



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

Board of Fire Commissioners Regular Meeting Minutes

July 14th, 2020

6:30 pm

Approved

CALL TO ORDER

Chairman Koorn, called the meeting to order at 6:30 pm. Also, in attendance were Commissioner Lamont, Commissioner Goen, Chief Clark, Battalion Chief Swiger, Secretary Monica Torgerson, and FF Reinstra,

PUBLIC COMMENT

No public comment.

PROMOTIONS

Lt. Horton was promoted to Captain. He read his Oath of Office and everyone congratulated him.

LEVY LID LIFT

- Presentation - Chief Clark presented to the public a PowerPoint dealing with the Levy Lid Lift. He mentioned NWFR averages about 2,400 calls per year. All their agreements are with different organizations. They service over 55 square miles with 18,000 people that includes the unincorporated area west of Oak Harbor, from Deception Pass Bridge south, and to Libbey Road in Coupeville. He also mentions the district has six full time firefighters, 23 part time firefighters, and 61 volunteer emergency personnel giving back to our community by responding to emergency calls.
- The District is debt free; it operates under a balanced budget. At this time, it is being funded mostly by property taxes. The property taxes are 62 cents per \$1,000 of assessed property value. NWFR is looking at all other avenues to gain revenue such as grants.
- Chief Clark mentioned it is time to replace some emergency apparatuses and equipment. The 2400 calls they are responding to are adding wear and tear on emergency apparatuses and equipment. NWFR has two fire engines that are at their end of their usable lives and at risk of being unreliable to respond to calls. "This levy would allow us to replace old supplies" Chief Clark mentioned. There are radios and self-contained breathing apparatus that need to be replaced. NWFR is asking for 15cents/\$1000 of assessed value during the November 3, 2020 general election.
- Pros and Cons - Chairman Koorn asked the public if there were some pros and cons for this Levy Lid Lift. There were no comments from the public during the meeting. Chief Clark mentioned the District is advertising an Advisory Committee. They are looking for 6-8 that would be interested in participating on giving a voice to the public on district decisions. The opening will be open until July 31st, 2020. Applications can be found in our Administrative Office.

ADDITIONS TO AGENDA

- **Petty Cash account with Heritage Bank** – Chairman Koorn mentioned Chief Clark is not in the Petty Cash account with Heritage bank. He would like to add him to the account. He made a motion to add Chief Clark to the Petty Cash account, Commissioner Goen second it.

Motion carried unanimously.



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- **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 and Executive Session at 9:18 pm and be back at 9:45 pm. Board came back from Executive Session.

No decisions were made.

MINUTES

- By mutual consent, the Board approved the minutes of the Regular Meeting June 9th.

Motion carried unanimously.

APPROVE EXPENDITURES

- After review by the Board the following expenditures, which total \$159,137.87 A motion was made by Chairman Koorn and seconded by Commissioner Lamont to approve the expenditures and vouchers for payment.

Motion carried unanimously.

REVIEW INVESTMENTS

- The Board mentioned they had reviewed the Investments made by Investment Manager Torgerson. Chairman Koorn made a motion to approve the withdraws and investment for the month Commissioner Lamont second it.

Motion carried unanimously.

FINANCIAL REPORT

- The Board reviewed the financial reports showing the District total equity for cash activity for the month, which balanced to the reports from the Island County Treasurer.

UNFINISHED BUSINESS

- **Personnel Leaving** – John Diamond, Holly Slothower, James Boyle, Zachary Greenburg, Alejandro Hernandez, Rakeem Heino, Shawn O'Connor, Jaime Clark.
- **2020 Budget Review** – The Board mentioned they had reviewed the budget and everything looked fine.
- **Fire Containers** – Chief Clark mentioned the Island County had accepted leading us a piece of land that they own for training purposes. He also mentioned Chief Swiger had worked really hard on this project and deserved recognition.
- **Turn-out Committee** – Chief Clark mentioned to the Committee that he had meetings with different vendors to look at their turn out gear. They finally picked Innotec. Chief Clark asked the Board to consider purchasing ten sets of gear. Innotec is compliant with NFPA standards. They also did an internal survey and everyone liked Innotec. The total for the ten set of gears would be \$21,000. The advantage of Innotec is that their gear can be downsized and upsized for any type of body fit. Chief Clark mentioned it will take 8-10 weeks to receive after they are ordered. After the discussion Commissioner Goen made a motion to approve the purchase of ten sets of gear from Innotec Commissioner Lamont second it.



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Motion carried unanimously.

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- **COVID-19** - Chief Clark mentioned the County was on Phase 3. There has been a spike in positive cases here on the Island. We are all taking it very seriously and staying safe. They will all continue to follow the rules and lead on the side of caution.
- **Life Flight at Station 27** - Life Flight has accepted the changes on the agreement. They will be paying the leasehold tax. Commissioner Goen made a motion to have a contract with Life Flight Commissioner Lamont second.

