



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Administration Building, 770 NE Midway Blvd., Oak Harbor, WA

Phone: 360-675-1131 Email: Admin@nwfr.org

Minutes

May 10th, 2022

6:30pm

Approved on June 14, 2022

Call to Order: Chairman Koorn call the meeting to order at 6:30pm. In attendance was Commissioner TJ Lamont, Commissioner Gerald Smith, Chief John Clark, Division Chief Chris Swiger and Secretary Kathryn Nguyen.

Promotions

Dale Esperum – Lieutenant

Took Oath of Office. Sister pinned on Lieutenant badge.

Nikki Breaux – Lieutenant

Took Oath of Office. Husband pinned on Lieutenant badge.

Public Comment: No Public Comment

Executive Section: RCW 42.30.110 -

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee

Consent agenda: Minutes: Regular Meeting, March 21st, 2022

Vouchers for payment approval or denial for the month of April. Review of Investment, Financial report to match Island County Treasurer for April 2022.

General Batch #24G for Vouchers 220309001-220309010 dated 04/06/2022 in the amount of \$4,742.08

General Batch #25G for Vouchers 220401001-220401019 dated 04/07/2022 in the amount of \$9,126.29

General Batch #27E for Vouchers EFTPS dated-04/14/2022 in the amount of \$11,236.84.

General Batch #26P for Vouchers 220403001-220403008 -dated 04/14/2022 in the amount of \$18,083.77

General Batch #28D for Voucher 495-557 dated-04/14/2022 in the amount of \$56,702.14

General Batch #29G for Vouchers 220404001-220404020 dated 04/14/2022 in the amount of \$21,110.03

General Batch #30G for Voucher 220405001-220405016 dated-04/27/2022 in the amount of \$71,266.77

Motion by Commissioner Koorn to approve the consent agenda. Second Commissioner Lamont. Third Commissioner Gerald. Motion passed unanimously.

Unfinished Business:

Personnel Leaving:

Brenda Ibarra Resignation- Island Hospital

Evelyn Ware- Change from Full-time to Part-time Per-diem effective June 1st

Administrative Chief Officers:

Chief Clark explained that there are no current changes to the organization chart.



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Administration Building, 770 NE Midway Blvd., Oak Harbor, WA

Phone: 360-675-1131 Email: Admin@nwfr.org

Commissioner Lamont stated that he is not ready to approve the motion of Battalion Chief conversion. Commissioner Koorn stated he is in no position to approve and suggests holding until later scheduled Special Meeting. Motion by Commissioner Koorn to approve the Organization Chart. Second Commissioner Lamont. Third Commissioner Gerald. Motion passed unanimously.

Compensation- Admin Staff

Chief Clark explained that recent changes within the job market has caused an increase in competitive wages. Chief Clark stated that the district will need to pay such competitive wages to obtain qualified personal. Commissioner Koorn states that salary adjustments should be made during the budget building and not mid-year. Commissioner Koorn does agree that district wages are within the lower end. No motion passed

Duty Crew Conversion

Commissioner Lamont states how Whidbey Health pays the district for their contract, and they have never required repayment for the lack of sufficient Fire Fighters. Chief Clark explains that the contract one pays for one fire fighter and the district pays the difference for additional fire fighters on duty. Commissioner Koorn states that we will not be able to sustain the funds in the future if the conversion is approved. Kathryn Nguyen explains the fire fighter conversion and the admin salary increase will reduce the expenditures below the budgeted amount. Commissioner Koorn asked how it will reduce the costs. Kathryn Nguyen explains that converting part time fire fighters to full time will reduce some benefits and due to the number of unfilled positions throughout the year, there is excess expenditure funds that will remain untouched at the end of the year. Commissioner Koorn requests the schedule a Special meeting to look future into the information and call on a vote. Meeting was set for May 16, 2022.

Bids

Chief Clark addressed the roofing bids for Headquarters. He explains that High Tech company came out with the lowest bid with prevailing wages and qualifications. Chief Clark states that none of the companies gave an itemized quote pertaining to the bunker being included or not. Brenda stated that the Bid must be awarded by June 10th. Chief Clark requests the Bid award be moved to the Special meeting, allowing Admin staff to investigate further details.

Admin Temporary Worker

All positions are full and no need for additional temporary staff.

Resolutions



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Administration Building, 770 NE Midway Blvd., Oak Harbor, WA

Phone: 360-675-1131 Email: Admin@nwfr.org

Kathryn Nguyen took Oath of Office as Accounting Manager and Board of Commissioners Secretary.

Chief Clark presented a quote for radio replacements. Commissioner Koorn stated that the district has already spent most Levy funds and he is concerned with the future position if funds run out. Chief Clark says that he can make inquiries into portable radios for a reduced cost. One issue that Chief Clark was concerned about is the return time in receiving radios after orders are placed. Commissioner Smith questions if the hardware comes with the radios or will we have to purchase separately. Commissioner Smith requests that Chief Clark investigate additional options before approving. Commissioner Koorn asks Chief Clark to get a quote on rugged and standard radios and split costs.

Wildland

Commissioner Smith requests that Chief Clark revises the acronym "NWCG," and include "National Wildland Coordinating Group" before the abbreviation. Lamont requests that section 1.3.4 spelling is corrected to 'While.' Motion by Commissioner Koorn to approve with suggested modifications. Second Commissioner Lamont. Third Commissioner Gerald. Motion passed unanimously.

Commissioner Koorn requests that the district sends out a flier for potential interest parties in the Battalion Chief position.

Special meeting was scheduled for May 16, 2022, at 1:30pm at Headquarters.

No further discussion. Commissioner Koorn motions to adjourn meeting at 8:45 p.m.

Attest:

Kathryn Nguyen

Kathryn Nguyen

Board Secretary/Accounting Manager

Signature: *Kathryn Nguyen*
Kathryn Nguyen (Aug 8, 2022 08:31 PDT)

Email: bocsec@nwfr.org







04A May 10th, 2022 Regular Meeting Minutes

Final Audit Report

2022-08-08

Created:	2022-08-08
By:	kathryn nguyen (kathryn@nwfr.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_Unn01dkWlvEqMvZqBcso7ngNYc83oSA

"04A May 10th, 2022 Regular Meeting Minutes" History

-  Document created by kathryn nguyen (kathryn@nwfr.org)
2022-08-08 - 3:29:20 PM GMT
-  Document emailed to bocsec@nwfr.org for signature
2022-08-08 - 3:29:32 PM GMT
-  Email viewed by bocsec@nwfr.org
2022-08-08 - 3:30:33 PM GMT
-  Signer bocsec@nwfr.org entered name at signing as Kathryn Nguyen
2022-08-08 - 3:31:11 PM GMT
-  Document e-signed by Kathryn Nguyen (bocsec@nwfr.org)
Signature Date: 2022-08-08 - 3:31:13 PM GMT - Time Source: server
-  Agreement completed.
2022-08-08 - 3:31:13 PM GMT