



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS
Administration Building, 770 NE Midway Blvd. #1 Oak Harbor,
Washington Phone: 360-675-1131 Email: Admin@nwfr.org

Board of Fire Commissioners Regular Meeting Minutes

Aug 13, 2019

6:30 pm

CALL TO ORDER

Chairman Lamont called the Regular Meeting at 6:30 pm and in attendance was Chief Lemon, Chief Swiger, Commissioner Koorn, Chief Biller, LT Reinstra, Larry Morse, FF Shultz, Lyle Zimmerman, and LT Brandhorst Teresa Jenkins Secretary Torgerson.

PUBLIC COMMENT.

Theresa Jenkins asked how was the District was planning to keep the ambulances staffed at all times? Chairman Lamont mentioned that the focus is to keep the ambulances staffed at all times. He also mentioned they would go over it later in the BLS contract section of the agenda.

ADDITIONS TO AGENDA

- Bunker Gear
- Resolution 458 Auditing Officer

MINUTES

- By mutual consent, the Board approved the minutes of the Special Meeting held on July 1, 2019, Regular Meeting July 9th and Special Meeting July 18th. Motion carried unanimously.

APPROVE EXPENDITURES

- After review by the Board the following expenditures, which total \$132,070.29 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 investment dated 08/08/2019 for 120,000 made by Alternate Investment Officer Monica Torgerson, a motion was made by Chairman Lamont and seconded by Commissioner Goen to approve the investment. Motion carried unanimously.

FINANCIAL REPORT

- The Board reviewed the financial reports showing the District total equity for cash activity for the months of July 2019 which balance to the reports from the Island County Treasurer. Chairman Lamont made a motion to approve the treasurer's report, Commissioner Goen second it and the motion passed unanimously

UNFINISHED BUSINESS

- a) Refurbish Trucks - Chief Lemon mentioned he was reviewing the trucks and their use. He will be doing some more research and reviewing the cost of repairing the existing truck the District has or



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- buying new trucks that would have more lasting durability. Commissioner Koorn mentioned that he would like to review the cost for any repairs and any new trucks.
- b) People leaving- Administrator Amber Demon was moving. Receptionist Allison McClellan had resigned. Robert Dorr and Hall moved out of the state.
 - c) 2019 Budget adjustment -Chief Biller mentioned the District had collected 91 percent of overall taxes. There is still 700 thousand dollars that we are waiting to be collected for the year. Chief Biller and Commissioner Koorn went over the budget and reviewed it. They went over the sections that were over and adjusted the section on the budgets that needed to be adjusted. As of right now we are at 58 percent expanded over all. There are some sections like the salaries and wages that we are under budget. There are also new lines that have been made on the budget. Those new sections are Accrual payoff, Interim Fire Chief and Fire Fighter Maintenance. There are several lines of the budget that are over at 68 percent however, these lines have one-time purchases like BLS supplies and Public Education. Chief Biller does not expect any more charges from these accounts. Commissioner Koorn made a motion to approve all the changes from the budget Chairman Lamont second it and the motion passed unanimously.
 - d) Sample Resident Program-Live Fire Containers- Chief Biller and Chief Swiger drove to Skagit 13, Snow 4, and other Fire Districts and the purpose was to look at fire boxes for live fire containers. Everyone at the all the different Fire Districts had a lot of great ideas. Jason Allen has help built the fire containers. He also mentioned that the only thing they will need would be a permit from the health department. Chief Lemon would prefer to wait on the boxes until they have more time and more research available to them. There was a question from Lt Brandhorst asking if the containers could be put at station 27 instead of Station 25. Chairman Lamont said they would consider that request.
 - e) FF/Maintenance Position- FF Maintenance Chief Lemon and Chief Swiger are still reviewing the applications for this position. They will review the applications they received and choose the top three candidates best qualified for the job. They will interview the top three candidates and provide the Commissioners with the final results.
 - f) Administrative Staff - Admin assistant- Chief Lemon mention he has his assistant from Chelan that is willing to come down to help for a few months until they are able to hire someone permanently. Faye will start Wednesday August 14, 2019. Chief Lemon believes that the District can operate with two full time employees.
 - g) Mutual AID Agreement- Mutual Aid Agreement- Chairman Lamont made a motion to approve the mutual aid agreement with Navy Regional, Oak Harbor, and Central and South Whidbey. Chief Lemon went ahead and signed the agreement. Chief Biller mentioned that there was a fuel agreement with Commander, Navy Region Northwest and he went ahead and signed. Motion was made to approve the fuel use agreement with Commander, Navy Region Northwest. Chairman Lamont made a motion to approve it Commissioner Koorn second it and it passed unanimously.
 - h) 2017-2018 Audit- Secretary Torgerson mention that the audit was being done. The audit was extended due to the auditor schedule. It will start in the next few days and will continue for about three weeks. The total cost of this audit will be 10.5 thousand dollars. The auditor will speak to the Accounting Manager, Fire Chief and one of the Commissioners.

NEW BUSINESS

Cancel Warrant # 457- A resolution to cancel warrant 00568400

- Chairman Lamont made a motion to approve the cancel warrant 00568400, Commissioner Goen second it



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and the motion passed unanimously.

CHIEF REPORT

- a) Extractor-Chief Biller mentioned he had done some research for an extractor. It is a heavy-duty washing machine to clean uniforms. The company that makes them are in back order and the delivery date for the extractor would be 18 weeks and it is about 4,500 hundred dollars. He recommended just getting one for now and use it to clean the bunker gear. Chief Swiger mentioned that the one we currently have is not NAPA standards. Chairman Lamont made a motion to approve this charge and take the funds from capital misc. equipment. Commissioner Koorn second the motion, the motion passed unanimously.
- b) E22-Chief Swiger mention that E22 is being repaired. The batteries are being changed because they had never been replaced.
- c) ST 25 -Station carpet repairs- It was placed on hold to do more research.
- d) ST 25 Delouse finished the interior repairs in station 25. In the past, the Chief Swiger had mentioned the carpet at station need to be changed. He mentioned it would be about 8 thousand dollars to change the carpet. Chief Lemon mentioned he would like to look at different alternatives. He would like to put it on hold for now until he can do more research and look at different alternatives.
- e) ST 22-The door at Station 22 has been replaced.
- f) District Calls- Chief Lemon provided the Board with all the calls the District took for the month of July. This report was generated through Emergency responding.

COMMISSIONER REPORT

- BLS Contract- Commissioner Koorn mentioned he looked over the new contract and cost and the new contract will cover about 92 percent of all wages. Chairman Lamont mentioned they are keeping track of where the ambulances are dispatched.
- Investigation- Chairman Lamont mentioned he had not heard anything back from the lawyer concerning the investigation.

GOOD OF THE ORDER

- Chief Biller mentioned that he would like to thank the secretary of the Board for all her hard work and dedication to NWFR.

ADJOURN MEETING

- There being no further business and by mutual consent, the regular meeting of the Board Adjourned at 7:22 pm.

Attest


Board Secretary/Monica Forgeron