



**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](mailto:Admin@nwfr.org)

**APPROVED**

**Board of Fire Commissioner Special Meeting Minutes**

**Nov 22th, 2019**

**10:30am**

**Call to Order**

Chairman Lamont called the Special Meeting at 10:30 am and in attendance was Commissioner Koorn, Commissioner Goen, Chief Biller, and Secretary Torgerson.

**Item 1. Continue pre-screening Fire Chief Application.** Chairman Lamont mentioned that there are three candidates that are moving forward with the Fire Chief process after the Skype interviews earlier in the week.

**Executive Session RCW 42.30.110(g) to evaluate the qualification of an applicant for public employment**

- At 10:29 am Chairman Lamont mentioned they would go into Executive Session for about 30 minutes. At 11:00 am the board came back from Executive Session and there were **no decisions made**. Special meeting continued.

**Other matters remaining with prescreening the applications:**

Commissioner Koorn mentioned he doesn't believe the District has enough applicants to adequately interview and continue the Fire Chief process. He believes the salary range is low and would like to increase the salary range for this position. He would like to extend the Fire Chief process another month. He made a motion to increase the salary ranges from \$90,000 to \$95,000 as the low-end range and \$107,000 to \$115,000 as the high range and also extend the deadline, Commissioner Goen second the motion.

**Motion carried unanimously.**

The new deadlines for this extension will be January 3<sup>rd</sup> 2020. January 6<sup>rd</sup> through the 9<sup>th</sup> the Commissioners will evaluation all the applications. On January 14<sup>th</sup> there will be a Special Meeting to do Skype interviews. After the Skype interviews finalists will be invited to participate in a three-step interview process on Feb 3<sup>rd</sup> and 4<sup>th</sup>. Finally, the target start date for this position would be February 11<sup>th</sup>.

**GOOD OF THE ORDER**

Commissioner Koorn mention there is Leadership Seminar March 4<sup>th</sup> through the 6<sup>th</sup> of 2020. He would like Secretary Torgerson to reserve 4 hotel reservations for this seminar. Commissioners will discuss going to the seminar when it gets closer.

Fire Chief Biller mentioned that the office received a letter stating that the district has penalties from the Internal Revenue Service because the 941 reports were not submitted for quarters 1 and 2. Admin Manager Torgerson submitted the reports back in October with the quarter 3 report. The penalties are being paid within the next week.

**ADJOURN MEETING**



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- There being no further business and by mutual consent, the regular meeting of the

Board

Adjourned at 11:44 am.

Attest



Board Secretary/Monica Torgerson