



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
Oct 8th, 2019
6:30 pm

CALL TO ORDER

Chairman Lamont called the Regular Meeting at 6:30 pm and in attendance was Commissioner Koorn, Commissioner Goen, Chief Swiger, LT Reinstra, LT Brandhorst, FF Shultz, Secretary Torgerson, Lyle Zimmerman, and Teresa Jenkins.

PUBLIC COMMENTS

ADDITIONS TO AGENDA

MINUTES

- By mutual consent, the Board approved the minutes of the Regular Meeting Sept 10th, 2019.

APPROVE EXPENDITURES

- After review by the Board the following expenditures, which total \$184,526.94 a motion was made by Chairman Lamont and seconded by Commissioner Koorn to approve the expenditures and vouchers for payment. Motion carried unanimously.

General Batch #61G for Vouchers 190901001-190901014 dated 09/04/19 in the amount of \$5,936.53

General Batch #62G for Vouchers 190902001-190901016 dated 9/11/19 in the amount of \$28,411.97

General Batch # 63G for Vouchers 190903001-190903016 dated 9/18/19 in the amount of \$21,151.41

General Batch # 64E for Vouchers EFT dated 9/27/19 in the amount of \$13,479.76

General Batch # 65D for Vouchers 1549-1614 dated 9/27/19 in the amount of \$56,227.83

General Batch # 66P for Vouchers 190905001-190905005 dated 9/18/19 in the amount of \$13,757.00

General Batch # 67G/P for Vouchers 190906001-190906024 dated 9/25/19 in the amount of \$36,077.86

General Batch # 68 G for Vouchers 191001001-191001009 dated 10/02/19 in the amount of \$9,030.18

General Batch # 69P for Vouchers 190908001-190908003 dated 09/30/19 in the amount of \$404.40

REVIEW INVESTMENTS

- After review, the Board ratified the investment dated 09/13/2019 for \$150,000 made by Alternate Investment Officer Monica Torgerson. A motion was made by Chairman Lamont and seconded by Commissioner Koorn to approve the ratified investment. Motion carried unanimously.

FINANCIAL REPORT

- The Board reviewed the financial reports showing the District with total equity for cash activity for the month of September 2019 which balanced to the reports from the Island County Treasurer. Chairman Lamont made a motion to approve the treasurer's report, Commissioner Goen seconded it and the motion passed unanimously.



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UNFINISHED BUSINESS

- a. Personnel Leaving-
Edward Klasky-N/A
Nicholas Gonzales – military
- b. 2019 Budget Review
After the budget was reviewed by the Commissioners. They had no questions for the Accounting Manager Torgerson.
- c. Office Staff
 - o Administrative Assistant Motion
It was mentioned that the District had interviews and were in the process of deliberating all the applications. There was a motion made from Chairman Lamont to give authority to Chief Biller to hire a new administrative assistant, motion will also consist of the hourly wage between 15-18 dollars per hour. However not to exceed 18 dollars per hour. Motion was made from Chairman Lamont and second by Commissioner Koorn.
 - o Office Salaries
Commissioner Koorn mentioned that the Administrative Manager salary was in review. He asked for the pay scale the district had. Secretary Torgerson mentioned she had not found it. Chairman Lamont asked Chief Biller to look for the pay scale and the survey that had all nearby districts admin salaries. They will look it over at the next meeting.
- d. Duty Crew pay increase-Chairman Lamont
Duty Crew increase- Chairman Lamont mentioned they had been talking to Chief Lemon and Chief Biller on the duty crew increase. It was discussed at the meeting and the board agreed on giving the duty crew and increase. Firefighter premium would be 15 and regular wage would be 13.50. The LT's hourly wage for premium would be 17 and regular would be 15.50.
A motion was made by chairman Lamont and second by Commissioner Goen. Motion passed unanimously. The new rates would be retroactive to October 1st, 2019.
- e. Audit Exit Interview -Commissioner Koorn
Exit interview for the Audit. Secretary Torgerson mentioned that she had spoken to the auditors and was asked when would we like to schedule the exit interview? Commissioner Koorn mentioned it would be a good idea to schedule it after Chief Lemon's memorial. He suggested the first or second week of November. Commissioner Goen agreed with Commissioner Koorn. Secretary Torgerson will set a date in November.

NEW BUSINESS

- New Hire Fire Chief position
Fire Chief Biller mentioned that the position for the fire chief is being advertised. It is being advertised in the local newspaper, Daily Dispatch, our website, Facebook, and in our office. The deadline for the applications will be November 7th. The applications will be reviewed in November and interviews will be in December. Chief Biller would like to have the new fire Chief start work January 2, 2020
- Chief Lemon's memorial/motion
Chief Lemon Memorial -Chairman Lamont mentioned that October 14th was Chief Lemons memorial. Chief Biller has made plans to take all the members that would like to attend the memorial service. There are plans being made in Chief Lemon's honor. Our current policies have limitations on how far we can travel and limitations how much the district can spend in events like this. Chairman Lamont stated chief Biller be the



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point of contact for Chief Lemon's memorial service. Commissioner Koorn made a motion to give Chief Biller authority to spend in reason for flowers, meals for members, and any other expenses. He was also authorized to take the apparatuses to the memorial service in Renton, WA. Chairman Lamont second it. The motioned passed unanimously.

CHIEF REPORT

- Elks Dinner –Josh Koorn
Elk Dinner- Chief Biller mentioned that Joshua Koorn was recognized for being an integrated member of the community. Joshua Koorn received an award for all his hard work in the fire house and his efforts in educating the community about fire safety and prevention.

COMMISSIONER REPORT

N/A

GOOD OF THE ORDER

ADJOURN MEETING

- There being no further business and by mutual consent, the regular meeting of the Board Adjourned at 7:55 pm.

Attest

Board Secretary/Monica Torgerson