



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

Approved

Board of Fire Commissioners Regular Meeting Minutes

July 9, 2019

6:30 PM

CALL TO ORDER Chairman Lamont called the meeting to order at 6:30pm. Also, in attendance Commissioner Goen, Commissioner Koorn, Chief Biller, Larry Morse, Retired BC Zimmerman, Larry Morse, Cheryl Engle, Steve Hutchinson Cynthia Brooks, Lindsay Beard, Hannah Tripp, Lauren Nelson, Scott Ellis, Mary Brook, Miram Stephens, Beth Stephens, FF Esperum Jr, Sarah Reinstra, FF Reinstra, Bill Brooks, FF Levandowski, FF Schultz, Lyle Zimmerman, Frank Baker.

PUBLIC COMMENT

- None

ADDITIONS TO AGENDA

- None

MINUTES

- By mutual consent, the Board approved the minutes of the Special/Regular Meeting held on June 4, June 6, June 11, June 18, June 19, 2019. Motion carried unanimously.

APPROVE EXPENDITURES

- After review by the Board the following expenditures, which total \$185,574.52 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

- Chairman Lamont mentioned there were no investments for this month.

FINANCIAL REPORT

- The Board reviewed the financial report showing the District total equity for cash activity for the month of June 2019 which balance to the reports from the Island County Treasurer. A motion was made by Chairman Lamont and seconded by Commissioner Goen to approve the investment. Motion carried unanimously.

UNFINISHED BUSINESS

- Refurbish Trucks - Chairman Lamont asked Interim Fire Chief Biller where they were with the US Fire equipment. Interim Fire Chief Biller mentioned that he is still working on this project. BC Swiger is out of the office for the next two weeks, however after his return he will work with BC Swiger to finish the project.



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Administration Building, 770 NE Midway Blvd. #1 Oak Harbor,
Washington Phone: 360-675-1131 Email: Admin@nwfr.org

- Sample Resident Program-Chairman Lamont mentioned that the Resident Program has been discussed previously. He asked Interim Fire Chief if he had worked on the project? Interim Fire Chief Biller mention he would like the New Fire Chief to work on this project. The Board agreed with him.
- Personnel Leaving- There were two members that left the Fire District. Interim Chief Biller has two axes that will be given as gifts. He has asked all members to sign before given them to Capt. VanGiesen and Capt. Amidom as gifts.
- 2019 Budget Review- Chairman Lamont asked where we were with the Budget Review? Interim Chief Biller mentioned if it was possible to wait until next month. He would like to work with Commissioner Koorn on the subject.
- Live Fire Containers- Chairman Lamont asked Interim Chief Biller if there has been any change conserving the live Fire Containers? Interim Chief mentioned he was going to look at other stations with BC Swiger that have Live Fire Containers. He is going to Skagit 13, Camano Island, and Snow 4 to talk to other chiefs about the containers and use.
- Fire Chief Position- Chairman Lamont thanked everyone that came and helped out with the Fire Chief interview process. Commissioner Koorn was impressed with Chief Lemon and he mentioned that the FF's liked him as well. Commissioner Goen believes all three candidates were great but Chief Lemon was a better fit for our District. Chairman Lamont agreed with that statement. He went on to say Chief Lemon has experience in resolving issues that we are facing right now. His experience with Levies and morale in the workplace. He looked at all the surveys from all three groups. All surveys were counted and everyone agreed Chief Lemon was the best candidate for the job. Chairman Lamont made a motion to move forward with Chief Lemmon as our Fire Chief, Commissioner Goen second. Motion carried unanimously.
- Commissioner Koorn mentioned Chief Lemon had given them different options for his contract with NWFR. One of the board members or Chief Biller will get ahold of him and discuss his contract. Commissioner Koorn asked Chief Biller to go over the previous Fire Chief agreement with the difference being the fire Chief's comp time. This position will be exempt.
- FF Maintenance- Interim Fire Chief mentioned that there were five applications for this position. BC Swiger and Interim Fire Chief Biller will work together and come up with an assessment for the candidates. The board agreed to continue the process in hiring an FF Maintenance

NEW BUSINESS

- No New Business

CHIEF REPORT

- US Fire equipment repairs- US Fire has been working on the repairs. They are still working on the leak, and pump for the truck. Commissioner Goen asked if the trucks were operational? Chief Biller mention that they are.



