



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 Special Meeting Minutes

March 18th, 2020

10:00 am

Approved

CALL TO ORDER

Chairman Koorn called the meeting to order at 10:00am and in attendance was Commissioner Lamont, Commissioner Goen, BC Swiger, Fire Chief Biller, Fire Chief Clark, LT, Brandhorst, Theresa Jenkins, Lyle Zimmerman,

Coronavirus disease (COVID-19) update

- Chief Clark mentioned he had made an Operational Directive and wants the board to consider approving the directive. An Ops Directive is a short-term standard operational guideline (SOG) that has an expiration date of ninety days or less. This directive would provide all our members with procedures on what to do when they are faced with a COVID -19 situation. This directive can be made a permanent SOG or policy if it is approved in the future. This directive is the first temporary directive this year. The second part of the directive would be a general guideline and recommendation to follow the CDC's guidelines and relay it to the community, and family members from Whidbey Health.
- Chief Clark also mentioned he would like to discuss the question of pay for our full-time employees and the volunteer paid duty crew. Some questions he had were, if there was a person that is suspected to have been in contact with someone that has COVID -19. Would we pay them to stay home and what methods would we use if the member did not have any sick time, available?
- The district will have bags available with masks, gowns, gloves, and glasses for the volunteers to keep in their POV's to use when they go to a call. Our priority is to keep all our volunteers and first responders safe.
- Station 25 is a quarantine site. Chief Biller has been in contact with our attorney to have a waiver in place relieving the district from any liabilities if someone is using our facility to quarantine. Chief Clark said it is important to make sure we have this waiver before anyone uses our facilities. Chief Biller mentioned that he spoke with our insurance company and stated we are covered under their insurance for this type of situation.
- We will be advertising on Facebook and our webpage letting the community know what our plans are to fight this pandemic. We will be reassuring the public that we are here to help and nothing has changed. We will ask the public to call or email the admin office if there are any inquiries or questions for us instead of coming into the office. Chief Clark has spoken to Pete our IT specialist, and confirmed in worst case scenario the admin staff can work from home if needed. Obviously, there would be safety measures that will need to take place to set up a secure network for our staff to use at home. We are continuing to



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look for other ways to establish meetings and conferences to follow the recommended guidelines for social distancing. The office staff is trying to be as prepared as possible if the situation arises that we have to close.

- Chairman Koorn mentioned he would leave it up to the discretion of Chief Clark to close the Administrative Office. The other Commissioners also believed it would be to the discretion of the Fire Chief.
- As for the paying the full-time employees. The board would not mind paying the employees up to 80hrs or 10 days of sick pay before using their PTO. As for the part time duty crew Chairman Koorn suggested using an average time they worked during the month and using that rate as compensation if they have to take time off because of exposure to COVID-19, this would be used before using their accumulated sick time.

Resolution 464 Auditing and Alternate Auditing Officer

- Chairman Koorn mentioned he was an alternate auditing officer for the district and now Chief Clark will take his place. He made a motion to approve resolution 464 Auditing and Alternate Auditing Officer Commissioner Lamont second it.

Motion passed unanimously.

Fire Department Training and Safety Captain

- Chief Biller mentioned that the two job descriptions being presented are for one position. One is the job description and the other is a description of duties for the position. It was not meant to be two positions only one. This Captains primary duties will be training and safety. Chief Clark also mentioned this position's main role would be training and safety. Chairman Koorn asked if this position would be able to help in case the district needs help in other areas. Chief Clark said yes, however, his main duties would be training and safety. The training officer needs to be focused on training our members. By doing that he believes there would be improved retention, and will allow that person to focus on making a quality training program. Commissioner Lamont suggested having a statement stating and "other duties assigned". Commissioner Lamont made a motion to approve the job description, Commissioner Goen second it.

Motion passed unanimously.

Fire Department Captain Training and Safety Salary

- Chief Clark mentioned he had done some research on similar positions here on the island. He believes exempt, 70k a year would be a good start for this position or have a scale between 68k-73k dollars per year as a recommend salary. Chairman Koorn made a motion to approve the scale pay for the career training and safety captain. Commissioner Goen second it.

Motion passed unanimously.



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Adjourn

- There being no further business and by mutual consent, the special meeting of the Board Adjourned at 10:50 am.

Attest 

Monica Torgerson/Board Secretary