



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Administration Building, 770 NE Midway Blvd., Oak Harbor, WA

Phone: 360-675-1131 Email: Admin@nwfr.org

Board of Commissioners Minutes

October 12th, 2021

6:30pm

Approved 01/11/2022

CALL TO ORDER

Chairman TJ Lamont called the meeting to order at 6:30pm. Also, in attendance was Commissioner Marvin Koorn, Commissioner Jerry Goen, Chief John Clark, Division Chief Chris Swiger, FF/EMT Matthew Creagan, FF/EMT Hayden Gresli, Reception Lolly Titherington, Gerry Smith and Secretary Brenda Ibarra.

PUBLIC COMMENT:

No public comment

OATH TO THE OFFICE:

- Hayden Gresli
- Matthew Creagan

Both Gresli and Creagan were sworn in and pinned as Firefighter/EMT to North Whidbey Fire and Rescue.

ADDITIONS TO THE AGENDA:

Commissioner Goen made a motion to approve no additions to the agenda; Commissioner Koorn second the motion.

CONSENT OF AGENDA:

Commissioner Koorn inquired about the I-Comm, JRPP payments, Treasurer's Report, and Investment Report. Chairman Koorn made a motion to approve the minutes, vouchers for payments, investments, matching to Island County Treasurer's report. Commissioner Goen second the motion.

General Batch #63G for Vouchers 210901001- 210901023 dated 09/01/2021 in the amount of \$28,921.71

General Batch #64G for Vouchers 210902001-210902024 dated 09/15/2021 in the amount of \$21,024.38

General Batch #65E for Vouchers EFTPS-dated 09/24/2021 in the amount of \$17,389.24

General Batch #66D for voucher 1536-1604 dated-09/24/2021 in the amount of \$66,557.68

General Batch #67P for Vouchers 210904001-210904009 dated 09/22/2021 in the amount of \$17,814.67

General Batch #68G for Vouchers 210905001-210905019 dated 09/22/2021 in the amount of \$7,344.06

General Batch #69G for Vouchers 210906001-210906025 dated 09/23/2021 in the amount of \$61,862.46

General Batch #70G for Vouchers 210907001-210907009 dated 09/29/2021 in the amount of \$14,063.26

Motion carried unanimously.



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UNFINISHED BUSINESS:

Personnel Leaving:

- Lauren Nelson- Turned in her resignation.
- Gage Lamar – a voluntary separation
- James Clemens - a voluntary separation

AFG Grant Award and approval to bid vehicle exhaust systems:

The documents, Instruction to Bidder and Request for Proposal, were provided to the board. Chief Clark mentioned the bid will open tomorrow, October 13th, 2021, to the public for bidding through November 9, 2021, at 6:30pm. A grant from FEMA/DHS was awarded to the district, FEMA will be responsible for 95% of the cost and we will be responsible for 5% of the cost. Commissioner Koorn suggested to move time to 6:35pm.

Commissioner Koorn made a motion to approval the bidding of vehicle exhaust systems;
Commissioner Goen seconded.

Motion carried unanimously.

L&I FIIRE Program:

Chief mentioned that NWFR applied for the program. A safety committee has been established. Safety Officer Geiger will be leading the committee. The program's purpose is to reduce employee's accidents while on the job. We will be receiving 10% discount from the State of Washington Labor and Industries (L&I) on worker's compensation for all employees working on the operation's side. The committee is currently working on an end of year assessment to formulate an Action Plan for Quarter 1 of 2022. In Quarter 2, the Action Plan will be implemented and carrying out and evaluated throughout the rest of the year.

COVID-19

Chief mentioned there are 6 members who have approved exemptions, so far. These 6 members all signed an agreement letter stating they understand the following conditions:

- Self-test every 10-days
- Wear a mask 100%; while out on the field, they are required to wear N95 mask.
- Self-report any positive test to a supervisor immediately.

There are 4 individuals who requested Leave of Absence, 3 individuals turned in their resignations, and we have 18 undeclared at this point. If no notice/action has been received from these 18 individuals before Friday, October 15th, 2021, at 5pm, they will placed on administrative leave without paid until they provide the district with some type of documentation.



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Resolutions

493 Resolution Appointing Auditing Officer and Alternate:

Commissioner Koorn made a motion to approved Resolutions 493 – Appointing Brenda Ibarra as the new Auditing Officer and Alternate; Commissioner Goen seconded.

Motion carried unanimously.