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Administration Building, 770 NE Midway Blvd. #1 Oak Harbor,
Washington Phone: 360-675-1131 Email: Admin@nwfr.org

- ST 25 Carpet- Interim Chief Biller mentioned that the bid from Home Depot came back for the carpet replacement. It will be seven thousand dollars(7k). We also received a bid for the cabinet in ST 25. Mark Delouse is the person we are working with and for cabinets and installation it will cost the District \$1251.98. Commissioner Koorn mentioned that the amount is in the Chiefs authority to approve.
- Door at 22- Interim Chief Biller also spoke about the doors at ST 22 and mentioned that the doors are being installed on July 15th with the window panel all to match. **COMMISSIONER REPORT**
- EMS Contract- Commissioner Koorn mentioned he spoke with Mr. Meyers and they are continuing to work together. There was a draft agreement that was made between both parties which the Commissioners and Chiefs will review. NWFR would need a Standard Operational Guideline (SOG) for our staff. The agreement would go from July 2019 to July 2020. Chairman Lamont mentioned that BC Swiger would be running the program from our end. It will cost WhidbeyHealth 281k per ambulance and there are 2 ambulances being used. Total of 562k.
- With this new agreement it would allow us to have 13k more for wages. This agreement is a start to a better relationship between NWFR and WhidbeyHealth. It will not cover all of our expenses but it is a great opportunity and it will be revised every year. Commissioner Goen asked how the ambulances would be dispatched? Commissioner Koorn mentioned WhidbeyHealth would try to use theirs before using both ambulances. He also mentioned that WhidbeyHealth is also thinking of renting space from us. They are still considering that option. The board wants to do more research on the topic and review all our stations to see if that would be a possibility. WhidbeyHealth would like to rent from ST 21.
- Chairman Lamont asked if the board was ready to make a decision on the EMS agreement? Commissioner Goen suggested to have the SOG in place before approving the contract. The board agreed. They will add it to the next Regular Meeting and hopefully have the SOG made to be able to vote on the contract. ● Secretary Torgerson Evaluation- Chairman Lamont mentioned that there was an evaluation for Secretary Torgerson. He mentioned she has done a great job. He suggested giving her the six months raise. This raise would start July 1st. He made a motion to approve the raise. Commissioner Koorn second. Motion passed unanimously.
- Investigation- Chairman Lamont mentioned the investigation is still being finalized. Commissioner Koorn spoke to our insurance to see if we can get any reimbursement. He will look into the investigation fees to see if there can be anything our insurance can reimburse.

GOOD OF THE ORDER

- NWFR received a letter from Alana Hutchinson from WhidbeyHealth EMS stating she had so much appreciation for NWFR. She spoke about a time where they were on a call and had to carry a person from the bottom of the hills by deception pass. FF Zimmerman, FF Fisher and Capt. Lacy came out to the scene with nothing but professionalism. They worked together and saved lives.
- FF Shults thanked the Board for allowing everyone to be involved with the Fire Chief process. He thought it was a good way to bring everyone together and meet the candidates for the position.



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Administration Building, 770 NE Midway Blvd. #1 Oak Harbor,
Washington Phone: 360-675-1131 Email: Admin@nwfr.org

- There were public comments at the end of the meeting. These were some of them: What is the plan if Chief Lemon does not accept the contract? The Board does not have a plan if Chief Lemon does not accept, However, they are optimistic and believe that Chief Lemon is interested in working with NWFR and is committed to this position.
- Is the Board considering hiring the top two candidates? One for Fire Chief and Deputy Chief. The board had thought about it, however at this time they are just focused on finalizing the Fire Chief position.
- What is the Board vision for the Duty Crew/ Volunteers and the District they serve? The Board believes that the need to make good decisions. They believe ST 25 is a great place to work out of for the FF's at least half the day.
- Would ST 22 be more efficient instead of ST 25 for call and responses? The board is focused on improving ST 25 and having the FF work from there.
- How much is the FF Maintenance position salary? 50k
- What is the estimated time for our reserves to be replenished? Chairman Lamont mentioned that they don't have a time frame. They will be working with the new Chief to work on replenishing the reserves.
- How many FF does NWFR have? NWFR has 58 FF on the roster.
- What is the response time? Between 10-20 minutes
- How many calls did we have last year? NWFR had 2,400 calls last year (2018)

ADJOURN MEETING

- There being no further business and by mutual consent, the Special Meeting of the Board adjourned at. 7:34pm

Attest

Board Secretary/Accounting Manager
Monica Torgerson