



**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 Commissioners Regular Meeting Minutes**  
Nov 12<sup>th</sup>, 2019  
6:30 pm

**CALL TO ORDER**

Chairman Lamont called the Regular Meeting at 6:30 pm and in attendance was Commissioner Koorn, Commissioner Goen, Chief Swiger, LT Brandhorst, FF/EMT Reinstra, FF Shultz, Secretary Torgerson, Lyle Zimmerman, and Teresa Jenkins.

**PUBLIC HEARING**

- **2020 Proposed Budget:** The meeting started with Commissioner Koorn asking the public if they had any questions concerning the proposed budget for 2020. There were no comments from the public at that point. Chief Biller mentioned he had made a chart showing past years expenditures for the District and also showed the next few years showing where the District's deficit will be if there is not any change in revenue. The chart showed that in 2018 there was a dip in expenditures because the district had less employees to pay. The chart also showed that in 2020 the expenditures will go up because of the new Fire Chief and other paid employees such as a prospective Training Officer. The chart showed the district will have a deficit in revenue by 2022.

Someone from the public asked the Commissioners if the budget was fiscal or calendar year. Commissioner Koorn stated the budget is based on calendar year. He also mentioned that they also have budgeted money to carry the district through April when the first portion the revenue comes in for the year. Commissioner Koorn mentioned it will take about \$750,000 to carry over the district until April 2020. The rest of the money is being invested by Island County. Chief Biller mentioned that the Commissioners will be discussing passing the budget, Levy Certification and Resolution for 2020.

**PUBLIC COMMENTS.**

No comment

**ADDITIONS TO AGENDA**

**MINUTES**

- By mutual consent, the Board approved the minutes of the Regular Meeting Oct 8<sup>h</sup>, 2019.

**APPROVE EXPENDITURES**

- After review by the Board the following expenditures, which total \$98,846.34 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



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### REVIEW INVESTMENTS

- After review, the Board ratified the investment dated October 18th 2019 for \$60,000 made by the Investment Officer Monica Torgerson. A motion was made by Chairman Lamont and seconded by Commissioner Goen to approve the ratified investment. **Motion carried unanimously.**

### FINANCIAL REPORT

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

### UNFINISHED BUSINESS

- a. Personnel Leaving- Nicolas Gonzales (moving out of the state).
- b. 2019 Budget Review
- c. Office Staff
  - a) Revised Administrative Assistant/Receptionist Job Description- Chief Biller mentioned we would like to remove a sentence from the job description. It referred to having probation period with a "At-will" employment. The job is "At-will" and did not think it was necessary to have extra language in the job Description. Chief Biller mentioned there was a new pay scale for this position that he would like the Commissioners to consider. Chairman Lamont made a motion to change the job description and approve the new pay scale for the Administrative Assistant/receptionist. Commissioner Koorn Second. **Motions passed unanimously.**
  - b) Revised Administrative Manager Position: Chief Biller mentioned he would like to remove a sentence from the job description. It referred to having a probation period with an at "Will" employment. The job is at "Will" and did not think it was necessary to have the extra language in the job description. Chairman Lamont made a motion to change the job description Commissioner Koorn Second. **Motions passed unanimously.** Chief Biller mentioned he has spoken to Accounting Manager Torgerson and has offered her the promotion to be the Administrative Manager for the district. In her contract there are addendums for education and a salary scale. He would also like the salary to be retroactive to October. Commissioner Koorn made a motion to have Accounting Manager Torgerson be the new Administrative Manager and approve the addendums and salary scale for this position, Commissioner Goen second it. **Motion passed unanimously.**
  - c) Revised Firefighter/Emergency Medical Technician Description: Chief Biller mentioned he would like to change the 40 hours a week schedule for this position to be a 7k exempt with 53 hours a week instead. Commissioner Goen made a motion to change the work week hours to a 7k work week, Commissioner Koorn second it. **Motion passes unanimously.**
  - d) Officer Salary with Scale: Commissioner Koorn mentioned that he would like to change Battalion Chief of Operations pay to \$85,000. He would also like to have him be an FLSA exempt employee and not accumulate any more comp time. Commissioner Goen made a motion to accept the changes for the uniform pay scale and have him be paid retroactive to October. Chairman Lamont second the motion. **Motion passed unanimously.**
  - e) Duty Crew Salary: Chairman Lamont mention that all Commissioner had the duty crew pay scale with the rest of the pay scales. Duty crew pay was approved last meeting.
  - f) Voluntary Crew Salary: Commissioner Koorn mentioned the district has a pay scale for the volunteer. He wants to have the volunteer wages increased 3 percent for 2020. Chairman Lamont mentioned that this raise is typically done every few years. There was a motion to pass the 3 percent for volunteer pay for 2020 Commissioner Goen second it. **Motion passed unanimously.**



