



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

June 9th, 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, Chief Clark, Battalion Chief Swiger, Secretary Monica Torgerson, Lt Brandhorst, FF Reinstra,

PUBLIC COMMENT

No Public Comment

ADDITIONS TO AGENDA

- **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 7:50 pm and be back in 20 minutes. Board reconvened at 8:20 pm. **No decisions were made.**
- **Whidbey Health Contract-** Fire Chief Clark mentioned the existing contract would likely be extended to December 31st, 2020. Chief Clark and Chairman Koorn will set up a meeting with Roger and Sean from Whidbey Health to talk about the contract. Chief Clark wants to start negotiations in August. Chairman Koorn made a motion to extend the BLS contract until December 31st, 2020 Commissioner Lamont second it. **Motion carried unanimously.**
- **Surplus-** Chief Clark mentioned a year ago a truck was donated to the district. There is a member from our community that would like to trade the truck we have “as is condition” with a car that he currently owns. He wants the truck for its parts. Chief Clark asked the Board if they would allow a trade. Chairman Koorn made a motion to trade the truck for the car, Commissioner Lamont second it. **Motion carried unanimously.**

MINUTES

- By mutual consent, the Board approved the minutes of the Regular Meeting May 12th and the Special Meeting May 21st. **Motion carried unanimously.**

APPROVE EXPENDITURES

- After review by the Board the following expenditures, which total \$243,753.34. 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 in April and May 2020 from our 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.



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UNFINISHED BUSINESS

- **Personnel Leaving** – Thomas Kelsey and Shane Brandhorst.
- **2020 Budget Review** – Fire Chief Clark had a PowerPoint that he showed the Board on all the decreases and increase of the midyear budget. He stated the midyear budget helps us to review or adjust the budget. Chairman Koorn has spent time with admin and Chief Clark and reviewed all the budget. Chief Clark mentioned most of the revenue comes from property taxes. There were some salary decreases, benefit decreases, and supplies and equipment. Capital expenditure section has also decreased. There was some money left in this category for vehicle replacement, PPE turn out gear, Fire equipment/replacement, computer IT, and capital lease. There were some vacant positions that have been removed. There are several positions that are new like duty crew overtime, admin overtime and OP's support officer. There was a \$692,453 decrease from the budget equals to 22% decrease and a carry over of \$1,905,831 in carry over.
- **Fire Containers** - Chief Swiger has written a letter to Island County, requesting a usage agreement for the property on Schary Rd. (the former Sheriff's Office) where we would have a live training ground. Chief Clark would like an approval to move forward with this project. He believes the set up for this training containers can be done in sixty days. Commissioner Lamont made a motion to spend the money for the fire container project. Chairman Koorn second it.
Motion carried unanimously.
- **Turn-out Committee** – Chief Clark mentioned Captain O'Connor is working on this project. He is working with different dealers on the different gear. He will present the finding to Chief Clark in July sometime.
- **Survey and Rating Bureau**- Chief Clark stated the district rating is a 4.99 and is still scheduled for August. He spoke to the Bureau and let them know that we have a new training Captain. He believes the district will be ready for August however if something come up and believes he will be able to extended to September 2020.
- **COVID-19** - We are in phase 2. Our call has increased and changed a bit. Vehicle accidents have increased in the last few weeks. The district office is now open to the public. We are still waiting on final Covid-19 grant decision. It should be awarded end of June.
- **Life Flight**- Life Flight has proposed a landing post in ST 27. The purpose is to land their helicopter when their landing post is in use. They would put down steel grading and have liability insurance. They stated they have the same setting in Moises Lake. Chief Clark asked them about leasing the space and Life Flight stated they are currently paying \$280.00 for the space they are renting in Moises Lake. They think it would be the same setting and will pay us \$280.00 per month for the landing site. The Board agreed to have Fire Chief Clark negotiate the lease with Life Flight's landing.
- **Captain Job description**- Fire Chief Clark mentioned there will be minor changes to the Captain job description. He would like to add 200 duties in the job description. He would like to add 200 as an option in the job description.



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- **Levy/Liz Loomis-** Fire Chief Clark stated the committee had two meetings with Liz Loomis. The Levy is for apparatus and building repairs. The goal of NWFR is for the public understand why we need the Lid Lift. He will have a structure plan to demonstrate to the public on what we need the funds for and what we are using the money for. He will have a 1-year plan, 3-year plan and a 5-year plan. He believes it is important for the public to know all the services the district offers and this structure plan will emphasize how useful the extra money will be for the district.

NEW BUSINESS

- **Mid-year budget review-**There was a PowerPoint presentation by Chief Clark explaining all the changes and adjustments on the budget. Some of the changers were capital expenses, and salary and wages. Chairman Koorn made a motion to approve the changes Commissioner Lamont second it. **Motion passed unanimously.**
- **International Association Fire Chiefs (IAFC) Conference-** Fire Chief Clark mentioned the IAFC is still going on in August and would like approval for himself and BC Swiger to attend the conference in Arizona. Chairman Koorn stated he had no problem having them attend the conference. By agreement the Board approved for both Chiefs to attend the IAFC conference in August.
- **EMT class policy-** Fire Chief Clark intends to have an EMT class in August however, he would like our members be more committed. The district will pay for the class and the members would have to commit to 12 months with NWFR. If the member does not pass, they will have two years to pass the exam. If the member leave after passing the course they will have to reimburse the district. The deadline to sign up for the class is in July. Chairman Koorn would like to have more discussion at our next meeting. He would like all Commissioners to be present and vote on this topic.

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 at this moment.

CHIEF REPORT

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 8:27 pm



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Attest

Monica Torgerson
Board Secretary/Administrative Manager