers 210204001-21022017- dated 2/17/2021 in the amount of \$17,614.27  
General Batch #13D for Vouchers 225-307 -dated 2/19/2021 in the amount of \$56,012.06  
General Batch #14E for voucher EFTPS dated-02/19/2021 in the amount of \$10,432.44  
General Batch #15G for Vouchers 210205001-210205034 dated 2/17/2021 in the amount of \$36,027.91  
General Batch #16G for Vouchers 210206001-210206016 dated 2/24/2021 in the amount of \$13,543.16

General Batch #17G for Vouchers 210301001-210301017-dated 03/03/2021 in the amount of \$30,328.44  
General Batch #18G for Vouchers 210302001-210302022- dated 03/10/2021 in the amount of \$9,681.60  
General Batch #19Gfor Vouchers 210303001-210303018- dated 03/17/2021 in the amount of \$10,550.57  
General Batch #20D for Vouchers 445-527 dated 3/26/2021 in the amount of \$53,532.35  
General Batch #21E for voucher EFTPS dated-03/26/2021 in the amount of \$10,428.68  
General Batch #22P for Vouchers 210306001-210306006- dated 3/24/2021 in the amount of \$18,027.13  
General Batch #23G Qrt1 for Vouchers 210307001-210307002- dated 3/24/2021 in the amount of \$18,388.16  
General Batch #24G for Vouchers 210305001-210305024-dated 3/2/2021 in the amount of \$18,030.75  
General Batch #25G for Vouchers 210308001-210308016-dated 3/31/2021 in the amount of \$45,198.66

## **UNFINISHED BUSINESS**

### **Personnel Leaving**

- Personnel - Cooper Ullman is volunteering with South Whidbey Fire and Rescue.
- Timothy Fisher, Part-Time FF/EMT is working full time at Whidbey Health.
- Meredith Falk/Admin Assistant found another job.

**2021 Budget Review** – Commissioner Koorn sat down with Fire Chief Clark and Admin Manager Torgerson to go over the budget. Most of the line items that were over were annual subscriptions. There will be a budget adjustment in June/ July time frame

- Fire Containers - Chief Clark mentioned the Fire Containers are done. The district utilized it last month due to a Life Fire class. We did receive a complaint from the Waste Management asking us not to burn during the weekend because the smoke comes down where they are operating and becomes a health issue for them. Life Fire training are usually on weekends because that's the only time most of our volunteers have time. Chief Clark will keep in mind the smoke when they do train in the future. Another option the district has is moving the facilities to Station 22 and it will cost \$12k to move the containers.
- 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.
- Advisory Committee - The committee's next meeting will be May 20<sup>th</sup> at 9am. Cathy Lemon is now the Chairman for the Advisory Committee. They have been working on evaluating the station and their use. The committee would like to show their findings at a Board meeting in the near future.
- AFG grants – The grant is still being reviewed.
- Bunker Gear Surplus - The Board would like to table this topic for next month.
- Engine/HGAC Coop/Bid Purchasing - Chief Clark spoke to the board on possibly using the HGAC to purchase an engine instead of going through the bidding process. The board instead

would like to use the Bidding process to purchase the engine. Chief Clark will work on the Bid package for next month's meeting.

- Policy 100.4.8. Volunteer on Call (VOC) & Point System - Chief Clark mentioned there were mirror changes that were made to the policy from last month. Commissioner Koorn made a motion to approve policy 100.4.8 Volunteer on Call (VOC) & Point System, Chairman Lamont second it. **Motion carried by majority vote.**

