



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

September 8th, 2020

6:30 pm

Approved

CALL TO ORDER

Chairman Koorn, called the meeting to order at 6:30 pm. Also, in attendance were Commissioner Lamont, Commissioner Goen, Chief Clark, Div Chief Swiger, Safety/Training Officer Kiyokawa Secretary Torgerson, and FF/EMT Reinstra, Admin Assistant Falk, BC Lacy, Div Chief O'Connor, FF Kovach, FF Ware, FF/EMT Coleman, FF/EMT Karlburg, FF/EMT F. Valencic, FF Krogh-Moore, FF Craig, FF J. Valencic, FF Lacy, Kris O'Connor, Leah Swiger, Chief Merrow, Support Lolli, Support Gina Clark,

PUBLIC COMMENT- No Comment

Ceremonial Pinning- Chief Clark mentioned the district had ten pinning's for the members that have promoted or graduated the fire academy this year.

- Division Chief Chris Swiger – DC Swiger stated the NWFR Oath and wife Leah Swiger pinned him.
- Division Chief James O'Connor - Division Chief O'Connor stated the NWFR Oath. Kris O'Connor, Division Chief O'Connor's wife and Fire Chief Ray Merrow from Oak Harbor Fire pinned him.
- Battalion Chief Stephen Lacy - BC Lacy stated the NWFR Oath. Son's Johnathan and Dave Lacy pinned him.
- Fire Fighter/EMT Daniel Coleman – FF/EMT Coleman stated the NWFR Oath. His wife pinned him.
- Fire Fighter/EMT Johnathan Karlburg - FF/EMT Karlburg stated the NWFR Oath. His friend pinned him.
- Fire Fighter Kat Krogh-Moore - FF Krogh-Moore stated the NWFR Oath. She was pinned by Taylor Crisp.
- Fire Fighter Allen Craig - FF Craig stated the NWFR Oath. He was pinned by Samantha Cooper.
- Fire Fighter James Valencic - FF Valencic stated the NWFR Oath. He was pinned by FF/EMT Valencic.
- Fire Fighter Mark Kovach - FF Kovach stated the NWFR Oath. He was pinned by Shekela Kovach.
- Fire Fighter Evelyn Ware - FF Ware stated the NWFR Oath. She was pinned by Adam Ware.
- Fire Fighter Samuel Martin could not make it. He went to a wildfire deployment.

Chairman Koorn mentioned there will be 5 minutes after the NWFR Oath.

Public Hearing- Chairman Koorn Stated the district usually does not have a hearing in September. He asked the Board if they would like to continue? Commissioner Lamont and Commission Goen mentioned they would like to proceed. Chief Clark stated the budget did not change much. The only



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thing that changed was the 3% raise for administration. The election budget changed. He believed the

district will be paid in 2020. There will be an audit next year and because of that there was money added into that section. Capital budget has changed for future expenses for 2021. Miscellaneous equipment was added because there is some small equipment that the district needs to function. Chief Clark would like to talk about the proposed 2021 budget at the next Special Meeting.

- **Review 2021 General Funds Revenues**
- **Review 2021 General Reserve Investment Funds**
- **Review and Discuss General Fund Expenditure, Operations and Maintenance Costs**
- **Review Capital Funds**

ADDITIONS TO AGENDA

- Minutes for August 18th, 2020 minutes for the following Thursday
- Resolution 469 rescheduling
- People Leaving

MINUTES

- Chairman Koorn spoke with Admin Manager Torgerson concerning the minutes and some corrections that need to be made. Chairman Koorn made a motion to approve the minutes from last month, Commissioner Goen second. By mutual consent, the Board approved the minutes of the regular meeting August 11th and special meeting August 18th, 2020. By mutual consent,
Motion carried unanimously

APPROVE EXPENDITURES

- Chairman Koorn had a few questions on the vouchers. Chairman Koorn would like to change DC O'Connor's computer purchase to a capital purchase line item. After review by the Board the following expenditures, which total \$ 198,500. A motion was made by Commissioner Lamont and seconded by Commissioner Goen to approve the expenditures and vouchers for payment. By mutual consent,
Motion carried unanimously.

REVIEW INVESTMENTS

- The Board mentioned there were no investments for the month.

FINANCIAL REPORT

- The Board reviewed the financial reports showing the District total equity for cash activity for the month, which balanced to the reports from the Island County Treasurer.

UNFINISHED BUSINESS

- **Personnel Leaving** – Johnathan Alvarado leaving the area.
- **2020 Budget Review** – Chairman Koorn mentioned he had noticed that there are some items in the budget that are over 100 percent. Chief Clark stated that we had a lot of charges for maintenance for



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the last four months. He would also like to have more flexibility to move funds around if they are in the same section of the budget. The over all budget would not change.

