



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 Commissioner Special Meeting Minutes
Dec 10th, 2019
6:30pm

CALL TO ORDER

PUBLIC COMMENTS.

One of the Fire District members asked why there was a split in pay between day and night shifts. Commissioner Koorn mentioned the process was that it is a lot slower during night shifts and the members are not running calls like they do during the day shift.

ADDITIONS TO AGENDA

- Uniforms
- Appreciation Dinner

MINUTES

- By mutual consent, the Board approved the minutes of the Regular Meeting Oct 8^h, 2019.

APPROVE EXPENDITURES

After review by the Board the following expenditures, which total \$125,317.33 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 # 78G for Voucher 191101001-191101012 dated 11/06/19 in the amount of \$13,386.57

General Batch # 79G for Voucher 191104001-191104014 dated 11/12/19 in the amount of \$10,543.74

General Batch # 80D for Voucher 1875-1939 dated 11/07/19 in the amount of \$52,960.46

General Batch # 81E for Voucher EFTPs dated 11/07/19 in the amount of \$13,053.63

General Batch # 82P for Voucher 191103001-191103007 dated 11/07/ 19in the amount of \$14,024.73

General Batch # 83G for Voucher 191105001-191105031 dated 11/07/19 in the amount of \$21,348.20

REVIEW INVESTMENTS

- There were no investments made in the month of November

FINANCIAL REPORT

- The Board reviewed the financial reports showing the District with total equity for cash activity for the month of November 1-30th, 2019 which balanced to the reports from the Island County Treasurer. Chairman Lamont made a motion to approve the treasurer's report, Commissioner Goen second it. **Motion passed unanimously.**

UNFINISHED BUSINESS

- Personnel Leaving- Antoine Drieu - moved out of the state
Jonathan Woodfall - Moved out of the state
Reagan Isbell - Moving closer to work off the island



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b.2019 Budget Review. Commissioner Koorn mention he had spoken to the Accounting Manager about some lines that were over budget and why they were over.

NEW BUSINESS

- WFCA Employee Insurance- Admin Manager Torgerson mentioned the renewal for our employee's insurance was received and signed for next year's insurance. All the insurance benefits and fees stayed the same.
- Microsoft License for 2020- Chief Biller mentioned that he had spoken to our IT specialist. The current server the District has will not be insured from Microsoft anymore. Microsoft will not be serving the current server that we have. He recommended upgrading the server to the 2019 edition in order to have a faster more reliable and insured server. The cost of this new server with installation would be about \$6,500. We would also need approval to use the District Credit Card to pay for the purchase if the purchase is over the \$1,000 by policy. Commissioner Koorn made a motion approve the purchase of the new server and possibly use the credit card to purchase the server if necessary, Commissioner Goen second it. **Motion passes unanimously.**

OPS CHIEF REPORT

- Engine repairs- E21 is still going for repairs. Cost of all repairs will be about \$7,500 from Main Street repairs. E22 repairs are done and it is working just fine.

CHIEF REPORT

- Navy Frequency Use Agreement- Chief Biller signed the agreement with the navy
- Hiring Process report
 - a) Job Description modification- Chief Biller mention there was a section added that talks about relocating within one year of hire for the Fire Chief position. A motion was made from Commissioner Koorn and Commission Goen second it. **Motion passed Unanimously.**
 - b) Recruitment efforts- Chief Biller mentioned that the position is being advertised until January 3rd 2020 in Daily Dispatch, our website, and Facebook. He also looked at other places to advertise like Mostar and Indeed. The office has received one more application so far.
 - c) Labor and Industries 296-305 work -Chief Biller asked Lt. Brandhorst to work making sure we were compliant with the Labor and Industries regulations.
 - d) EMS only Policy revision- Chief Biller mention he had made a policy just for EMS volunteers. These policies would give the volunteers a choice to choose from getting paid with a point system and or being paid a duty crew schedule pay. He would also like to have the EMS volunteer have their own separate uniform. Commissioner Koorn mentioned that in the past Chiefs wanted the EMS volunteer to have different color helmet. Chief Biller mention that this policy it approved he would work on uniforms for the EMS volunteers. Commissioner Goen asked what had happen to the previous uniforms? Chief Swiger mentioned the EMS volunteers are using the older uniforms for now. Commissioner Goen made a motion to approve the new EMS job description, Commissioner Koorn second it. **Motion passed unanimously**
 - e) Review Duty Crew Assignment- Chief Biller had provided the Commissioners with the Duty Crew assignments for the week. Commissioner Goen asked if the volunteers meet at different stations. BC Siwger stated that the volunteers do meet in different locations for assignments. Chief Biller will go over the weekly assignments with BC Swiger and make some modifications.



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f) Wage and salary details pay scale Spreadsheet- Chief Biller gave the Commissioner a spreadsheet of all the employees, volunteers, duty crew and uniformed wages and salary details

g) IRS penalties for 941 report Q1 and Q2- There was a notice from the Internal Revenue Services about late reporting.

COMMISSIONER REPORT

a) Commissioners Oath of Office

Commissioner Koorn read and signed the Oath of Office. Chairman Lamont signed the Oath form as well.

b) Elect Chairman for 2020- Chairman Lamont nominated Commissioner Koorn to be chair for next year. Chairman Lamont made a motion to have Commissioner Koorn be the Chairman for 2020, commissioner Goen second it. **Motion passed unanimously.**

c) Hosting Sno-Isle meeting for 2020- Chairman Lamont stated he has not seen the new schedule for the 2020 Sno-Isle meetings. At some point it will be the District's turn to host the meeting. Commissioner Goen would like to look at the Skagit meetings, Commissioner Koorn agreed. Chief Biller will look into Skagit's meeting and get back to the Commissioners with for information.

GOOD OF THE ORDER

- Budget and resolution for 2020 have been turned into Island County.
- Chief Biller sent an apology letter to FF Slothower that was overdue and asked the member to come back and volunteer.
- Chairman Lamont was in an accident a week ago and the ambulance that came to help him was one of ours. He thanked the members that were on duty that day and stated that they did a fantastic job doing the transport.
- Uniform email- Commissioner Koorn received an email stating that one LT had mentioned to one of the members he couldn't use the District shirts and uniform out side working hours. Chief Biller mentioned he had not seen the email. Commissioner Koorn will forward the email to Chief Biller and come up with a resolution for this topic.
- District closures for the holidays. Commissioner Koorn mention that he would leave it up to the Fire Chief for early closures of the District office.
- Appreciation Dinner- Admin Manager Torgerson mention that the staff has worked hard looking for different venues for the appreciation dinner. All the research suggest that the Elks Lodge would be the more affordable local venue for the upcoming event. Commissioners agreed with using the Elks Lodge again for the 2019 appreciation dinner being done in March 2020. Commissioner Koorn mentioned that in the past they have partnered with the FF Association to sponsored the spouses and retired Commissioners.

ADJOURN MEETING

Adjourned at 7:40 pm.

Monica Torgerson secretary of the Board



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