



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS
Administration Building, 770 NE Midway Blvd. #1 Oak Harbor, WA
Phone: 360-675-1131 Email: Admin@nwfr.org

Board of Fire Commissioners Regular Meeting Minutes
December 16th, 2020
6:30 pm

Approved

CALL TO ORDER

Chairman Koorn called the meeting to order at 6:30pm. Also, in attendance were Commissioner Lamont, Commissioner Goen, Chief Clark, Division Chief Swiger, Division Chief O'Connor, Battalion Chief Lacy, FF Hernandez, Lt. Reinstra, FF Shultz, FF/EMT Powell, Kris O'Connor, EMT Krogh-Moore, EMT Hoover and Secretary Torgerson.

PUBLIC COMMENT

No public comment

ADDITIONS TO AGENDA

Fire Chief Travel Request- Chief Clark needs to renew his paramedic license and because of the pandemic the only location that is giving a refresher course and the test is in Florida. He would like the Board approval to travel to Florida. By mutual consent the board agreed to have Chief attend the refresher course in Florida. **Motion carried unanimously.**

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.

Chairman Koorn mentioned the board was going into Executive Session for one hour. The board would reconvene at 7:32pm. At 7:32pm the board came back from executive session. No decisions were made.

CONSENT AGENDA

Minutes from regular meeting Nov 10th, Special Meeting Nov 16th, Special Meeting Nov 23rd, and Special Meeting Nov 27th, 2020. Vouchers for payment approval or denial. Review of investment, Financial report to match Island County Treasurer for October 1st-31st, 2020. Chairman Koorn had spoken to Admin Manager Torgerson earlier on a few things he wanted clarification on the vouchers and specifically the voucher paying Whidbey Tech more than what he believed the agreement was for with them. Chief Clark clarified that Whidbey Tech had worked on setting the computers in Station 25 and worked on Div. Chief O'Connor's computer. Chairman Koorn made a motion to approve the consent agenda. Commissioner Lamont second it. **Motion carried unanimously.**

UNFINISHED BUSINESS

- **Personnel Leaving**
 - Gabriel Moffett – Mr. Moffett did not complete his initial hire paperwork.
- **2020 Budget Review-** Chairman Koorn mentioned he had reviewed the budget and was shocked

some line items have been over budget to a total of 50K.

- **Fire Containers** - Division Chief Swiger/Captain Kiyokawa- Captain Kiyokawa presented a power point presentation to the board. The presentation consisted of the lay out of the training containers and everything that was being added to each level of the fire containers. The fire contains will have windows, doors and outdoor stairs. He wants to make them as realistic as possible and will be NFPA 1403 compliant. The board thanked Captain Kiyokawa for his presentation and hard work on this project. They had no question for him at the time.
- **Covid-19** - Fire Chief Clark mentioned all Stations and Administrative Offices will be closed to the public due to Covid-19. All training is being done electronically. They only thing that is being done in person are the rig checks. In the past Station 25 was a Covid-19 safe location that anyone can use if someone needed to quarantine from other Fire Departments, However, that station is being occupied now with the Duty Crew and the Admin. Fire Chief will get together with the other Chiefs in the Island and figure out a plan moving forward.
- **Advisory Committee** - Fire Chief Clark mentioned that the committee is still meeting every month and there will be some changes in the new year. He will have more information next month on what those changes are.
- **Purchase Order Process** - Fire Chief Clark wanted to change the existing purchase order process. He would like to only write a PO when it is more than \$500. Chairman Koorn would like to table this topic for next month. Board agreed.

New Business:

- **Increase wages for non-bargaining unit personnel** - Fire Chief Clark mentioned the minimum wage was going up from \$13.50 to \$13.69. He would like the approval for this change to be made. He also would like to approve the wage changes for both Division Chiefs that were promised with their promotions. Chairman would like to review the budget and table this section until January's meeting.
- **Purchase of new Rescue Truck** - Fire Chief Clark spoke to the Board on buying a new 2020 Quick Response Rescue model QRR-125. The Chassis is a 2020 Ram 5500 4x4 Crew Cab. There was a quote from another agency that is buying the same truck for their district. We are able to piggy back on their bid. If we purchase the truck in 2020, we would save any tariffs from 2021. The purchase price is \$99,800 plus accessories costing about \$17,200. Next year the same truck will cost \$135,000 plus accessories. EMT Hoover, and FF Walker have done extensive research and believe this truck has the best price for what the district is getting. The dealership is near the manufacturer in Canada. They will build it with all American specifications. The dealership only has this truck in stock. The next time they will have a fire truck will be sometime in June, 2021. This truck will have full manufacture warranty. Time is of the essence, there are eight other municipalities looking at purchasing the same truck.

Chairman Koorn asked if we had all the documentation the districts need to piggy back on someone else's bid. Chief Clark mentioned Admin Torgerson and himself are working on all the documentation. He also mentioned we are working on getting all the vendor contracts and purchase paperwork in order. Chairman Koorn is a bit concerned on the size of the vehicle. Clark reassures him the smaller size of truck is more beneficial to the district at this moment in time. Chairman Koorn was under the impression Chief was going to have a plan on how he would

gradually start phasing out older trucks and replacing them with new ones. Commission Lamont also asked Clark if that plan was still in the works. Clark is working on the capital plan for the next few years. He will have it to them sometime next year. Chairman asked how much would the truck be? The truck will be cost \$120,000 with all accessories included. Chairman wants the attorney to take a look at all the document to make sure everything is in order. Chairman Koorn made a motion to purchase the 2020 Ram 5500 4x4 Crew Cab if all the piggy back docs are in order, the purchase documents are in order and our attorney has seen all the documents and approves the purchase. Commissioner Goen second it and Commissioner Lamont also agreed.

Motion carried unanimously.

- **Cost Recovery Policy** - Fire Chief Clark spoke about EF Recovery and how he would like to do cost recovery internally. EF Recovery chargers are high and believe it would be better to move that processes internally. We can add the specifications of our process in the Cost Recovery policy we already have. Div. Chief O'Connor believes it is possible and it would be a great way to build a working relationship with our community if there ever is a need for Cost Recovery. Chairman Koorn made a motion to approve the change from (EF Recovery) external party to (district) internal party process. Commissioner Lamont second it and Commissioner Goen also agreed.

Motion carried unanimously.

- **WFCA Health Care Program** – Secretary Torgerson mention the admin health care is renewed every year. Chairman Koorn made amotion to approved the WFCA Health Care program for the Admin staff Commissioner Lamont second it and so did Commissioner Goen.

Motion carried unanimously.

- **OPS Chief's Report** - none

- **Chiefs Report:**

- Turn-out Gear – It has been purchased. District spent less than 80k for them. Will be arriving soon.
- Fire Chief Clark is looking to purchase a bigger extractor under 8k. He will bring all the information next meeting.

- **Commissioner Report:**

- Electing a new Chairman- Chairman Koon nominated Commissioner Lamont for next year's Chair and Commissioner Goen second it.

Motion carried by simple majority.

- **Good of the Order**

The District received a letter with a \$300.00 donation from one of our community members. The letter went to say how thankful they were because a tree had fallen down on their road and NWFR came out and helped the remove it.

Adjourn Meeting

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 9:04 pm

Attest



Monica Torgerson