

NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS
Administration Building, 770 NE Midway Blvd., #1, Oak Harbor, Washington
MINUTES of the Regular Meeting on April 10, 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, FF Representative Tim Schulz, Interim Secretary Amber Damon, Lt. Brandhorst, FF Jordan, Battalion Chief Zimmerman, Community Member Mike Henderson.

PUBLIC COMMENT

- None

ADDITIONS TO AGENDA

- Chief Kirko requested we add the appraisal quotes on ST28 & VanDam properties to New Business.

APPROVE MINUTES OF THE SPECIAL MEETING HELD ON MARCH 13, 2018, THE REGULAR MEETING HELD ON MARCH 13, 2018 AND SPECIAL MEETING HELD ON MARCH 19, 2018.

- By mutual consent, the Board approved the minutes of the Special Meeting held on March 13, 2018 the Regular Meeting held on March 13th, 2018 and Special Meeting held on March 19, 2018.

APPROVE EXPENDITURES

- After review by the Board the following expenditures, which total \$132,944.75, a motion was made by Chairman Koorn and seconded by Commissioner Goen to approve the expenditures and vouchers for payment. Motion carried unanimously.

General Batch #16G for Vouchers 180303001-180303018 dated 03/21/18 in the amount of	\$7,465.55
Payroll Batch #17P for Vouchers 180304001-180304008 dated 03/21/18 in the amount of	\$39,456.70
Payroll Batch #18E for Vouchers 180305001 dated 03/21/18 in the amount of	\$13,862.30
Payroll Batch Direct Deposit Transactions 447-519 dated 03/23/18 in the amount of	\$51,996.73
Payroll Batch #19P for Vouchers 180306001 dated 03/21/18 in the amount of	\$894.44
General Batch #21G for Vouchers 180307001-180307019 dated 03/28/18 in the amount of	\$11,730.82
General Batch #22G for Vouchers 180401001-180401021 dated 04/04/18 in the amount of	\$7,538.21

REVIEW INVESTMENTS

- After review, the Board ratified investments 10-13 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 during February 2018 which balances to the report from the Island County Treasurer. Chairman Koorn had concern that the report had changed and asked if we were investing the rollover amount the county was showing. I told him that I would have to get back with him when I could review the prior reports and get back with him.

UNFINISHED BUSINESS

- Unfinished Business:
 - Personnel Leaving – Chief Kirko reported to the Commissioners that the following firefighters have submitted their resignation to the department.

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- Weber, Ben – Chief Kirko reported that Weber was a Lt. on the Duty Crew and accepted a full-time position with Snohomish County Fire.
- Alonzo, Gregg – Chief Kirko reported that Alonzo was Duty Crew but hasn't filled a shift in many months. And has decided to step down from the department to focus on personal matters.
- Chief Kirko reported there is nothing new with the WhidbeyHealth contract to report.
- 2018 Budget Review – The Commissioners didn't have any questions regarding the budget that weren't already asked in previous meetings or weren't phoned in.
- Health Care Benefit – Chief Kirko proposed an increase for the insurance allotment from \$900 to \$1100 per full-time employee. Chairman Koorn requested to see some policy ideas on pooling the unused budgeted insurance coverage. Suggested looking at comparisons on coverage and pooling policies for review.
- Personnel Status / Attendance
 - 16-04 – Attendance Standard – Chief Kirko feels the content in policy 16-04 does not strictly talk about attendance but points. He commented that he is currently working on revising this policy to fit the current needs of the district. This policy was in question at the last meeting stating that we needed a policy that covered all our members including MSAR. Chief Kirko stated that MSAR only personnel have their own policy 16-02 which covers their requirements for attendance.
 - 01-07 Non-Active Firefighters – Chief Kirko working on revising this policy to better define Non-Active Firefighters and include all membership; Duty Crew, Reserve, Support personnel. Chief Kirko feels we need to define the roles and requirements of our members.
 - 200-10 – Training Requirements Policy – Chief Kirko presented this new policy to address training requirements of personnel. Currently we have personnel that are extremely delinquent that need to be addressed. Chief Kirko requested that the training and attendance policy be added to the future planning meeting.
 - Chief Kirko noted that all our policies need to be revised and refined. They are too broad. He would like them easily accessible to all personnel.
- Audit Policy's
 - Chief Kirko presented the following policies 200-11 and 200-12 which were recommended to put into place by the State Auditors Office. Commissioner Lamont asked why we purchase fuel from Corey Oil instead of the County Road Shop. Chairman Koorn responded that Corey Oil was cheaper and had better trackability. Chief Kirko reported that we haven't gone out to bid for fueling needs but feels that we should as well as pest control as an example that need to follow the bid requirements.
 - 200-11 - Fuel Card Policy
 - 200-12 - Fiscal Management Policy

