

**NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS**  
**Administration Building, 770 NE Midway Blvd., #1, Oak Harbor, Washington**  
**MINUTES of the Regular Meeting on March 26, 2019, 2019 at 9:00**

**CALL TO ORDER**

- Chairman Lamont called the meeting to order at 0900. Also, in attendance were Commissioner Koorn, Commissioner Goen, Chief Kirko, Battalion Chief Swiger, Administrative Manager Damon, Board Secretary/Accounting Manager Monica Torgerson, Lt. Brandhorst, Lt. Horton, FF Zimmerman, Retired BC Zimmerman, FF Cooper, Capt. O'Conner, Teresa Jenkins.

**PUBLIC COMMENT**

- None

**ADDITIONS TO AGENDA**

- Approval of mileage reimbursement for Special Meeting on 03/25/2019.

**MINUTES**

- By mutual consent, the Board approved the minutes of the Regular Meeting Held on February 12, 2019.

**APPROVE EXPENDITURES**

- After review by the Board the following expenditures, which total \$252,803.85, a motion was made by Commissioner Koorn and seconded by Commissioner Goen to approve the expenditures and vouchers for payment. Motion carried unanimously.

**REVIEW INVESTMENTS**

No new Investment as of February 12,2019

**FINANCIAL REPORT**

- The Board reviewed Financial Report showing District total equity for cash activity during January 01, 2019 to January 31, 2019 which balance to the report from the Island County Treasurer.

**UNFINISHED BUSINESS**

- Buildings – Ground
  1. ST 25 Floor -Battalion Chief Swiger reported a quote from Slabjack for Approximately \$3,700 for repairs to the bay floor at ST25. Commissioners approved up to \$5,000 out of the Capital Budget 5942260002
  2. ST25 Antenna- Purchased new antenna and stand. The old antenna for ST25 was replaced with the new one to be installed in existing location.
  3. District Office Plumbing – Chief Swiger has no update on District Office plumbing. No new quotes have been received.
  4. District Office HVAC- Received a rough quote from Barron Heating for \$200,000 for the HVAC system.
  5. Rebuild E21 & E25- Chief Kirko received quotes from two different companies. First quote was for 271k each. Second quote was for 250k from another company. The refurbish fire trucks would have all major components replaced, air brakes, any wear and tear in the trucks, floors and seat replacements and any other item that needs to be changed. Chief Kirko will resend the packages with all the quotes to the commissioners

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for review.

- Whidbey Health Contract –The contact is currently in the CFO’s office with Whidbey Health for approval. Once we received it, we will confirm the rate and if it will be prorated for January 2019. We will also, work on scheduling meetings with Whidbey Health to discuss the 2020 contract.
- Training Officer Position / Deputy Chief Position- The position was posted to several job links. It will be posted online for about a month. The office has received 3 applications so far.
- 2019 Budget Review
  - The Commissioners do not have any questions regarding the budget.
- 5 Year Budget Projections  
Administrative manager and Secretary of the board will have a rough draft on the 5-year Budget projections by the next meeting in April 9, 2019
- 5 Year Equipment Replacement  
Chief Kirko is still working on this and hopes to have further information next month.
- Loomis- No new news. Loomis can come speak to the board about marketing strategies. No approval or denials.

**NEW BUSINESS**

- Resolution No.449, 03/26/2019 Appointing Secretary of the District and Accounting Manager. A motion was made by Commissioner Koorn and seconded by Commissioner Goen to approve Resolution No.449 Motion carried unanimously.
- Resolution No.450, 03/26/2019 Appointing an Auditing Officer and an Alternate Auditing Officer. A motion was made by Commissioner Koorn and seconded by Commissioner Goen to approve Resolution No.450. Motion carried unanimously.
- Resolution No.451, 03/26/2019 Resolution Appointing Claims Receiving Agent and Alternate Claims Receiving Agent for the District. A motion was made by Commissioner Koorn and seconded by Commissioner Goen to approve Resolution No.451. Motion carried unanimously.
- Residential Program-Consideration for this program would allow the Stations that are chosen for this program to have a four staff member on 12 hour shifts instead of the two staff that we have now. The approximate cost for the program (buildings) would be 210k. Chief Kirko recommended to the board to review the existing Residential Programs listed on Daily Dispatch Fire Stations that are being considered are ST 25, ST21 and ST22 for the Resident Program. Commissioners would like to discuss the Resident Program and Locations at the next commissioners meeting.

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**CHIEFS REPORT**

- Fire Truck Discussion  
There will be more discussion about the Fire Truck at the next meeting.
- MSAR- Would like to look into requesting funding from the Sheriff's office Will also work with all Island District to discuss the program and how we can continue funding the MSAR programs and how we can continue funding the programs.

**COMMISSIONER REPORT**

- Commissioner confirm they are all attending the WFCFA conferences June 2019.

**EXECUTIVE SESSION RCW 42.30.110(1)(g)**

- Chairman Koorn called the Executive Session meeting to order at 10:14am to 10:30am
- (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;
- At 10:30 am Chairman extended Executive Session for another 15 minutes until 10:45am.
- No decisions were made
- 10:45 returned to regular meeting

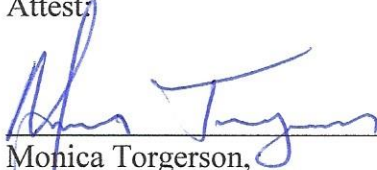
**GOOD OF THE ORDER**

- Received thank you cards from Lutheran Church for coming to the Elementary school and teaching the students about Wildland public
- Commissioners thanked the Administrative Manager Amber Damon for all her support and hard work as the Interim Secretary of the Board.

**ADJOURN MEETING**

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 10:45am.

Attest:

  
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Monica Torgerson,  
Secretary to the Board/Accounting manager