

NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS
Administration Building, 770 NE Midway Blvd., #1, Oak Harbor, Washington
MINUTES of the Regular Meeting on September 11, 2018 at 0900

CALL TO ORDER

- Chairman Koorn called the meeting to order at 0900. Also, in attendance were Commissioner Goen, Chief Kirko, Battalion Chief Swiger, Alternate Representative Battalion Chief Zimmerman, Interim Secretary Damon, Lt. Brandhorst, FF Camp, FF Mills, FF Browning, FF Hernandez, FF Slothower, Lt. Horton, FF Zimmerman, FF May. Past Commissioner Mike Merrill, Commissioner Lamont was absent.

PUBLIC COMMENT

- FF Kelsey thanked the Commissioners for opening the parameters of training. Would like to see we go farther and would like to see a training officer to oversee our training. We used to see cards for a training officer at the front counter but no longer.
- Lt. Klaszky would like to know if the Commissioner meetings will also be at 0900, the Officers would like to let the Commissioners know that the Officers of NWFR don't agree with the new meeting time because it's during the regular work day and not many Firefighters or public will be able to attend. Chairman Koorn stated that they changed the meeting time with a resolution and that for now they will keep it at 0900 and see how it goes.

ADDITIONS TO AGENDA

- None

APPROVE MINUTES OF THE SPECIAL MEETING HELD ON AUGUST 21, 2018 AND SPECIAL MEETING HELD ON SEPTEMBER 6, 2018.

- By mutual consent, the Board approved the minutes of the Special Meetings held on August 21, 2018 and September 6, 2018.

APPROVE EXPENDITURES

- After review by the Board the expenditures, which total \$108,138.77, 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 #54G for Vouchers 180804001-180804016 dated 08/22/18 in the amount of	\$2,980.28
Payroll Batch #55P for Vouchers 180805001-180805005 dated 08/24/18 in the amount of	\$15,746.39
Payroll Batch #56E for EFT Trans# 1419 dated 08/24/18 in the amount of	\$13,649.53
Payroll Batch #57D Direct Deposit Transactions 1340-1413 dated 08/24/18 in the amount of	\$51,460.60
General Batch #58G for Vouchers 180807001-180807011 dated 08/29/18 in the amount of	\$3,222.89
General Batch #59G for Vouchers 180901001-180901010 dated 09/05/18 in the amount of	\$21,079.08

REVIEW INVESTMENTS

- After review, the Board ratified investments 33-35 made by Investment Officer Mark Kirko or Alternate Investment Officer.

FINANCIAL REPORT

- There is no new Financial Report to balance since the last Commissioner Meeting August 21, 2018.

UNFINISHED BUSINESS

- Buildings – Ground

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- Battalion Chief Swiger reported that the drinking water test at ST27 failed last week's test. It has been treated and will be retested the today with results out the following day.
- Chief Kirko reported that he and Battalion Chief Swiger are still working on obtaining quotes for the bay floor at ST25.
- Personnel Leaving
 - None
- Whidbey Health Contract
 - Chief Kirko reported he is still working on the changes from last week's meeting.
- 2018 Budget Review
 - Chairman Koorn asked if we had made a budget adjustment to Computer/IT Supplies because we were over on the budgeted amount. Secretary Amber Damon responded that they would need to look and would get back to Chairman Koorn.
- Position of Board Secretary
 - Interim Secretary Amber Damon presented The Board with a position letter. Stated that we had not received any resumes for the part-time position posted. Recommended withdrawing the posting for now or to rewrite the job description again. Chairman Koorn stated that perhaps we post the position for full-time. Interim Secretary Damon made mention that she has been doing the work of 2 full-time employee's since last October and doesn't feel there is enough work for another full-time position making it 3 full-time office staff. Chairman Koorn would like to table this until the October meeting when Commissioner Lamont is present to discuss.
- Duty Crew
 - Chief Kirko reported there is nothing new to discuss.

NEW BUSINESS

- VanDam Property / Monroe Landing
 - Chief Kirko reported he is working on obtaining ideas and quotes for a cover at ST27 for B27.

CHIEF'S REPORT

- Chief Kirko reported he is currently reviewing capital, fleet changes, staffing and working on the draft 2019 budget and hopes to get it emailed to the Commissioners for review and comment within the next week or so.
- The District Open House at ST25 will be October 8th, from 4-7 and is hoping to have the completed Child Safety House there for viewing.

COMMISSIONER REPORT

- Commissioners Seminars
 - Snure Seminar – Yakima 10/24-10/27 – District Vehicle or Personal Vehicle
- Chairman Koorn asked to be registered for the WFCA Conference in Yakima that he and Commissioner Lamont will be attending. Rooms have already been booked. Chairman Koorn stated the discussion of the District Vehicle or Personal Vehicle will be discussed at the October meeting.

EXECUTIVE SESSION RCW 42.30.110G

- At 0915 Chairman Koorn announced that The Board would go into executive session to discuss RCW 42.30.110G – To evaluate the qualifications of an applicant for public employment or to

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review the performance of a public employee. The executive session would end at 0925. At 0925 Chairman Koorn announced they would need another 2 minutes. At 0927 the executive session ended.

- At 0927, the regular session reconvened Chairman Koorn announced that there were no decisions made during the executive session.

GOOD OF THE ORDER

- None

ADJOURN MEETING

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 0929.

Attest:



Amber Damon, Interim Secretary to the Board