

**NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS**  
**Administration Building, 770 NE Midway Blvd., #1, Oak Harbor, Washington**  
**Minutes of the Special Meeting on March 16, 2017 at 19:00**

**CALL TO ORDER**

- Chairman Marvin Koorn called the meeting to order at 19:00. Also in attendance were Commissioner Jerry Goen, Commissioner Larry Wall, Chief Michael Brown, Deputy Chief Mark Kirko, Secretary Sarah Pedersen and other interested parties.

**PUBLIC COMMENT**

- None

**APPROVE MINUTES OF SPECIAL MEETINGS HELD February 09 and February 24, 2017**

- By mutual consent, the Board approved the minutes of the Special Meetings held February 09, 2017, and February 24, 2017.

**APPROVE EXPENDITURES:**

- After review by the Board the following expenditures, which total \$283,108.50, were approved by mutual agreement:
  - General Batch #10G for Vouchers 159—182 dated 02/08/17 in the amount of \$80,484.17
  - General Batch #11G for Vouchers 183—205 dated 02/15/17 in the amount of \$30,043.15
  - General Batch #12G for Vouchers 206-220 dated 02/22/17 in the amount of \$8,961.52
  - Payroll Batch #13D for Vouchers 221-296 dated 02/22/17 in the amount of \$59,160.16
  - Payroll Batch #14P for Vouchers 297-300 dated 02/22/17 in the amount of \$18,434.07
  - EFT Batch #15E for Voucher 17-02 dated 02/22/17 in the amount of \$18,957.00
  - General Batch #16G for Vouchers 301-319 dated 03/01/17 in the amount of \$10,191.90
  - General Batch #17G for Vouchers 320-335 dated 03/08/17 in the amount of \$7,934.14

**REVIEW INVESTMENTS**

- After review, the Board ratified investments and #5-10 made by Investment Officer Michael Brown or Alternate Investment Officer Sarah Pedersen.

**FINANCIAL REPORT**

- The Board reviewed Financial Report showing District total equity for cash activity during December 2016 (adjusted), which balances to the report from the Island County Treasurer.

**UNFINISHED BUSINESS:**

- Buildings – Ground
  - Valdez Retainage owed
    - Chief Brown notified the Board that Valdez Construction did not invoice the District for sales tax on retainage for the last three payments of the Cornet Bay Station project; total amount still owed is \$5,525.37. The Board approved final payment to Valdez Construction with no objections.
- Personnel
  - Personnel Leaving:
    - Chief Brown announced the following personnel leaving:
      - \* Kolb, Lance ST22
      - \* Nowicki, Ryan ST26
      - \* Zemlo, Jason MSAR
- Levy Budget Breakdown Benefits
  - Chief Brown presented three potential future budgets and a document regarding potential levy funds to the Board, discussing the potential options for each one.

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**UNFINISHED BUSINESS, Continued:**

- Potential Survey Questions
  - The Board reviewed a survey drafted by Chief Brown. Commissioner Wall stated that he would like to ask more questions relating to the potential levy. The Board asked Chief Brown to determine what type of questions could legally be asked from the District.
- EMS Contract Update
  - Chief Brown and the Board decided to discuss the contract update during the Executive Session.
- Current Year Budget Review
  - The Board reviewed the year-to-date budget. Chief Koorn expressed concerns that some expenditure line items were higher than where they should be at for year-to-date equivalency.
- District Polices
  - The Board reviewed the draft Resident Program Policy presented by Chief Brown. Chief Brown answered questions regarding policy specifics. The policy was tabled.
  - The Board reviewed the draft Personnel Performance Policy. With the correction of the verbiage “employee” changed to “member”, Commissioner Wall made a motion to approve. Commissioner Goen seconded motion. Motion approved.
- COLA Increases
  - Chief Brown brought to the attention of the Board that a decision regarding possible COLA increases for 2017 still needs to be made. After discussion, the Board unanimously voted on approving a two percent COLA raise to the administrative maintenance position and all Volunteer pay lines effective April 1st, 2017.

**NEW BUSINESS:**

- Budget Adjustment
  - Chief Brown reviewed the suggested line items to be adjusted in the 2017 budget. The Board asked Chief Brown to provide a brief description of each line item change in writing at the next Regular Meeting. The Budget adjustment was tabled.
- Resolution 422: Marine Boat Purchase
  - On motion by Commissioner Wall, Resolution 422 to purchase a 2004 Safeboat was adopted by mutual consent.
- Resolution 423: Meeting Date Change
  - The Board discussed the next regular meeting date and determined that all members could convene on the date. Resolution 423 was not passed.

**CHIEF’S REPORT**

- Safety House Update
  - Chief Brown notified the Board that the Safety House was coming along; sheeting the walls starts next week.
- Grant Approval
  - Chief Brown stated that the District was awarded an EMS regional grant in the amount of \$5,552.00.
- Capital Expenditures
  - The Board declared that all capital expenditures are frozen until October 2017 unless approved.

**COMMISSIONER REPORTS**

- None

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**GOOD OF THE ORDER**

- None.

**EXECUTIVE SESSION**

- At 20:33, Chairman Koorn announced that the Board would go into executive session to discuss contract negotiation. The executive session will end at 20:53.
- At 20:53, the regular session reconvened. The Board stated that no action had been taken during the executive session.
- At 20:53, Chairman Koorn announced that the Board would go into executive session to discuss the evaluation of public employees. The executive session will end at 21:53.
- At 21:53, the regular session reconvened. The Board stated that no action had been taken during the executive session.

**ADJOURN MEETING**

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 21:53.

Attest:

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Sarah Pedersen, Secretary to the Board