



## NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Administration Building, 770 NE Midway Blvd. #1 Oak Harbor, WA

Phone: 360-675-1131 Email: [Admin@nwfr.org](mailto:Admin@nwfr.org)

### Board of Fire Commissioners Regular Meeting Minutes

May 4<sup>th</sup>, 2021

9:00 am

Approved

#### CALL TO ORDER

Chairman Lamont called the meeting to order at 9:00am. Also, in attendance were Commissioner Koorn, Commissioner Goen, Chief Clark, Division Chief Swiger, FF/EMT Reinstra, and Secretary Torgerson.

#### PUBLIC COMMENT

No public comment

#### ADDITIONS TO AGENDA

#### CONSENT AGENDA

Chairman Lamont made a motion to approve the minutes, vouchers for payments, and investments, matching to Island County Treasurers report. Commissioner Koorn second the motion.

General Batch #26G for Vouchers 210401001-210401016-dated 04/07/21 in the amount of \$36,209.47  
General Batch #27G for Vouchers 210402001-210402024- dated 4/14/2021 in the amount of \$76,517.60  
General Batch #28E for Vouchers EFTPS dated 4/23/2021 in the amount of \$13,471.78  
General Batch #29D for Vouchers 635-717 dated 4/23/2021 in the amount of \$63,024.25  
General Batch #30P for voucher 210404001-210404005 dated 4/23/2021 in the amount of \$28,988.44  
General Batch #31G for Vouchers 210405001-210405020 dated 4/21/2021 in the amount of \$7,854.33  
General Batch #32G for Vouchers 210406001 dated 4/21/2021 in the amount of \$88.16  
General Batch #33G for Vouchers 210407001-210407018 dated 4/28/2021 in the amount of \$29,789.15

**Motion carried unanimously.**

#### UNFINISHED BUSINESS

- **Personnel Leaving** - Tim Schulz - retiring after 25 years.
- **2021 Budget Review** – Commissioner Koorn mentioned there will be a midyear budget coming soon.
- **Fire Containers** - The Board would like a cost analysis on all the expenses for both 2020 and 2021. Admin Manager will work on that and have it for the board next month.
- **Covid-19** - The district is at 50% capacity. All the stations are open. We will follow the CDC guidelines and Washington State guidelines to continue operating and staying safe. The Stations are stating be utilized for public events again.
- **Advisory Committee** – The Advisory Committee will like to provide the Board with a power point on their finding on rescheduling the districts stations. Board would like to set a special meeting on May 24<sup>th</sup>, 2021 as a work shop to go over the Advisory Committees findings.

- **AFG grants** – The grant is still being reviewed.
- **Engine HGAC/Bid Purchasing Package** - The Board would like to use the bid process instead of using the Helping Governments Across Country Buy (HGAC). Commissioner Koorn would like to have some minor changes done in the bid packet documents. He also would like Chief Clark to add a trade in section as an option in the bid package. Chairman Lamont made a motion to approve the bid packet with the revisions. Commissioner Koorn second the motion and so did Commissioner Goen. **Motion carried unanimously.**
- **Strategic Planning Proposal from Fitch and Associates, LLC** - Fire Chief Clark spoke to the board about having a professional Strategic Plan done for the district. Fitch and Associates is one on the companies that do this type of work and the cost is \$19k. The Board would like to hold off until they hear the Advisory Committee’s findings.
- **Policy 100.4.1 Personnel Hiring revision** – The Board would like to table this policy until the next meeting.
- **Policy 100.4.2 Promotions revision** - The Board would like to table this policy until the next meeting.
- **Policy 100.4.3 Annual Leave, Holiday and Sick Leave-** Commission Koorn made a motion to approve Policy 100.4.3 Annual Leave, Holiday and sick leave. Commissioner Goen second it, and Chairman Lamont also approve it. **Motion carried unanimously.**
- **Policy 100.5 Uniform Provisions** - Commissioner Koorn made a motion to approve Policy 100.5 Uniform Provision. Commissioner Goen second it and Chairman Lamont also approved it. **Motion carried unanimously.**
- **Employee Benefits** - This section was tabled.
- **Employee Uniform** - This section was tabled.
- **Engine 24** - Fire Chief Clark mentioned to the board that Engine 24 has had multiple problems. It has had pump and brake problems. It went to Camano Island Fire’s mechanic to repair, but they just keep finding other things that are bad on the engine. Commissioner Goen would like to go through all engine’s mechanical history documents. Commissioner Koorn has no problem having one of the Commissioners look at the records to evaluate the engine.

**New Business:**

- **Resolution # 484 Surplus Equipment** - Commissioner Lamont made a motion to approve Resolution # 484 Surplus Equipment with the attached addendum. Commissioner Koorn second it and Commissioner Goen also agreed. **Motion carried unanimously.**
- **5” in Hose Purchase** - Fire Chief Clark would like to purchase a 5 inch hose for E26 and E27. Commissioner Koorn made a motion to approve the purchase of 800ft of 5 inch hose. Commissioner Goen second it and Chairman Lamont also agreed. **Motion carried unanimously.**
- **2020 Annual Report** - Admin Manager mentioned to the board that the 2020 annual report had been complete. The annual report is a summary of all the district finances, policies, and history. It is submitted to the Washington State Auditor’s Office on or before May 30<sup>th</sup>, 2021. Commissioner reviewed it and thanked Admin Manager Torgerson for completing it in time to review and submit it to the State Auditors Office.

**OPS Chief's Report:**

- N/A

**Chiefs Report:**

- Station Renovation
- Admin Positions - Fire Chief Clark mentioned that he was planning to offer the Admin Manager position to one of the candidates that had interviewed for the position in the next few days.
- New Rescue Truck- The truck is ready to be used and it is working great.

**Commissioner Report:**

- The Board would like a spreadsheet of all the different position and job descriptions.

**Good to the Order**

Adjourn Meeting

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 8:11pm.

Attest

*MONICA TORGERSON*

Monica Torgerson

Board Secretary/Administrative Manager