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g) Audit exit interview: Commissioner Koorn mentioned he attended the audit with Chief Biller and Accounting Manager Torgerson in Bellingham. He mentioned that the audit exit interview went well. There were several things that the auditor found that needed to be improved.:

- There were credit card transactions that went over the \$1,000 limit per transaction by policy. There were purchase orders that were signed by the same person that was making the order.
- There were also odometer readings that were missing from the receipts.
- Chief Biller mentioned that there were a lot of housekeeping things that needed to be fixed from 2017 and 2018. Accounting Manager Torgerson worked long hours to correct the issues that the auditor wanted the district to correct. The auditors were flexible and allowed Accounting Manager to correct the issues before adding them to the audit report and concluding the audit.
- The audit has ended and will be posted to the public a week from now.

h) New Hire Fire Chief position: Chief Biller mentioned that there were seven applications for the Fire Chief position. He has suggested a special meeting for the Commissioners to discuss all applicants. He mentioned December 2<sup>nd</sup> is still available to do the three-step interview for the top candidates. Commissioner Goen mentioned there were two applications that did not meet the districts procedures were discounted. Commissioner Koorn mentioned he thinks the Commissioners should discuss the application in another meeting possibly Thursday November 14<sup>th</sup> at 9:00 am in the administrative office.

#### **NEW BUSINESS**

- a) #459 Ordinance Resolution for 2020 Levy rate
- o Authorizing Admin Manager to sign the Levy Certification: Commissioner Koorn mentioned there was a resolution to pass the 2020 levy rate. He made a motion to pass the resolution and authorize Admin Manager to also sign the resolution, Commissioner Goen second it. **Motion passed unanimously.**
- b) #460 Adopt Budget for 2020: Chairman Lamont mentioned he would like the proposed budget to be adopted for 2020. Commissioner Goen made a motion to pass resolution 460 "Adopt Budget for 2020", Commissioner Koorn second it. **Motioned passed unanimously.**
- c) Chief Biller mentioned he had divided policy 03-07 into two different policies. He mentioned they now are more detailed and are clearer. The previous policy was split into two policies. The new policy 03-10 defines Pay Period for eligible District Personnel and Paycheck Distribution. The Other new Policy 03-11 defines work periods for eligible paid and part time personnel of North Whidbey Fire and Rescue. Commissioner Goen made a motion to pass the new policies, Commissioner Koorn second it. **Motion passed unanimously.**

#### **CHIEF REPORT**

- o Chief Biller mentioned Chief Swiger did a great job with the drill last Monday night.
- o Lyle Zimmerman is volunteering to help the district with reviewing some paperwork dealing with safety reports.
- o Lt. Brandhorst is helping Chief Biller with some Labor & Industry compliance. He will be helping in the office for about a month. Chief Swiger mentioned E26 is still being repaired. E22 came back from US Fire and they said they did several tests. E22 is still having issues. It has a clogged filter, some sensors are bad, oil leaks, and head gasket is bad. There estimates cost for all the repairs will be about 23k. Commissioner Koorn asked if the oil leaks have been reported, or is this something that US Fire missed? Chief Swiger mentioned it



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has been reported. Chief Biller asked the Commissioners if they wanted them to continue fixing E22. Commissioner Koorn mentioned that he would like E22 to be fixed and to keep the Commissioners updated.

### **COMMISSIONER REPORT**

Commissioner Koorn mentioned that John Diamond no longer will be working with ICOM. Chairman Lamont mentioned that there WFAA annual conference was in October and Commissioner Koorn Chief Biller, Chief Swiger also attended the conference.


### **GOOD OF THE ORDER**

Chief Biller gave his condolences Commission Goen.

### **ADJOURN MEETING**

- There being no further business and by mutual consent, the regular meeting of the Board Adjourned at 7:40 pm.

Attest

  
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Board Secretary/Monica Torgerson