NEW BUSINESS

- Chief Kirko presented The Board with seven quotes we received through the Public Works Roster on the appraisal price for properties located at 779 Holbrook Road and empty land on VanDam Road. Chairman Koorn asked if we want to get an appraisal done on the VanDam property. Chief Kirko stated that if we are going to get ST28 appraised we might as well get VanDam as well so we know where we stand, plus the pricing is better if we get both properties done at the same time. After

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review of the quotes Commissioner Lamont made a motion to accept the quote from Mount Appraisals, they had the best price and quickest lead time. Commissioner Goen seconded the motion. Motion passed unanimously.

- 2017 Petty Cash Audit – Chairman Koorn reported that he completed an audit on the 2017 Petty Cash Account.
- Chairman Koorn made a motion to approve Resolution 434 cancelling warrant 543165, made out to Verizon Wireless Services LLC, Commissioner Goen seconded the motion. The Motion passed unanimously.
- Chief Kirko presented the invoice for the EMT Class, there are 5 students currently enrolled in the class. Two of the students are retaking due to letting their National Emergency Technician certification expire. One of the students needs to have their Washington State as a requirement of their employment and to obtain a Washington State certification you must pass the National exam. Chief Kirko asked the board if they want to pay for their EMT class fee? Commissioner Lamont asked why they let it laps. Chief Swiger responded as he is one of the students that Washington State didn't approve of his Nevada certification and he never took the National exam. Chairman Koorn made a motion to approve to pay for the EMT class for all our students, Commissioner Lamont seconded the motion. Motion passed unanimously.

CHIEF'S REPORT

- Chief Kirko reported that the office is extremely busy, and calls are continuing to increase within the district.

COMMISSIONER REPORT

- Chairman Koorn and Commissioner Lamont reported on the seminar they attended in Ocean Shores over the past weekend. Chairman Koorn stated that it was one of the best seminars he has attended and presented a handout with a list of items we need to address in the next upcoming months. Chairman Koorn stated that one of the biggest changes was Public Record Requests and the rules regarding these are becoming much stricter. All items such as district members personal cell phones and home computers could become a Public Record. Firefighter Schulz asked what about when the office requests information to our personal emails such as copies of insurance cards. What about the possibility of district email? FF Schulz stated this will put more of a workload on the office staff with the increase in rules and requirements.
- WFOA 2018 Seminar Lake Chelan – June 1

GOOD OF THE ORDER

- None

EXECUTIVE SESSION RCW 42.30.110G

- AT 1959 Chairman Koorn announced that The Board would go into executive session to discuss RCW 42.30.110G, the Chief's job description and Disciplinary Actions of a Member. The executive session would end at 2030.
- At 2030, the regular session reconvened Chairman Koorn announced that there were no decisions made during the Executive Session.
- After Executive Session the Board would like to schedule a Special meeting for Future Planning and

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Policy Review. The Special meeting is scheduled for Monday, April 30th at 0900.

ADJOURN MEETING

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 2035.

Attest:

Amber Damon

Amber Damon, Interim Secretary to the Board