



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

Approved

November 10th, 2020

5:30 pm

1. Call to Order

Chairman Koorn called the meeting to order at 5:30 pm. Also, in attendance was Commissioner Lamont, Commissioner Goen, Fire Chief Clark, Division Chief Swiger.

2. Public Comment-None

3. Additions to agenda:

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 would go to Executive Session for one hour and will come back at 6:30 pm. The Board came back and will extend the Executive Session another 30minutes until 7:00pm. The Board came back at 7:00 pm. No decisions were made.

4. Consent agenda:

Minutes from regular meeting on Oct 8, 2020 and the special meetings on Oct 19, 2020 and Oct 22, 2020. Vouchers for payment approval or denial. Review of investments, financial report to match Island County Treasurer for Sept 1st - 30th, 2020. Chairman Koorn asked if anyone had any questions concerning the minutes, vouchers, and investments. The board did not. Chairman Koorn made a motion approve the consent agenda, Commissioner Lamont second it and so did Commissioner Goen.

Motion passed unanimously.

5. Unfinished Business:

- Personnel Leaving- Division Chief Swiger mentioned all of the member leaving are volunteers. Two of them were retiring and the other volunteer didn't have enough time to volunteer with the department.
 - Guy Fealey - Volunteer
 - Ron Rogers - Volunteer
 - Debora Rogers - Volunteer
- 2020 Budget Review- Chairman Koorn reviewed the budget with Administrative Manager Torgerson. The district is operating at account 175K per month.
- Fire Containers- Division Chief Swiger mentioned the Fire Container project was almost complete. The containers have been set up and Captain Kiyokawa is working on finishing the project. He mentioned Captain Kiyokawa has worked really hard to get everything done.
- Grants- Chief Clark mentioned to the Board the district was not awarded the SAFER Grant. He received a letter from the agency stating we made it through peer review but

were not awarded the funds. Fire Chief Clark mentioned he submitted a grant for extrication.

- Advisory Committee – Commissioner Lamont and Chief Clark sat down with the advisory committee to discuss looking at station location and strategic plan for the stations. The committee has taken initiative and spoken with other fire departments in the area.
- Van Dam Rd Property Sale - Chairman Koorn would not like to sell it. He would like to wait until the strategic location plan is complete and come back to this property at a later date. By consent the board agreed.
- ST 27 Property - Whidbey Health is working out of our station. Chairman Koorn mentioned the district would need more property if we wanted to expand. He would like to continue exploring other options. Commissioner Lamont spoke to one of the neighbors and she mentioned that the lady would like to know how much land we needed. She is willing to sell a section of land if the district needed it. Currently the district has 2.5 acres. Chairman Koorn would like to know how many parcels that neighbor would be willing to sell? Commissioner Lamont would like a diagram from Chief Clark of this property and how much more land would we need to expand the station.

6. New Business:

- Universal Disposal Policy 300.6 - Chairman Koorn asked the board if they had any comments or issues with this policy. The Board had no extra comments. Chairman Koorn made a motion to approve the Universal Disposal Policy 300.6 Commissioner Lamont second and Commissioner Goen also agreed.

Motion carried unanimously.

- Contract with Whidbey Health - The contract is still in negotiations. Chairman Koorn and Fire Chief Clark sat down with the EMS Director and Assistant and negotiated the contract. They expect to know more on the contract before the Special Board Meeting November 23rd, 2020.
- 6 months' pay increase per contract for Fire Chief Clark - Chairman made a motion to approve the 6 months increase per contract and back pay starting October 2020. Commissioner Lamont second and Commissioner also agreed.

Motion carried unanimously.

- New Hire: Jocelyn Laphorne EMT Only - Commissioner Lamont asked if we are going to continue to hiring EMT and MSAR only without being FF. Chief Clark explained that we needed EMT personnel for our Duty Crew program. Chairman Koorn made a motion to hire Jocelyn Laphorne as an EMT only, Commissioner Goen and Commissioner Lamont also agreed.

Motion carried

unanimously.

- Union/negotiations- Chief Clark mentioned he sat down with the part time union and will continue negotiating.
- Easement Renewal Agreement with Frontier Communications Northwest LLC - The Board would like to come back next year and revisit this agreement however for now they believe a one year contract should be fine. Chairman Koorn made a motion to approve a

one year contract with Frontier Communication Northwest LLC for the easement renewal.
Commissioner Lamont Second.

Motion carried unanimously.

- Reso #476 Cancel Warrant for FST&T Fire Service Training & Testing - Chairman Koorn made a motion to approve resolution #476 cancel warrant for FST&T, Commissioner Lamont second.
- Reso #477 Cancel and Reschedule Meeting – Chairman Koorn made a motion to approve resolution #477 to cancel and reschedule meeting. Commissioner Lamont second.

Motion carried unanimously.

7. OPS Chief's Report:

Division Chief mentioned one of our trucks that was stuck in a ditch. We used two tow trucks to take it out of the ditch. The truck was check and everything looked fine.

8. Chiefs Report: Clark:

Captain Kiyokawa will be doing a FF academy for 2021. There will be 11 people that will be attending the FF academy starting January 7 2021. New trucks will be labeled with NWFR logos next year.

9. Commissioner Report:

There will be a Special Meeting budget workshop on Nov 16th 8:30 am and another one Nov 23rd, 2020.

10. Good of the Order:

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 would go into executive session for 20 minutes to evaluate the secretary's performance. The board would be back at 7: 40 pm. The board came back at 7:40pm no decision was made.

ADJOURN MEETING

- There being no further business and by mutual consent, the special meeting of the Board adjourned at 7:43pm



Monica Torgerson Secretary of the Board