



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

Approved
Board of Fire Commissioners Regular Meeting Minutes
Sept 10, 2019
6:30 pm

CALL TO ORDER

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

PUBLIC COMMENTS.

Teresa- Why was the legal professional services line changed from the last budget position last month? Chairman Lamont mentioned that the budget adjustment was made last month, and approved in the August regular meeting.

FF Hoover- How much is the new contract with Whidbey Health paying for our EMS service? Commissioner Koorn mentioned that the new contract will cover 92% of the wages.

FF Hoover- What is your plan for this District?

FF Hoover- Can we hire more staff in headquarters office? Commissioner Koorn mentioned that he believes two administrative personnel would be enough however, if there is a need for extra help, he would consider it.

Bill- What are all these vouchers in the expenditure section for? Do the Commissioners review the expenditures before approving them? Commissioner Koorn stated that all Commissioners review all the expenditure vouchers before approving and ask the Accounting Manager if they have any questions concerning any of the chargers.

ADDITIONS TO AGENDA

- Uniforms
- Budget 2020

MINUTES

- By mutual consent, the Board approved the minutes of the Regular Meeting Aug 13, 2019

APPROVE EXPENDITURES

- After reviewing the following expenditures, a motion was made by Chairman Lamont and seconded by Commissioner Koorn to approve the expenditures and vouchers for payment. Motion carried unanimously.
 - General Batch #53G for Vouchers 190801001-190801014 dated 08/07/2019 in the amount of \$6,760.99
 - General Batch #54G for Vouchers 190802001-19080802011 dated 08/14/2019 in the amount of \$9,464.02
 - General Batch #55E for EFT Voucher Tran 1441 dated 08/14/2019 in the amount of \$12,035.81
 - General Batch #56D Vouchers for payroll 1381-1440 dated 08/23/2019 in the amount of \$47, 288.24
 - General Batch # 57P Vouchers for payroll 190804001-190804005 dated 08/23/2019 in the amount of \$10,492.18
 - General Batch #58G for Vouchers 190805001-190805013 dated 08/21/2019 in the amount of \$2,982.40
 - General Batch # 59P Vouchers for PMFL 190806001 dated 08/23/2019 in the amount of \$1,078.02
 - General Batch # 60G for Vouchers 190807001-190807010 dated 08/28/2019 in the amount of \$7,820.07

REVIEW INVESTMENTS

- After review, the Board ratified the 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 Koorn to approve the ratified investment. Motion carried unanimously.



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FINANCIAL REPORT

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

UNFINISHED BUSINESS

- a) E22 and E27 are needing more maintenance. Discussion was held regarding the repairs and expense that is needed for the apparatus. The estimate for the work is about 10-15 thousand dollars. There have been some suggestions to buy instead of refurbishing the trucks. BC Swiger has tried to get ahold of True North for different quotes however, there was no success there. Commissioner Koorn suggested to have the refurbish topic dropped from the agenda and have BC Swiger work on the minor things that the trucks need. E22 is not in service yet.
- b) Resident Program- BC Swiger mentioned nothing has been done concerning the resident program. He is willing to help out if necessary.
- c) Personnel Leaving- FF Stephine Mace. She is moving out of state.
- d) Budget Review- Commissioners had no questions concerning the budget. Commissioner Koorn will work with BC Swiger and Accounting Manager Torgerson on the 2020 budget. He will go over the budget with them and start making the new proposed budget for next year.
- e) Live Fire Container- BC Swiger mentioned that NWFR only needs a permit for the containers. There has not been any more research done for this project as of today.
- f) FF/EMT description- the Commissioners reviewed the job description for these new positions. Chairman Lamont made a motion to approve it and Commissioner Koorn seconded it. Motion passed unanimously.
- g) Administrative Office Manager- The Commissioners reviewed the job description for this new position. Chairman Lamont made a motion to approve it and Commissioner Koorn seconded it. Motion passed unanimously.
- h) Administrative Assistant- The Commissioners reviewed the job description for this new position. Chairman Lamont made a motion to approve it and Commissioner Koorn seconded it. Motion passed unanimously. This position will be advertised for two weeks on Facebook, NWFR Website, Whidbey News Times and other non-cost websites.
- i) Battalion Chief Position – Chairman Lamont mentioned he spoke to Chief Lemon about the Battalion Chief Position and how they wanted to go for a grant to pay for this position. Unfortunately, Chief Lemon was not available at the meeting and the board decided to continue the discussion at a later date.
- j) Audit Increase- The audit was extended and there will be an extra cost for that. It would allow more time to gather all information and have the Auditor review the material. The increase is about 5 thousand dollars more than the original cost. Chairman Lamont made a motion to approve the increase of the audit charges, Commissioner Koorn seconded it. Motion passed unanimously.

NEW BUSINESS

- a) Duty Crew Increase- Commissioner Koorn mentioned Fire Chief Lemon recommended an increase for our duty crew. The Commissioners did not have all the information in front of them and suggested instead to wait until Fire Chief Lemon was back.
- b) New agenda- Chairman Lamont mentioned that there is a new agenda that Fire Chief Lemon wanted implement. The Commissioners will review the idea and get back to Chief Lemon about the consent agenda.
- c) Levy- Chairman Lamont mentioned that he would like to go for a levy. Commissioner Koorn mentioned that they need to start looking at NWFR apparatus and what exactly we need in the next 5 years. More



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research will be done.

- d) Uniforms- BC Swiger mentioned that the current uniforms are 65% polyester and they are not compliant with the National Fire Protection Association (NFPA). The Uniforms need to be cotton based. Chairman Lamont made a motion to have BC Swiger buy new uniforms for our members that will make the District compliant with NFPA. Commissioner Koorn seconded it. Motion passed unanimously

CHIEF REPORT

- a) No new information under this category.

COMMISSIONER REPORT

- **Investigation-** No new information regarding the investigation.
- **Executive Session RCW 42.30110(g) To evaluate the qualification of an applicant for public employment or to review the performance of a public employee. Subject:** training officer position. This Executive Session was cancelled.

GOOD OF THE ORDER

ADJOURN MEETING

- There being no further business and by mutual consent, the regular meeting of the Board Adjourned at 7:30 pm.

Attest


Board Secretary/Monica Torgerson