



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

Special Meeting Agenda

August 18th, 2020

9:00 am

Approved

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 mentioned the Board would be in Executive Session for 30 minutes. The Board will be back at 9:30 am. At 9:30 Chairman Koorn mentioned the board needed another 30 minutes. They would be back in session at 10:00 am. At 10:00 am Chairman Koorn asked to extend the Executive Session for 5 more minutes until 10:05 am. At 10:05 am the Board came back to regular session.

No decisions were made.

Archive Social Agreement-

- Chairman Koorn made a motion to have Archive Social archive the districts social media accounts. Commissioner Lamont second it. By mutual consent,

Motion carried unanimously.

Policy Revisions

- **Policy 01-05 Donations** – Chairman Koorn mentioned that after reading over the policy again he is in favor of the Donation Policy. Chairman Koorn made a motion to approve Policy 01-05 Donations. Commissioner Goen second it. By mutual consent,
- **Policy 01-03 Compensation & Balance time** – Chairman Koorn made a motion to approve Policy 01-03 Compensation & Balance Time. Commissioner Lamont second it. By mutual consent,

Motion carried unanimously.

Motion carried unanimously.

CC for Home Depot

- The Board would like to table this subject for a later time.

Wild Land Policy & internal agreement with Central Whidbey Fire Rescue (CWFR)

- Fire Chief Clark mentioned the District had not had an agreement with CWFR before. This policy talks about how our member would be paid, who would go, who would be insured and when. The Board would like more time to read over the policy. They would like to table it for next meeting.

Budget Adjustment

- Chairman Koorn had a few questions for Administrative Manger Torgerson on the new adjustments and new BARS codes needed for the grant the district received. Administrative



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Manager Torgerson mentioned the budget did not have a BARS code for this new federal grant and needed to balance and code the fund properly. The board had no other questions concerning the budget adjustments. Chairman Koorn made a motion to approve the changes. Commissioner Lamont second it. By mutual consent, **Motion carried unanimously.**

Policy Format and Organization

- By mutual consent, the Board agreed Fire Chief Clark to reschedule the policy format if it does not change the content in the policies itself. **Motion carried unanimously.**

Administration Re-Organization

- Chairman Koorn made a motion to approve the Organizational Chart. Commissioner Goen second it. By mutual consent, **Motion carried unanimously.**

Job descriptions

- **Division Chief 1-** Chairman Koorn made a motion to approve the job description for Division Chief 1. Commissioner Lamont second it. By mutual consent, **Motion carried unanimously.**
- **Division Chief 2-** Chairman Koorn made a motion to approve the job description for Division Chief 2. Commissioner Goen second it. By mutual consent, **Motion carried unanimously.**
- **Battalion Chief** – Fire Chief Clark would like to table this job description for a later time.

New Hire

- Johnathan Karlburg
- Daniel Coleman
 - Chairman Koorn made a motion to hire Johnathan Karlburg and Daniel Coleman as Part-Time employees on the Duty Crew program. Commissioner Goen second it. By mutual consent, **Motion carried unanimously.**

ADJOURN MEETING

- There being no further business and by mutual consent, the special meeting of the Board adjourned at 10:40am

Attest

A blue ink signature of Monica Torgerson is written over a horizontal line.

Monica Torgerson

Board Secretary/Administrative Manager