494 Resolution Appointing Receiving Agent and Alternate Agent:

Commissioner Koorn motion to approved Resolutions 494 – Appointing Brenda Ibarra as the new Receiving Agent and Alternate Agent; Commissioner Goen seconded.

Motion carried unanimously.

NEW BUSINESS:

Board Secretary Oath of Office

Brenda Ibarra was sworn in as the Board Secretary to the Board of Commissioners and Accounting Manager to North Whidbey Fire and Rescue.

Resolutions:

501 Resolution to Have Multiple Signers at Heritage bank:

Commissioner Koorn asked for his first name to be added to the Resolution. Commissioner Koorn made a motion to approved Resolutions 501 – Appointing to Brenda Ibarra as a Multiple Signers at Heritage Bank with corrections to be made; Commissioner Goen seconded.

Motion carried unanimously.

502 Resolution to Cancel Warrant 00604914:

Commissioner Koorn made a motion to approve the Resolution to Cancel Warrant 00604914; seconded by Goen.

Motion carried unanimously.

2022 Budget 2nd Reading/Discussion

Chief Clark discussed some of the changes in 2022 budget. Next year by Union contract, there will be an increase in salary. Healthcare budget includes anyone taking medical benefits. There is a new BARS code 522 10 40 022 Contract Services added - this account will be for Software/Computer Program contracts, so we have all contracts are under one BARS code. In Capital Equipment, in case no AGI grant is awarded to us, we are budgeting for SBCA replacements. No grant was awarded to the district for radio replacement, so it be an expense in next year's budget. Turnout gear is a standard replacement, but it may be less due to change in personnel. Bulletproof Vest is being discussed with the Sheriff's department by Commissioner Koorn. Capital Computer/IT- is based on scheduled computer replacement program with Whidbey Tech.

Commissioner Koorn mentioned that there is a 15% raise from 2021 to 2022 budget;



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recommend reducing operational cost throughout the year, to have available funds to fund the Capital Equipment purchases. Capital can be rolled over into the following year if need too, but operations cost cannot.

Chief Clark mentioned that Wildland has been paying for itself. Attorney Fees was high this year due to the union negotiation but should be down next year. Telephone cost has increased, but we are also looking into our AT&T account and started turned off some cellular phone lines that were no longer being used. Utilities cost have increased across the board, especially the water cost. Chief Clark agreed to closely track operational cost for 2022.

Commissioner Goen made an inquiry on the status of the Brush Truck 27. Chief Clark responded that Brush Truck 27 is a signal cab truck and needs to be replaced soon. This truck is no longer sent out for Wildland deployments. In Wildland deployment, we are estimating a revenue of \$75,000 in deployments for this year alone. Brush Truck 22 is used for Wildland deployment, it has an extended cab which allows more equipment to be carried if needed. Leaving Brush Truck 27 in service to run out of Station 22 as a medical truck because there is no Aid car at St.22. Brush 27 is deployed locally for medical and non-emergent fire calls instead sending out the engine, especially if only one person is responding to the incident.

Chief Clark asked if any changes or more information is need regarding the 2022 Budget to please let him know in the next couple weeks. The final reading will be next month in November.

Purchase request – Chassis (Brush Tk):

Chief Clark mentioned that this is the last year for the State pre-bidding approved vehicles with a deadline to order of October 13th, 2021. Chief requested for approval on ordering the Chassis for Brush Truck 27. He stated the order need to be placed by tomorrow, but expenditures will still be part of 2022 budget which it is already included in the budget for 2022. Right now, the only thing we are doing is ordering it, but approval is needed to make the order. The goal is to order the truck now and have it ready for next year's Wildland season. NWFR would purchase the Chassis then have Camano build and outfit the cargo bed with Wildland capabilities. Brush 27 is stationed at Station 22, currently being used for non-emergent fire calls as well for medical calls instead of deploying the engine. The new truck will use gasoline instead of diesel.

Commissioner Goen mentioned it seems like a last-minute purchase. Chief Clark mentioned it could wait for next year if need too.

Chairmen Lamont mentioned in the past the board has requested a Vehicle Replacement Schedule/Plans and inquired if it was available. Chief Clark mentioned a plan will be created and



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available for next month's meeting.

Commissioner Koorn asked if the board could get a 5-year/10-year plan on all vehicle replacement, so the district we can plan accordingly on making funds available in the future.

Chairman Lamont requested a list of all the vehicles; listed by priority of replacement so the board can review.