Motion carried out unanimously.

- **EMT Academy MOU** - Chief Clark mentioned there is an EMT Class being held in August. This class will have FF's from us and the neighboring districts. This class is a requirement by NWFR policy. NWFR will pay for all supplies and cost of the class for our members. This MOU will stipulate the member needs to stay 12 months or they will reimburse the District for the class.

Chairman Koorn asked if there was a minimum age requirement? Chief Clark stated there is. It is a National requirement for EMT certification. Chairman also asked if we are still offering the CPR class to the community? Chief Clark stated that the class is offered once a month for the public. Chairman Koorn made a motion to approve the EMT Academy MOU Commissioner Lamont second.

Motion carried unanimously.

- **Chicago Third Agreement**- Administrative Manager Torgerson mentioned that Chicago Title has signed a one-year lease agreement. Fidelity is closing their doors in other parts of the state however, Chicago Title here in Oak Harbor is doing fine for now.

NEW BUSINESS

- **Resolution #468 Levy Lid Lift** - Chairman Koorn made a motion to approve levy Resolution #468 to add NWFR Levy request to the November General election. Commissioner Lamont second it.

Motion carried unanimously.

- **Citizens Advisory Committee** - Chief Clark stated that Chief Swiger has mentioned having an Advisory Committee in the past. He thought it was a great idea but was never implemented. Now it is being implemented and NWFR is looking for 6-8 community members that would participate in this committee. Currently the district has four applications. Deadline to apply to be part of this committee is July 31st, 2020. The idea behind this committee is to understand what our community expects from us and what they are willing to support. The public drives our service, without them we wouldn't know what is expected from us. Commissioner Goen made a motion to have the Advisory Committee Commissioner Lamont second it.

Motion carried unanimously.

- **Policy Format and Organization** - Chief Clark mentioned he would like to have a blanket approval towards the Admin policies to change a set up and outline the policies. The Board would like to come back to this subject at a later date.
- **Policy 01-03 Compensatory Time** - Chief Clark mentioned he would like to add a change to the exempt status under the FSLA exemption for himself, BC Swiger, and any employees in that category. He mentioned there's a lot of training coming up soon that they will be involved with. The Board would like more details in section 2.5 in the policy.



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- **Policy 01-05 Donation Receipt** - Administrative Manager mentioned this policy was made because the policy we have is very broad. This draft policy is more detailed and mentions how to receipt a donation when the donation is monetary or a vehicle. Commissioner Goen mentioned he liked this policy because it was very detailed and stated exactly how to receipt a donation. Chairman Koorn mentioned he didn't like section 3 of the policy. He would like to table it for next month.
- **Policy 01-10 Cost Recovery** - Chief Clark mentioned the policy had not changed much. He would like to add MSAR to the policy. There are several companies that would bill for MSAR charger. He also mentioned there are not RCW's for MSAR chargers. Chief Clark stated most of the time the district does not bill for MSAR services. The add on was for reckless calls asking for MSAR services. At this time, we don't have a collection process or business that would work for the District on this matter. Chief Clark also mentioned the vehicle charges will be added. Chairman Koorn asked if a medical call can be added to this policy. Chief Clark mentioned that section 1.3 talks about medical calls. Commissioner Goen made a motion to approve the add Policy 01-010 Cost Recovery Commissioner Lamont second it.

Motion carried unanimously.

- **Policy 03-08 Duty Crew Program** - Chief Clark mentioned that he would like to remove the minimum hours for the Duty Crew. Those details should be in the Duty Crew SOG. Chairman Koorn would like to add "On call Duty Crew Officer" under section 2.5 and 2.5 personnel. Chief Clark mentioned he would add it to the policy. He also mentioned adding the coverage when the Officer is working with us during the day. Chief Clark will add the changes. Chairman Koorn made a motion to approve this policy with the changes, Commissioner Goen second it.

Motion carried unanimously.

- **Policy 05-05 District approved PPE** – There were some changes to this policy. Chief Clark mentioned there has been discussion among both Chiefs about FF boots. Should the boots be rubber, or should they be leather? Who is responsible for paying for the boots and if there will be any reimbursement for boots? In the newly revised policy, there is a contingency for reimbursement. The stipulation would be that new members would get new boots and for current member they would get new boots after five years with the department. There will be a MOU if a member leaves and would like to take his/her helmet.

Chairman Koorn asked if the policy discusses members leaving and taking their gear with them? Chief Clark mentioned he would add an MOU for that as well or make a separate document.

Chairman Koorn asked if the District had gear bags for our members? Chief Clark stated he did. The bags will be inspected every year. The gear should be cleaned after every use. The bag with the gear should be kept in the trunk of the vehicle not in the back seat.