#### **New Business:**

- Purchase Request to buy Hydraulic Rescue Tools - Chief Clark would like to purchase new hydraulic tools for the new rescue. The total cost of the tools would be about \$46k. The purchase would be for one set of Rams cutters that are battery powered. The cutter can be extended to different lengths for different uses. Commissioner Koorn would like the district attorney to look at the transaction to make sure we are compliant on the purchase threshold. Commissioner Koorn made a motion to approve the purchase after the district attorney reviews the threshold and provides his recommendation. Commissioner Lamont second the motion. **Motion carried by majority vote.**
- VEBA Agreement and MOU - The Voluntary Employee Beneficiary Association Plan (VEBA) was approved with the Part Time union contract. This MOU is to get the district register to set up an account with VEBA. The district will contribute \$100.00 to the plan for part-time employees that work more than 120 hours in a month. Chairman Lamont made a motion to approve the MOU with VEBA. Commissioner Koorn second it. **Motion carried by majority vote.**
- Aladtec Agreement - Chief Clark has been reviewing several different scheduling systems that can have different functions that the district can use like payroll, points, training etc. Aladtec was the one that had more function that the district can use. He would like to transition from Emergency Reporting Software (ERS) to Aladtec. Commissioner Koorn made a motion to approve the change. Chairman Lamont second it. **Motion carried by majority vote.**
- Strategic Planning Proposal from Fitch and Associates, LLC - Commissioner Koorn would like to table the strategic planning proposal until next month.
- Camano Island Fire & Rescue Interlocal Service Agreement - Chief Clark mentioned to the board that Camano Island Fire and Rescue has a maintenance technician that can fix our vehicles. It would be a benefit to have a mechanic that is only two hours away. Commissioner Koorn believes it is a great option to have someone that is closer and we know. Commissioner made a motion a approve the agreement with Camano Island Fire and Rescue for interlocal services. Chairman Lamont second it. **Motion carried by majority vote.**
- Surplus/ Sell R-25 Resolution #481 - Commissioner Koorn made a motion to approve Resolution #481 Surplus of R-25 with the changes that were made. Chairman Lamont second it. **Motion carried by majority vote.**
- Resolution # 482 VEBA - Commissioner Koorn made a motion to approve Resolution #482 VEBA. Chairman Lamont second it. **Motion carried by majority vote.**
- Resolution # 483 Reschedule Regular Board Meeting - Chief Clark is going on vacation the second week of May and won't be able to attend the regular meeting. He would like to change the meeting from May 11<sup>th</sup> to May 4<sup>th</sup>, 2021. The board is fine with the change. Commissioner

Koorn made a motion to change the regular meeting from May 11<sup>th</sup> at 6:30pm to May 4<sup>th</sup> at 9:00am. Chairman Lamont second it.

**Motion carried by majority vote.**

- Policy 100.4.1 Personnel Hiring revision - The Board would like to table this policy until next month.
- Policy 100.4.20 Promotions revision – The Board would like to table this policy until next month.
- Personnel
  - a) Battalion Chief - Part-Time – Chairman Lamont made a motion to make BC Chief Lacy a part-time employee from a volunteer. Commissioner Koorn second it.
  - b) Receptionist Part-Time position with wage - Commissioner Koorn made a motion to pay the receptionist \$16.00 an hour. Chairman Lamont second it.

**Motion carried by majority vote.**

**Motion carried by majority vote.**

### **OPS Chief's Report:**

Division Chief Swiger mentioned there was an incident overview with Central Whidbey Fire and Rescue on an incident that occurred in the month. It was helpful to go over what happen and find ways to improve.

### **Chiefs Report:**

- Chief Clark spoke to WSRB on our score and how we can improve for the next audit in 5 years. He has some ideas on things we can do to improve our responses. The board would like to table this section for next month.
- Chief Clark mentioned to the board that the last Admin Assistant had left. We promoted the receptionist that we had to Admin Assistant. We had also been interviewing for a new receptionist and believe there is one candidate that fits the district needs. We will go ahead an offer the position to this individual and possibly have her start in the next few weeks.
- The Admin Manager will be leaving late summer time and we started advertising the position. We have had many applications come in and have interviewed three of them. We will continue to advertise the position for the next few weeks.
- Division Chief Swiger, Division Chief O'Connor and Battalion Chief Lacy will be going to Central Whidbey Fire and Rescue to take the Blue Card Certification.

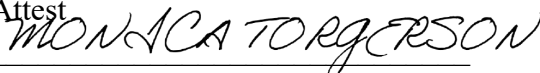
### **Commissioner Report -N/A**

### **Good to the Order**

#### **Adjourn Meeting**

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 8:11pm

Attest



Monica Torgerson

Board Secretary/Administrative Manager

