

**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 13, 2018 at 19:00**

**CALL TO ORDER**

Chairman Koorn called the meeting to order at 1900, Also in attendance were Commissioner Goen, Commissioner Lamont, Chief Kirko, Battalion Chief Swiger, FF Representative Tim Schulz, Interim Secretary Amber Damon, Lt. Brandhorst, FF Lawson, FF Jordan, FF Turner, Battalion Chief Zimmerman, Community Member Bill McArthur.

**PUBLIC COMMENT**

Danny Jordan – He appreciates being in this department and feel for those working double duty. Would like to see the Commissioners looking for additional funding sources such as grants. He would like to offer to help. Start talking to people, help get the word out.

**ADDITIONS TO AGENDA**

- ST28 – 3 Sisters
- Scheduling of Future Planning Meeting – Future of Duty Crew
- Scheduling of Future Planning Meeting – Policy Review

**APPROVE MINUTES OF THE REGULAR MEETING HELD ON FEBRUARY 27, 2018.**

- By mutual consent, the Board approved the minutes of the Regular meeting held February 27, 2018.

**APPROVE EXPENDITURES**

- After review by the Board the following expenditures, which total \$23,977.82, a motion was made by Commissioner Lamont and seconded by Commissioner Goen to approve the general batch and vouchers for payment. Motion carried unanimously.

General Batch #13G for Vouchers 180207001-180207015 dated 02/28/18 in the amount of	\$15,219.66
General Batch #14G for Vouchers 180301001-180301014 dated 03/07/18 in the amount of	\$3,988.73
General Batch #15G for Vouchers 180302001-180302016 dated 03/14/18 in the amount of	\$4,769.43

**REVIEW INVESTMENTS**

- After review, the Board ratified investments 08-09 made by Investment Officer Mark Kirko or Alternate Investment Officer Amber Damon.

**FINANCIAL REPORT**

- There is no new Financial Report to balance since the last Commissioner Meeting February 27, 2018.

**UNFINISHED BUSINESS**

- Unfinished Business:
  - Chief Kirko reported that all station repairs have been completed.
  - Chief Kirko is having some electrical upgrades done at ST25 in the training room to add additional outlets, a projector outlet in ceiling and light above instructor booth. Has received multiple quotes and will be making a decision by the end of next week. By mutual consent the Commissioners approved this as a capital expense.
- Personnel:

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- Chief Kirko informed the board that Lt. Weber will be leaving in March for a full-time firefighting position in Snohomish.
- We are in the processing of reviewing applications and completing ride-alongs for new members.
- Whidbey Health Contract:
  - No further progression on the contract. Chief Kirko requested to get together with Chairman Koorn to discuss the contract and then schedule a meeting with WhidbeyHealth.
- ICOM Dispatch
  - Chief reported that all the run cards are completed. The new Spillman upgrade is still having some issues so until these are resolved he will not be presenting the run cards to ICOM.
- Appreciation Dinner Update
  - We've received approximately 90 rsvp's, Chairman Koorn requested the invitation be sent to the Commissioners again.
- 2018 Budget Review
  - After review of the budget one line in question was the Audit line, Amber will review and report back to the Commissioners and Chief.
- Health Care Benefit
  - Chief Kirko reported that there is money in the budget to cover the office staff's insurance rates. Chairman Koorn would like to see a policy of either increasing the \$900 personal insurance coverage allotment or a policy for a pool created to cover an additional out of pocket expenses for insurance. The \$900 insurance coverage allotment was approved 4-5 years ago at a Commissioner meeting. A policy or resolution were never created. Chief Kirko will provide additional information at the April meeting for further review.

**NEW BUSINESS**

- Personnel Status / Attendance
  - Policy 01-07 Non-Active Firefighters
  - Policy 16-04 Attendance Standard
  - Policy 13-04 Target Solutions
  - Chief Kirko presented the Commissioners with the attendance policy's we have on file. Chief Kirko feels we either need to stick to the way the policies are written and hold people accountable for not meeting the requirements or we need to change the policy's. Chairman Koorn would like to see a policy for an associate member. Commissioner Goen would like to see some policy's for more specific functions such as maintenance for when those can't attend trainings but can provide other knowledge to the department.
  - Chief Kirko feels that we have other people who can do maintenance and most of our work is outsourced do to certifications and certified technicians.
  - Chief Kirko does feel that we need to add the MSAR requirements to our policy because FIRE/EMS have different requirements than an MSAR only member.
  - Chairman Koorn would like to see letters going out to individuals regarding their

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attendance to give them a chance to respond.

- Audit Policy's
  - Fuel Card Policy
  - Contracting
  - Hiring
  - Purchasing
  - Disbursement
  - Chief Kirko reported that all these policies are in work and we expect to have drafts emailed out soon for review and then presented for approval at the next Commissioner meeting.
- ST28 – 3 Sisters
  - Chairman Koorn stated that Ron Muzzall is interested in purchasing the old ST28 building. Requested that Chief Kirko work on getting an appraisal done. A new resolution will need to be completed to surplus the property. We will need to pull the contract/lease for review.

**CHIEF'S REPORT**

- Chief Kirko has received another quote for the lighting on the apparatus and command vehicles. The two quotes received are from Sirenet and KDBCO. Once we receive the 3 lights for E25 and get them installed we will schedule a comparison with the old lights. Once viewed a decision will be made to purchase the remaining lighting.
- Chief Kirko has requested to attend Managing Disciplinary Challenges in the Fire Service, 05/23 – 05/24 Meridian, ID. The cost for travel, hotel, per-diem and the registration will be approximately \$1000. The Board unanimously agreed to authorize the Chief's training request.

• **COMMISSIONER REPORT**

- Commissioners Classes – Chairman Koorn confirmed he will be attending, Commissioner Goen will not be attending and Commissioner Lamont will get back to the office to confirm for the April 6<sup>th</sup> WFCAs Seminar in Ocean Shores.  
WFCAs 2018 Seminar Ocean Shores – April 6  
WFCAs 2018 Seminar Lake Chelan – June 1
- Commissioner Goen asked Chief when the C204 training will be completed. Chief Kirko feels within the next month he will be promoting FF Mohlsick and FF Hernandez to Lt. Commissioner Goen would like to see all Command vehicles with Stop/Slow paddles.
- A special meeting has been scheduled for April 4<sup>th</sup> at 9am for Future Planning – the Future of Duty Crew and to discuss the EMS Hospital Contract.

**GOOD OF THE ORDER**

- None

**ADJOURN MEETING**

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 2003.

Attest:



Amber Damon, Interim Secretary to the Board