Commissioner Goen mentioned there should also be an SOG for the PPE.

Chairman would like in section 1.4 of the policy stating member can purchase their PPE if they leave NWFR.



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Chairman Koorn made a motion to approve policy 05-05 District approved PPE with contingency that Chief Clark will clean up the policy and add additional information for member reimbursement and/or purchase of PPE in the policy. Commissioner Goen second the motion.

Motion carried unanimously.

- **Policy 16-04 Attendance Standard** – Chief Clark made some changes to the Policy. Chairman Koorn made a motion to approved the changes to this policy, Commissioner Goen second it.

Motion carried unanimously.

- **Hiring- Chief Clark**

- Benjamin Weber- Duty Crew
- Daniel Coleman – Duty Crew
- Justin Boyle – Duty Crew
- Gina Clark – Support Staff
- Lauren Titherington – Support Staff

Chairman Koorn made a motion to hire the new members Commissioner Lamont second it.

Motion carried unanimously.

- **Chiefs Conference Changes** - Incident Response to Terrorist Bombings (IRTB): 08/2-6/2020 - Chief Clark mentioned the conference was cancelled. The money spent for reservation will be reimbursed. The conference was rescheduled for October 2020 Chief Clark and Chief Swiger will be attending.

International Association of Fire Chiefs (IAFC) rescheduled - Chief Clark mentioned this conference was moved to November 2020. Chief Clark and Captain O'Connor are planning to attend.

Chairman Koorn made a motion to have Chief Clark and Captain O'Connor attend the conference in November, Commissioner Goen second it.

Motion carried unanimously.

- **Whidbey Tech Solutions Agreement** - Chief Clark mentioned the district needs an IT specialist. We need someone that has experience with command vehicles and apparatuses. Whidbey Tech Solution has employees that have worked with I-Com and their software that we use in the apparatuses. Chairman Koorn asked if there was a financial clause? Chief Clark mentioned that there is a thirty-day notice to cancel the service if we don't need them anymore. Chairman Koorn made a motion to approve the Whidbey Tech Solutions agreement, Commissioner Goen second it.

Motion carried unanimously.

- **Logos on the Stations** - Chief Clark mentioned Lt Reinstra did a lot of work on getting all the demo logos for this project. The NWFR logos would be used for marketing purposes. Chief Clark mentioned thought it would be a good idea but is not in a big rush to order them.



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- **Archive Social Agreement** - They are a company that focuses on archiving everything that the district post on social media. It date stamps all the changes and posts on Facebook and the website. There were two other companies that have similar capabilities however Archive Social was the most professional of them. We looked up their reviews and all said great things about them. They also follow the RCW's and all current State and Federal Laws. There is no contract just a term of service agreement. The cancellation is 30-day notice. The board would like to see the terms of service before a decision is made. Board asked to have it tabled until next meeting.
- **Job descriptions-**
 - FF/EMT Revision - This job description had minor edits changed. Chairman Koorn made a motion to approve the changes, Commissioner Goen second it.
Motion carried unanimously.
 - Safety/Training Job description - Chief Clark mentioned Duty Officer duties were added to the job description. Duty Officer has duty every 8 weeks.
Board approved it under consensus.
 - Safety/Training Duties – The Board agreed on all the duty changes for this position
Board approved it under consensus
- **Surplus Equipment** - Chief Clark mentioned to the Board he wanted to use Gov Deals to surplus all the equipment the District has. In the past they have auctioned all the equipment that was old or not needed. His goal is to clean up the stations and get rid of things that the no one uses. Commissioners would like to see the list of equipment inventory and the link to Gov Deals website before doing anything.

Budget Amendment-

- **Capital Computer purchase-** Chief Clark mentioned Administrative Manager and Captain O'Connor need new computers because their computers are failing or outdated. He suggested adding \$7,500 dollars to the capital IT budget. Chairman Koorn stated to transfer the funds from another capital budget. Funds will be transferred from 594-22-60-003 to 594-22-60-008.
It was Board approved by consensus.

OPS CHIEF REPORT

- **Engine repairs E25-** The part for E25 have arrived and Hugh's is still working on E25. There is no time frame for completion at this moment.

CHIEF REPORT

- **Tenzinga** - Chief Clark mentioned Tenzinga is an evaluation system. It helps with evaluating members performance, helps with mentoring and coaching. The system has between 12-15 expectations for all positions. It is a way to objectively evaluate someone instead of subjectively.



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Leaders will add at least one performance evaluation in a month for all their FF's.
At the beginning of each year there will be a full evaluation for each member of NWFR.

- There will be leadership training for all Officers July 20th -21st. This system will help the Officers know there FF's strengths and weakness.


COMMISSIONER REPORT

GOOD OF THE ORDER

ADJOURN MEETING

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 9:52 pm

Attest



Monica Torgerson
Board Secretary/Administrative Manager