

NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS
Administration Building, 770 NE Midway Blvd., #1, Oak Harbor, Washington
MINUTES of the Regular Meeting on July 10, 2018 at 19:00

Call to Order

- Chairman Koorn called the meeting to order at 1900. Also, in attendance were Commissioner Goen, Commissioner Lamont, Chief Kirko, Battalion Chief Swiger, FF Schulz, Alternate Representative Battalion Chief Zimmerman, Interim Secretary Damon, Lt. Brandhorst, FF Turner, Capt. O'Connor, Jodi Kirko and Bill McArthur

Public Comment

- None

Additions to Agenda

- None

Approve minutes of the Regular Meeting held on June 12, 2018.

- By mutual consent, the Board approved the minutes of the Regular Meeting held on June 12, 2018.

APPROVE EXPENDITURES

- After review by the Board the following expenditures, which total \$104,115.44, a motion was made by Commissioner Goen and seconded by Commissioner Lamont to approve the expenditures and vouchers for payment. Motion carried unanimously.

REVIEW INVESTMENTS

- After review, the Board ratified investments 23-26 made by Investment Officer Mark Kirko or Alternate Investment Officer

FINANCIAL REPORT

- The Board reviewed Financial Report showing District total equity for cash activity during May 2018 which balances to the report from the Island County Treasurer.

UNFINISHED BUSINESS

- Unfinished Business:
 - Buildings – Ground – Chief Kirko notified the board that at ST25 the apron approach to the west doors asphalt is failing, BC Swiger is going to try a cold patch on the asphalt to get us through this year. ST22 has a washout at the volunteer entrance, we will get some gravel to fill it. ST25 the concrete floor in the apparatus bay is also failing, there is a significant drop off behind the engine. Next year we will need to look at adding these costly repairs into the budget.
 - Personnel Leaving – Chief Kirko announced to The Board that Christopher Lacy was leaving the department.
 - WhidbeyHealth Contract – Chief Kirko reported that the contract negotiations have not gone any further. Would like to schedule a special meeting to discuss where we go from here. Chief Kirko provided the Commissioners with a handout to review with his input on moving forward.
 - Position of Accounting Manager / Board Secretary – Interim Secretary Amber informed the Commissioners that we didn't receive any resumes during the two weeks the position was opened. Amber recommended revising the job description and reposting. The Commissioners agreed, Amber will revise, send to the Commissioners for review and repost the position.

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- Lighting Project – Chief Kirko mentioned to The Board that the new lights have received a lot of good use. Commissioner Goen requested to meet Chief Kirko in the morning to inspect the lights.
- Lexipol – Chief Kirko stated he is not fond of the price for the services and would like more time to explore more options. He does agree and feels that we need what they offer regarding policies and automatic policy updates but would like to see who else offers this and their costs.
- Cell Phones – Chief Kirko informed the Commissioners that we are still waiting on the Verizon quote. Once we receive it we'll review the two for comparison on services and devices in the vehicles.
- 200-12 Fiscal Management Policy – Chief Kirko stated that the only issue he sees with the policy currently is that there is no item for when an emergency arises and he's unable to reach a Commissioner. Chairman Koorn agreed and recommended approval of the policy as is and adding an amendment to include the emergency clause. Commissioner Lamont made a motion to approve the policy, Commissioner Goen seconded the motion. Motion carried unanimously.
- 200-17 Insurance Benefit Distribution – Chief Kirko presented the Commissioners with the revised policy which includes part-time employees. Commissioner Goen made a motion to approve the policy, Commissioner Lamont seconded the motion. Motion carried unanimously.

NEW BUSINESS

- RMS / ERS – Chief Kirko informed the board that Spillman is having issues with RMS in the way it communicates. With the Spillman update, it is no longer compatible with RMS. Reporting is no longer being automatically updated in RMS and all reports are having to be manually entered. Chief Kirko recommends moving forward with the purchase of ERS a reporting software which is web-based program that is compatible with Spillman. Having the web-based program will allow reporting to be completed anywhere or in the vehicles with the new tablets once they get purchased and installed. Which will allow for faster completion of reports and better accuracy. We will have a much lower IT cost moving forward with ERS as well. ERS will also transfer our records from RMS so we have a history built up for reporting etc. The full package is approximately \$4200 and the Fire only package is \$2700. Commissioner Goen made a motion to move forward with the purchase of ERS for the full package, Commissioner Lamont seconded the motion. Motion carried unanimously.
- Resolution 437 – Budget Adjustment – Chief Kirko presented The Board with a mid-year budget. Chairman Koorn recommended adding another adjustment for the purchase of ERS. Commissioner Lamont made a motion to approve the budget adjustment with the addition of the ERS adjustment, Commissioner Goen seconded the motion. Motion carried unanimously. All Commissioners signed the resolution with the added adjustment hand written, will be typed and resigned at the next Commissioners meeting.

CHIEF'S REPORT

- Chief Kirko presented the Commissioners with the remaining years training scheduled and reminded them that if they go to our website and enter the password, they can click on each training and get further detail and location of training.
- Chief Kirko informed the Board that he had the Duty Crew complete a survey to better understand where the Duty Crew stands regarding the program. He received a lot of good feedback and

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constructive comments. Chief Kirko passed out to the Board the final report on the survey and a copy of all survey answers submitted.

- Chief will send an email next time when we have a training burn
- Chief Kirko informed the Board that he is hoping to get a Driver/Operator training scheduled for August.
- Chief Kirko informed the Board that he is in the process of making some engine move changes from one station to another. Once the new engine and locations have been decided he will inform the Board and all members.

COMMISSIONER REPORT

- Chairman Koorn requested the Board approve per diem for taking his personal vehicle to the Chelan conference in June. Commissioner Goen made a motion to approve the per diem, Commissioner Lamont seconded the motion. Chairman Koorn abstained from the motion.
- Secretary Damon informed the Board that rooms have been reserved for the NAEFO and Snure Seminars. Commissioner Goen announced that he will not be attending the Snure Seminar in Yakima.

EXECUTIVE SESSION RCW 42.30.110G

- At 2002 Chairman Koorn announced that The Board would go into executive session to discuss RCW 42.30.110G, to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session would end at 2015.
- At 2015, the regular session reconvened Chairman Koorn announced that there were no decisions made during the Executive Session.

GOOD OF THE ORDER

- Chief Kirko presented the Board with a letter regarding the Blattman Training Burn from the property owners expressing their sincere thanks and commented on how smoothly and professionally the training went.

ADJOURN MEETING

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 2016.

Attest:



Amber Damon, Interim Secretary to the Board