



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 11, 2019

6:30 pm

CALL TO ORDER

Chairman Lamont, called the meeting to order at 6:30 pm. Also, in attendance were Commissioner Goen, Commissioner Koorn, Battalion Chief Swiger, Secretary Monica Torgerson, Retired BC Zimmerman, FF Zimmerman, FF Mohlsick, FF Reinstra, FF Maletto, FF Pelzer, Lt. Brandhorst, Teresa Jenkins, Cpt O'Connor, FF Mace, Marge Koorn, Kris O'Connor, FF Esperum, Joe Biller, Sharon Biller, Frank Baker, Mary Brock, Beth Stephens, FF Turner, Sam Miller, Tom Hoctor, Eric Perkins, Timothy w Lemon, Steven Baker, FF Browning, Bill Macarthur, George Lawson,

PUBLIC COMMENT

- **Terresa Jenkins**
 - Asked when the Commissioners were planning to move the Regular Meeting to Station 25?
 - She also asked when was the travel policy developed?
 - After Chief Kirko's resignation why was there not a statement given by the Commissioners?
 - Has there been any offers made to Joe Biller for the Interim Chief position?
 - Concerning the Budget what has happened to the 17k in legal short falls?
 - What is going on with the Resident Program?
 - What is going on with the EMS contract?
 - Why was there not a letter sent out from the commissioners to our members?
 - Will there be any layoffs?
 - What is the plan for our 21-duty crew and 54 volunteers?
- **George Lawson**
 - Stated that he has no confidence in the Board.
 - He asked Commissioner Koorn if he was going to run again?
 - He stated Captain VanGiesen resigned because of lack of confidence in the board.
 - He heard a rumor that members were thinking of taking a leave of absence because of lack of confidence from their Commissioner.
 - He asked what are they going to do when people start taking extended LOA.

ADDITIONS TO AGENDA

- Resignation from Capt. VanGiesen
- Budget adjustment
- Petty Cash Audit
- Secretary/Accounting Manager Evaluation
- Fire Chief



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MINUTES

- By mutual consent, the Board approved the minutes of the Regular Meeting Held on May 14, 2019, Special Meeting held on May 21, 2019. Motion carried unanimously.

APPROVE EXPENDITURES

- After review by the Board the following expenditures, which total \$130,643.47 a motion was made by Chairman Lamont and seconded by Commissioner Koorn to approve the expenditures and vouchers for payment. Motion carried unanimously.

REVIEW INVESTMENTS

- After review, the Board ratified investment dated 05/22/19 and 5/28/19 made by Alternate Investment Officer Monica Torgerson, a motion was made by Chairman Lamont and seconded by Commissioner Goen to approve the investment. Motion carried unanimously.

FINANCIAL REPORT

- The Board reviewed the financial reports showing the District total equity for cash activity for the months of April 2019 which balance to the reports from the Island County Treasurer.

UNFINISHED BUSINESS

- a) Refurbish Trucks
 - There are several companies that will be bidding for the work to refurbish the trucks. There won't be any changes to the side of the truck. True North will be coming on June 13, 2019 to look at the trucks. US Fire Equipment will be coming on June 19, 2019 to look at the trucks and Pierce said they were going to send someone to look at them. It will be four to six months to rebuild after the bidding is complete.
- b) Sample Resident Program
 - The District has a Standard Operating Guideline (SOG) for the Sample Resident Program. BC Swiger thought it would be a good idea to start looking at it again to review and update.
- c) Personnel Leaving
 - Mark Kirko: Resigned
 - Caitlin Krall: Left to go back to school in Oregon
 - Geoffrey May: Moving out of state.
- d) 2019 Budget Review
 - Chairman Lamont asked the other Commissioners if they had any question concerning the budget? There were no questions concerning the budget however, Commissioner Koorn did mention that there has to be adjustments made to the budget. He will sit down with Accounting Manager Torgerson and work on adjusting the budget
- e) Live Fire Containers
 - Chairman Lamont asked where we were on the Live Fire Containers. BC Swiger mentioned that he will be working on a plot plan and a SOG for use. He said it is something that the District needs even if we don't use it for fire use. Having the containers just for training or pulling hose. We will need a permit from the city



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because they are over 120sq feet. BC Swiger will look into what exactly we need in order to have Live Fire Containers. Commissioner Goen would like a detailed plan on where the containers are going to go, what they are going to be used for, and how much they will cost.

f) Grievance Policy

- Chairman Lamont asked if the Board had read over the policy? They all said yes. At that point a motion was made by Chairman Lamont and seconded by Commissioner Koorn to approve the Grievance Policy. Motion carried unanimously.

g) FF/Maintenance Job description

- Chairman Lamont asked if the Board had read over the FF/Maintenance Job description? They all said yes. At that point a motion was made by Chairman Lamont and seconded by Commissioner Koorn to approve the FF/Maintenance description. Motion carried unanimously.
- Commissioner Koorn mentioned the salary for same position at Central Whidbey Island Fire Rescue is 53k. Commissioner Goen agreed. BC Swiger mention that this position is a 40hour work week. Chairman Lamont suggested this position start at 50k a year. At this point Chairman Lamont made a motion and Commissioner Goen seconded it to approve a salary of 50k for this position. Motion carried unanimously.
- The Job will be advertised for two weeks in the local News Paper, Daily Dispatch, Facebook, NWFR website. Deadline is June 28th, 2019 at 5:00pm.

h) Travel Policy

- Commissioner reviewed the policy and wanted to remove the word “prior” from the Travel Policy. Everything else looked fine. Chairman Lamont made a motion to remove the word “Prior” from the policy, Commissioner Koorn second. Motion carried unanimously.

