

NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS
Administration Building, 770 NE Midway Blvd., #1, Oak Harbor, Washington
Minutes of the Regular Meeting on December 13, 2016 at 19:00

CALL TO ORDER

- Chairman Larry Wall called the meeting to order at 19:00. Also in attendance were Commissioner Marvin Koorn, Chief Michael Brown, Secretary Sarah Pedersen and other interested parties. Commissioner Jerry Goen arrived at 19:13.

PUBLIC COMMENT

- None

APPROVE MINUTES OF REGULAR MEETING HELD November 18 and 23, 2016

- By mutual consent, the Board approved the minutes of the Regular Meeting held November 8, 2016, and the minutes of the Special Meeting held November 23, 2016.

APPROVE EXPENDITURES:

- General Batch #78G for Vouchers 1638—1654 dated 11/09/16 in the amount of \$3,739.43
- Payroll Batch #79G for Vouchers 1655—1665 dated 11/16/16 in the amount of \$9,244.94
- Payroll Batch #80G for Vouchers 1666-1678 dated 11/23/16 in the amount of \$2,436.41
- Payroll Batch #81D for Vouchers 1679-1771 dated 11/23/16 in the amount of \$59,543.23
- Payroll Batch #82E for Vouchers 16-11 dated 11/23/16 in the amount of \$18,758.92
- Payroll Batch #83P for Vouchers 1772-1775 dated 11/23/16 in the amount of \$18,552.23
- Payroll Batch #84G for Vouchers 1776-1792 dated 11/30/16 in the amount of \$10,288.86
- Payroll Batch #85G for Vouchers 1793-1800 dated 12/07/16 in the amount of \$40,051.72

REVIEW INVESTMENTS

- After review, the Board ratified investments #45 through #49 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 October 2016, which balances to the report from the Island County Treasurer.

UNFINISHED BUSINESS:

- Buildings – Ground
 - Station 21 paperwork update
 - Chief Brown stated that L&I is still working with the contractor to answer questions regarding the project.
- EMS
 - 2017 EMT Class
 - Chief Brown notified the Board that six (6) students have been selected to attend the EMT course held by South Whidbey Fire and EMS.
- Personnel
 - Personnel Leaving:
 - Chief Brown announced the following personnel leaving:
 - * Carman, Bruce
 - * Fairbanks, April
 - * Martin, Catherine
 - Lieutenant Positions/Hiring Freeze
 - Discussion was made between The Board and the Fire Chief regarding hiring career Lieutenants. The Board approved to put a hiring freeze on the Lieutenant positions at this time.

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UNFINISHED BUSINESS, CONTINUED:

- Chief Brown discussed moving the levy lift from 2018 to 2017; factors of the levy lift would be discussed at a future meeting. The Board requested that Chief Brown provide a detailed plan for presenting the levy to the public.
- Chief Brown notified the Board that three candidates are being interviewed for the Office Assistant position.
- COLA increase
 - The Board tabled a COLA increase for members until the February meeting.

NEW BUSINESS:

- Resolution 419 to Cancel Warrant 00520149
 - The Board reviewed and approved Resolution 419.
- Hosting Fire Commissioner's Assn Meeting
 - The Board approved hosting the Fire Commissioner's Association Meeting on April 6, 2017.
- Appreciation Dinner
 - Chief Brown notified the Board that plans are moving forward for the annual Appreciation Dinner. The dinner will be held on February 17, 2017.
- 2017 Healthcare Form
 - Interim Chairman Wall reviewed and signed the 2017 Healthcare form to TPSC.
- Chairperson for 2017
 - The Board voted in Marvin Koorn to hold the position of Chairman for 2017.

COMMISSIONER REPORTS

- None

EXECUTIVE SESSION

- At 20:30, Chairman Wall announced that the Board would go into executive session to discuss contract negotiation. The executive session will end at 20:45.
- At 20:45, the regular session reconvened. The Board stated that no action had been taken during the executive session.
- At 20:45, Chairman Wall announced that the Board would go into executive session to discuss personnel. The executive session will end at 21:00.
- At 21:00, 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 21:00.

Attest:

Sarah Pedersen, Secretary to the Board