Chief Clark agreed a plan is needed to plan accordingly on replacements before they expired. Establishing plan allows the district to stagger replacements out so replacing multiple vehicles at the same time does not occur again. Chairman Lamont asked if the plan could be available for next meeting, so they could discuss it.

Commissioner Goen inquired about vehicle repairs for current Brush 27. Have any major repairs occurred? Is NWFR currently having any issues with the truck? Is there anything that makes NWFR believe that the truck would leave personnel stranded while responding? Chief Clark responded Brush 27 is the last truck going out on the fleet. The truck is from 2002, it has over 70,000 miles. Currently, the truck is being used more, especially now, because there is no Aid car at Station 22. The pump in the back is old and has been replaced twice.

Chairman Lamont inquired if there was a vehicle maintenance plan on Brush 27? Chief Clark confirmed there is the annual maintenance, but no pump test is required on skid unit. Brush truck annual maintenance consist of replacement of brakes, tires, oil change, tune-ups, etc. He mentioned eventually all vehicles gets to the point where they will stop running or major repairs are needed.

Commissioner Koorn asked if there was any more rolling stock needing replacement this upcoming year? Chief Clark responded Brush 27 is the only one left for replacement.

Commissioner Koorn inquired on estimating cost of \$120,000. Chief Clark responded \$60,000 would be for the purchase of the chassis with sales tax; \$35,000 would be for Camano to construct the cargo bed equipped with Wildland capabilities. Estimated Project of \$100,000. Material cost has increased this year and may continue to increase from now to the end of spring.

Commissioner Geon made a motion to approve the ordering/purchase the chassis for the Brush Truck; Commissioner Koorn second. **Motion carried unanimously.**

Citizen's Committee – reappointments

Chief Clark stated the regulations require for 6 to 8 members to reside on the board for a year.



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Members may be reappointed for an additional six months if the district wishes. Last year the board had 7 members, but currently we are down to 6 members. There are a couple of people interested but no hard inquiry has been made. The current 6 committee members have all indicated, they wish to reside on the board for another 6 months. Their next meeting will be next Tuesday 10/19 at 8am via Zoom. Chief Clark mentioned that he has asked the committee to start having more interaction with the public. NWFR will provide the committee with information such as response time, level of care and services the district provides to the public, so the committee can turn around and share it with public. A future goal for the committee is to conduct a survey regarding the public needs from the district, so the district can adjust coordinately to the public needs if possible. Commissioner Koorn stated he had no objections reappointing all 6 individuals:

- Patricia Cole
- Cathy Lemon
- Terri Jon Summer-Rieger
- Richard Rivers
- Stephen Schwalbe
- Richard Svendsen

Commissioner Koorn made a motion to reappoint all current 6 committee members for another 6 months; Commissioner Goen seconded. **Motion carried unanimously.**

Executive Session Executive Session: RCW 42.30.110 (G) (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Chairman Lamont called Executive Session for 20 minutes at 7:34pm.

Chairman Lamont called meeting to order at 7:54; No decisions were made during executive sessions.

OPS Chief's Report: No Report

Fire Chief's Report:

- Live Fire will be held on 10/16/2021 starting at 7am.
- WFCA Conference will be next week at Tulalip, WA
- Service Alterations has taken occupancy of 2nd floor at Headquarters building.
- B. Sanderson currently on contract cleaning up construction at Headquarters' main floor. The electrician and plumber come out today, they installed vent fans and kitchen sink.
- Sanderson will start remodeling of ST. 23 once he is done with Headquarters.

Commissioner Report:

Commissioner Goen: No report

Commissioner Koorn: I-Comm 1/10 of 1% sales taxes; bring in about 1.4 million, discussion is when school, hospital, and the city are going on? Another discussion is how to apply the 1.4



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million? Koorn recommend for all funds to go towards infrastructural, but the county and the city are campaigning to reduce fees by 40%.

Commissioner Koorn mentioned there is also a discuss regarding activating the usage of cellular texting for 911.

Chairman Lamont: No report

Good of the Order:

Adjourn Meeting:

Commissioner Koorn motion to adjourn the meeting; Commissioner Goen second.

Motion carried unanimously.

The Regular Meeting of the Board adjourned at 8:08pm.

Attest:

Brenda Ibarra

Brenda Ibarra

Board Secretary/Accounting Manager

Signature: *Brenda Ibarra*

Email: admin@nwfr.org






10B October 12th, 2021 Regular Meeting Minutes

Final Audit Report

2022-01-12

Created:	2022-01-12
By:	Brenda Ibarra (brenda@nwfr.org)
Status:	Signed
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