i) Interim Fire Chief

- Chairman Lamont summarized what was going on with the position. He explained that Chief Kirko had spoken to Steve Lacy about stepping in at Interim Fire Chief to help until the Board found a permanent person to fill the spot. It would be an 40/hr. work week. Chairman Lamont also suggested to have BC Swiger at the Interim Fire Chief just until the hiring process was complete. Finally, he also believed Joe Biller would do great as an Interim Fire Chief. Commissioner Goen and Koorn agreed.
- Commissioner Koorn mentioned that he had spoken to Joe Biller about stepping in at interim Chief just until the hiring process was complete. Joe said he would be willing to help however, had several questions before accepting. He wanted to make sure Department of Retirement Services (DRS) would be fine in accepting the temporary job with him receiving retirement benefits. Commissioner Koorn and Secretary Torgerson will call DRS and make sure everything is in order before he can start.
- Commissioner Goen would prefer Joe Biller. He said he thinks he is very knowledgeable and would do great.
- Chairman Lamont mentioned that Joe was a Training officer before with NWFR. He knows the job and will have no problem filling in.
- Commissioner Koorn stated he would do an excellent job. We will contact DRS and make sure he can step in with out harming his retirement for at least two months. At



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this point Chairman Lamont made a motion to have Joe Biller as Interim Fire Chief and Commissioner Goen Second. Motion carried unanimously.

NEW BUSINESS

- Resolution 453 to have multiple signers at Heritage Bank. Commissioner discussed who would be a signer for the petty cash account in Heritage Bank. They decided it would be Commissioner Koorn, BS Swiger and Accounting Manager Torgerson. Chairman Lamont made a motion to approve adding them as multiple signers on the account and Commissioner Goen Second it. Motion carried unanimously.
- Resolution 455 to Cancel Warrant 00564418. Chairman Lamont made a motion to approve the Cancel Warrant and Commissioner Goen Second it. Motion carried unanimously.

CHIEF REPORT

- Us Fire equipment repairs
BC Swiger mentioned that he is still working on the E-24. He has found some more things that need to be addressed. The tank to the pump valve needs to be replaced. There is a cable for the pump engage that need to be replaced as well. This is on top of all the things that need to be replace and fixed on E-24.
- Station 25
All the weights were removed from one of the rooms in ST25. BC Swiger is waiting a bid from Home Depot for the carpet repair. He also mentioned that Frontier Lumber does not do government contracts because of the extra paperwork. Mark Deloose will be looking at the repairs, in the shower room to see if we can turn it into a utility closet. They will be giving us a bid on the repairs.
- B-27 Repairs
BC Swiger mentioned the repairs have been done at Frontier Ford. It cost \$2,800 for front and rear seal replacement, steering stabilizer end links and exhaust leak repair, and getting the exhaust and priming valve fixed.
- Doors at Station 22
BC Swiger mention that the insurance will pay up to \$4,185. There is a \$500 deductible we are covering for the rest for new doors of \$1,894 plus for a new window panel for the other door. Chairman Lamont asked when it will be done? And is the door usable? BS Swiger mentioned that they will call us when it is done and the door is usable.

COMMISSIONER REPORT

- EMS
 - Chairman Lamont mentioned that all the commissioners sat down with the board of Commissioners of Central Whidbey Island Fire Rescue. They went over the inter-local agreement with WhidbeyHealth. He mentioned that Mr. Meyers had given both Districts



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the 120-day notice that they will extend to Dec 31, 2019 and not renew the contract. Chairman Lamont does not believe this is the end of the contract. There is a Special Meeting being held June 25, 2019 with CWIFR and NWFR and the CEO and Mr. Meyers from Whidbey Health to discuss the contract. Chairman Lamont would like to sit down with Mr. Meyers before that next special meeting and talk to him about our contract with them. Commissioner Koorn will try to sit down with Mr. Meyers before June 25, 2019.

- Combine Districts:
 - Chairman Lamont mention other Districts had combined Districts before. He thought it was a good idea to possibly start thinking of combining District 2,3, and 5 into one with one Fire Chief. In the past, this proposition was made however, there were a lot of moving pieces and nobody wanted to give there positions away. Commissioner Koorn suggested that the public would have to vote on that change if that was the path this district was taking. Commissioner Koorn is doing research on this topic and asking around.
- Captain Vaguisen has given his resignation. He does not have confidence in the District anymore.
- Petty Cash Audit- Commissioner Koorn mentioned that there has not been an audit in our petty cash account. Chairman Lamont and Commissioner Goen agreed on the audit. Commissioner Koorn will do an audit for the 2018 petty cash account transactions,
- Secretary/Accounting Manager 3-month evaluation was brought up by Commissioner Koorn. He would like Chairman Lamont to do the evaluation. Chairman Lamont agreed and will do it in the next week or two.
- Fire Chief-The Commissioners will evaluate the applications by Friday, June 14th, 2019. They will be ranked individually. They have the top three candidates; they will start calling references. Commissioner Koorn mentioned he can start calling references. The Board would also like to have a meet and greet with the top three candidates and the members of the District. They would like the candidate to sit down and have the members ask them questions and get to know them.
- Regular Meeting Location- Commissioner Koorn mentioned that he would like the Regular Meetings at Station 25. Chairman Lamont asked Secretary Torgerson to do a resolution to change of location for the regular meetings.

GOOD OF THE ORDER

- None

ADJOURN MEETING

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 7:29 pm.



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Attest

Board Secretary/Accounting Manager
Monica Torgerson