



**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](mailto:Admin@nwfr.org)

### **Board of Fire Commissioners Regular Meeting Minutes**

August 11<sup>th</sup>, 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, Battalion Chief Swiger, Secretary Torgerson, and FF/EMT Reinstra,

#### **PUBLIC COMMENT**

Volunteer FF/EMT Frank Valencic was wondering why the Duty Crew is moving to Station 25? His concern was that in the past everyone responding to calls from this station has been mainly volunteers, like himself. He is concerned that if the Duty Crew moves to Station 25 the volunteers will not be able to respond because all rigs would be taken by the time the volunteers arrives to the station. He was hoping Management can come up with different options for volunteers when they respond to calls. Chairman Koorn responded to vol FF/EMT Valencic that Fire Chief Clark is still working on the project.

#### **ADDITIONS TO AGENDA**

N/A

#### **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 July 14<sup>th</sup>. **Motion carried unanimously.**

#### **APPROVE EXPENDITURES**

- After review by the Board the following expenditures, which total \$ 173,179.39 A motion was made by Commissioner Goen and seconded by Commissioner Lamont to approve the expenditures and vouchers for payment.

**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** – Josh Fikse - Could not make the volunteer commitment.



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- **2020 Budget Review** – Chairman Koorn wanted to know why some lines are over budget. Fire Chief Clark mentioned there were some charges that were added to the incorrect BARS line items. Those line items have been corrected and they are all under budget now. Fire Chief Clark mentioned the election and the public affairs invoice will be coming soon, and we need to move some money to cover those charges. Chairman Koorn asked why the uniform line item was over? Fire Chief Clark stated the district had bought new uniforms for all new hires. After that the Board mentioned they had reviewed everything else in the budget, and everything looked fine.
- **Fire Containers** – Fire Chief Clark mentioned he had the lay out for the containers. County is good with the land use agreement. The district is still waiting for Island County’s lawyers to review and send it back. The Goal is to be up and running in October. The total cost will be less than 15k to set up. He would like the authority to sign if the county sends it back. Fire Chief Clark mentioned our attorney had seen the agreement and is fine with it. Chairman Koorn made a motion to approve the agreement, Commissioner Lamont second it. By mutual consent, the Board approved having Chief Clark sign the agreement and moving forward. **Motion carried unanimously.**
- **Turn-out Gear** - Fire Chief Clark mentioned the Board had approved ten sets of turn out gear last month however, after doing inventory of the gear Chief Clark notice there were 37 sets of gear that were out of compliance under the NFPA and WAC guidelines The gear is only good for 10 years. Chief Clark gave the Board a few options to fix the situation.
  - Option 1: we can buy a portion of the gear and wait until next year to buy the rest.
  - Option 2: We can buy all the 37 set of gear. He would like to gather the money from other line items to pay for the 37 set of gear. The extra money is in capital budget. Commissioner Lamont asked if buying all 37 sets would the district be set for the next 10 years? Fire Chief Clark stated we would not. We have about 80 members in the district and they will all need new gear eventually. We would need to buy 10 set of gears every year to stay compliant. He believes by 2022 we would be caught up and moving forward we would have to buy between 5-7 set of gear every year.

Chairman Koorn stated he was irritated that the past organization had dropped the ball in this area. Fire Chief Clark mentioned it is unfortunate we are in this situation but would like to move forward and fix the problem. Chairman Koorn would like to table it until August 18<sup>th</sup> agenda.

- **COVID-19** – Fire Chief Clark mentioned to the Board that the district had received \$5,200 from a Federal grant. He mentioned the money was spent on supplies to protect our members.
- **SAFER Grant** - Clark stated that we have not heard anything from SAFER yet. He has not seen any grants be distributed yet either.
- **ST 27 Brush Truck addition** - Fire Chief Clark said that the district has vehicle issues. In the next two to three years there will be some engines that will need to be repaired. All repairs are all done for now. Does not expect any big charges from apparatuses. There is a lay out for the apparatus. He



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mentioned by moving all our apparatus to different stations he believes it would help the use of apparatuses that are in good condition. The apparatus being moved to Station 21 are E-22, M21 and tow Vehicle, Aid 21 and Safety House. Apparatus being moved to Station 25 are E-25, R-25, Aid-25, E-27(Reserve). Station 22 will have E-24, A-202, M-25 and Tow Vehicle, Gator plus Trailer. Station 26 will have E-26 and Aid 26. Station 23 will have T-23 and Aid 23. Station 27 will have T-27, B-27, A-207, Station 24 will have E-21, and Aid 24. Headquarters will have Support 25 and Blue Van.

- **Advisory Committee** – Fire Chief Clark mentioned the district wanted to have an Advisory Committee for a while but for whatever reason it never happened. Battalion Chief Swiger had a plan for the advisory committee but was never utilized. We advertised via Facebook and newspaper and we received seven applications from members of the community. This member from our community had to live in the district or have business in the district in order to qualify to apply. Next step will be to interview them. The Board agreed Commissioner Lamont would be conducting the interviews with Fire Chief Clark. The Board mentioned we are at the need and wants of the community, we need to educate them and have a committee that is involved in future projects. It is 12-month term. If there is a project that will be longer than 12 months, we can extend the term on case-by-case basis.
- **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 until 10 till 8 :00pm. At 7:50 pm Chairman Koorn extended another 15 minutes until 8:15 pm came back 8:18pm.

### NEW BUSINESS

- **Budget Adjustment** – Chairman Koorn would like to table the adjustment for next meeting on the Wednesday Aug 18<sup>th</sup>, 2020.
- **Administration Re-Organization-** Commissioner Goen is not in favor of having a Deputy Chief. Commissioner Lamont asked if everyone was okay with two Division Chiefs. Chairman Koorn said he like that idea. Commissioner Lamont made a motion to have two Division Chiefs. Commissioner Goen second it. By mutual consent, **Motion passed unanimously.**
- **Part Time Policy 02-05** - Fire Chief Clark mentioned in our current policy there is a section for part time, and he had made some changes to the policy. Commissioner Goen made a motion to change the section dealing with part time, Commissioner Lamont second it. By mutual consent, **Motion passed unanimously.**
- **Hose purchase request** - Fire Chief Clark would like to table it until a later date.

### OPS CHIEF REPORT

- Apparatus reports - ALL the apparatuses came back.



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### **CHIEF REPORT**

- Tenzinga everything is running fine. Clarks recommendation was to have one of the commissioners have a tutorial on Tenzinga.

### **COMMISSIONER REPORT**

- N/A

### **GOOD OF THE ORDER**

- N/A

### **ADJOURN MEETING**

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 8:29 pm

Attest

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Monica Torgerson  
Board Secretary/Administrative Manager