- **Fire Containers** – DC Swiger stated he is still waiting for Island County on all the supporting documents to move followed with the project. There was an extra one contains purchase because we had a container already have one in our station. Commissioners would like to be notified.
- **Turn-out Gear** – Chief Clark stated we still need 37 sets of turn out gear. The district last purchased gear in 2015. He has not ordered the first 10 sets that were approved in the last few months. The delivery will take about 4-6 weeks. Commissioner Goen made a motion to approve 27 more sets, totaling 37 sets of gear. Commissioner Lamont second it.

Motion carried unanimously.

- **COVID-19** – Chief Clark spoke about the concern with COVID-19 and the seasonal Flu. There may be a change restriction.
- **Grant** - We have not heard from the Feds for the SAFER Grant. They should be awarding before September 30, 2020.
- **Advisory Committee** – Commissioner Lamont and Chief Clark met with the Advisory Committee last Thursday via Zoom.
- **Wildland Policy and Interlocal Agreement with CWFR** - Chief Clark mentioned there is a Wildland Policy and Interlocal Agreement with CWFR are two separate things. The policy talks about the setting of rules and regulations for Wildland. This agreement would allow CWFR and NWFR to work hand in hand with the Wildland Policy. It talks about the apparatus and who gets paid from the State when our apparatus or central apparatus are used. Chairman Koorn made a motion to approve the policy Commissioner Lamont second it. By mutual consent,

Motion carried unanimously.

Chairman Koorn made a motion to approve the Interlocal Agreement with CWFR. Commissioner Lamont made a motion. By mutual consent,

Motion carried unanimously.

- **Job Descriptions - Chairman** Koorn made a motion to approve the Battalion Chief job description. Commissioner Lamont second it. By mutual consent,

Motion carried unanimously.

NEW BUSINESS

- Intergovernmental Agreement for EMAC and PNEMA- Chairman Koorn made a motion to approve the Intergovernmental Agreement for EMAC and PNEMA. Commissioner Lamont second it By mutual consent,
Motion carried unanimously.
- 2020 Budget Adjustment for Reimbursement – Chief Clark Mentioned there is a reimbursement from a class that was cancelled. He would like to move those funds back to the expenditure training line item. Chairman Koorn made a motion to have \$3,500 from the Reimbursement (369-91-000) budget be moved to Training (522-45-40-002) BARS line. Commissioner Goen second it. By mutual consent,
Motion carried unanimously



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- ST 22 Rental Agreement with Whidbey Health - Chairman Koorn mentioned he spoke to EMS Manager Rodger Meyers about the agreement between the district and Whidbey health for renting the Fire House. Commissioner Goen had questions on utilities and who would pay them. Chief Clark mentioned there would not be a big change. Chairman Koorn asked the other board members on their opinion. Commissioner Lamont believes \$1000 is too low to rent Station 22. He would like to send it back for negotiation for \$1500 plus utilities. Commissioner Goen stated he would be fine with \$1,200 however; he would like the Whidbey Health contract to be increased to 600k. Chairman Koorn and Chief Clark will have another meeting with EMS Director.
- **Consent Agenda for Regular Meetings-** Commissioner Lamont mentioned to the board they should consider having a consent agenda in place to help minimize the regular agenda every month. Chairman Koorn proposed having the Minutes, Vouchers payments, Investments, Financial Report that be in the consent agenda. He proposed doing this to save time and only have one motion instead of four every month. Chief Clark thinks the Board and the Admin staff have a better working relationship with them and communicating will not be an issue. Chairman Koorn made a motion to have item 5-8 in the agenda (Minutes, Voucher payments, Investment, and Financial report) as a consent agenda. Commissioner Lamont second it. By mutual consent,
Motion carried unanimously.
- Resolution 469-Chairman Koorn stated Chief Clark has a training class he will be attending October 13th and won't be able to make the regular meeting on Tuesday October 13th. He would like to reschedule the meeting to October 8th, 2020 instead. Chairman Koorn made a motion to move regular meeting to Oct 8th, 2020, Commissioner Goen second it. By mutual consent,

Motion carried unanimously.

CHIEF REPORT

- **Apparatus reports** - Two HME's have a master leak. The parts have been ordered. they will arrive in 4-6 weeks. E25 is in Station 24. It was moved because it is rarely used and Station 24 is not used often enough.
- **Levy report-** We are moving forward with the Levy. We have been advertising and we will be trying hold an open house with restrictions that would follow Covid-19 guidelines.

COMMISSIONER REPORT

- **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 for 30 minutes back at 8:35. Chairman Koorn extended another 10 minutes to 8:45 pm and extended 5 minutes to 8:50 pm. Board Came back from Executive Session. No decisions were made.

GOOD OF THE ORDER

- N/A

ADJOURN MEETING

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



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at 8:51pm

Attest

Monica Torgerson
Board Secretary/Administrative Manager