

NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS
Administration Building, 770 NE Midway Blvd., #1, Oak Harbor, Washington
Minutes of the Regular Meeting on October 18, 2016 at 19:00

CALL TO ORDER

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

PUBLIC COMMENT

- Gerald Smith expressed his concerns regarding the District's future financial state.

APPROVE MINUTES OF REGULAR MEETING HELD August 09, 2016

- By mutual consent, the Board approved the minutes of the Regular Meeting held August 9th, 2016.

APPROVE EXPENDITURES:

- General Batch #54G for Vouchers 1127–1144 dated 08/03/16 in the amount of \$8,728.35
- Payroll Batch #55G for Vouchers 1145–1160 dated 08/10/16 in the amount of \$40,175.43
- Payroll Batch #56G for Vouchers 1161-1183 dated 08/17/16 in the amount of \$11,097.96
- Payroll Batch #57G for Vouchers 1184-1195 dated 08/24/16 in the amount of \$3,081.32
- Payroll Batch #58D for Vouchers 1196-1284 dated 08/24/16 in the amount of \$60,906.93
- Payroll Batch #59E for Vouchers 16-08 dated 08/24/16 in the amount of \$18,909.92
- General Batch #60P for Vouchers 1285–1288 dated 08/24/16 in the amount of \$18,247.57
- Payroll Batch #61G for Vouchers 1289-1309 dated 08/31/16 in the amount of \$15,759.56
- Payroll Batch #62G for Vouchers 1310-1330 dated 09/07/16 in the amount of \$21,006.30
- General Batch #63G for Vouchers 1330–1349 dated 09/14/16 in the amount of \$11,733.78
- Payroll Batch #64D for Vouchers 1350-1437 dated 09/21/16 in the amount of \$59,566.83
- Payroll Batch #65E for Vouchers 16-09 dated 09/21/16 in the amount of \$18,468.78
- General Batch #66P for Vouchers 1438–1441 dated 09/21/16 in the amount of \$17,610.11
- General Batch #67G for Vouchers 1442–1462 dated 09/21/16 in the amount of \$164,290.31
- General Batch #68G for Vouchers 1463–1473 dated 09/28/16 in the amount of \$8,624.99
- General Batch #69P for Vouchers 1474–1475 dated 09/28/16 in the amount of \$21,024.61
- General Batch #70G for Vouchers 1476–1486 dated 10/05/16 in the amount of \$3,266.91
- General Batch #71G for Vouchers 1487–1509 dated 10/12/16 in the amount of \$27,955.30

REVIEW INVESTMENTS

- After review, the Board ratified investments #32 through #41 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 July 2016 and August 2016, which balances to the report from the Island County Treasurer.

UNFINISHED BUSINESS:

- Buildings – Ground
 - Admin Bldg HVAC Update
 - Chief Brown notified the Board that the project has been completed and payment has been made in full, minus retainage.
 - Station 21 paperwork update
 - Chief Brown stated that L&I is working with the contractor to answer questions regarding the project. The Board unanimously gave Chairman Bruce Carman permission to authorize final retainage payment once all necessary documentation has been received from L&I.
 - Station 28 roof update
 - Chief Brown stated that he believes all work has been performed and the District is awaiting an invoice; will follow up with Hyteck Roofing.

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UNFINISHED BUSINESS, CONTINUED

- Personnel
 - Personnel Leaving:
 - Chief Brown announced the following personnel leaving:
 - * Bittner, Codi
 - * Flowers, Carol
 - * Fulcher, Colin
- Future Planning
 - Chief Brown presented the Five Year Plan document, a tentative five-year projected budget and fleet lease proposal to the Board, including his purpose of the plan, for approval. The Board tabled until the November regular meeting.

NEW BUSINESS

- Office Staff Pay
 - The Administrative Manager has recommended a 6% increase in pay for the Administrative Assistant and Administrative Manager positions and provided documentation to the Board for just cause. The Board tabled until the November regular meeting and no action was taken.
- Public Hearing preliminary 2017 Budget
 - A slideshow of the 2017 preliminary budget was presented. Chief Brown answered questions from the Board. The Board would like to discuss the potential vehicle lease program at a future meeting.

CHIEF'S REPORT

- Lieutenant position update
 - Chief Brown stated that application acceptance closed on September 30th, 2016, and 15 applications were received. Select candidates have been asked to complete an essay for the next phase of the hiring process.
- Residency Program
 - Chief Kirko briefed the Board regarding specifics on the challenges of remodeling the existing Taylor Road station or placing another unit on the property for resident firefighters. The Board tabled until the next regular meeting and no action was taken.
- Thank you letter Everett Fire Chief
 - Chief Brown shared a letter of thanks provided by the Everett fire Chief to three members of the District for their outstanding contribution to an emergency situation while traveling back from wildland.
- EF Recovery Claim
 - Chief Brown notified the Board that the District has received an EF Recovery claim submission in the amount of \$23,600.00. Chief Brown thanked Captain Jim O'Connor his time and attention in submitting the claim on behalf of the District.
- Rescue Truck
 - Chief Brown and the Board unanimously agreed that any decisions regarding the purchasing of vehicles will be postponed until a decision on a vehicle lease program is made.
- Chief's Conference
 - Chief Brown stated to the Board that he will be attending the Symposium in the Sun Conference in November.
- Tuition Reimbursement Policy
 - There was discussion between the Board and Chief Brown regarding the proposed new reimbursement policy. The Board tabled until the next regular meeting and no action was taken.

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UNFINISHED BUSINESS, CONTINUED

COMMISSIONER REPORTS

- Chairman Carman stated that he attended the NAEFO Conference in September. The subject of the Conference was “Morals and Ethics of Financing”.

ADJOURN MEETING

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 20:42.

Attest:

Sarah Pedersen, Secretary to the Board