



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

Approved
Board of Fire Commissioners Regular Meeting Minutes
February 11th, 2020
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, Theresa Jenkins, Lt Brandhorst, FF Reinstra, Sarah Reinstra

PUBLIC COMMENT

No Public Comment

ADDITIONS TO AGENDA

- **Department of Natural Resources (DNR) Fire District Assistance Agreement-** Fire Chief Biller mentioned there is an updated agreement with DNR. He would like the board to consider having Chief Biller signing the new agreement. The board had no problem with Chief Biller signing a new updated agreement with DNR. **Motion carried unanimously.**
- **Department of Natural Resources (DNR) Forest Land Agreement-** Chief Biller mentioned there is also a new agreement with DNR on the forest land. In the contract there are several changes. In the past there has not been any compensation for either party. The agreement was more of a partnership to help each other. In the past the district has not provided any information on any incidents we have answered to. Chairman Koorn would like more time to review the contract before signing anything.
- **Pacific Northwest Seismic Network (PNSN)-** BC Swiger spoke to a representative from PNSN. They asked if they could implant one of their seismic metal boxes that tracks earthquake activities. There would be no cost to the district, and they would take care of all maintenance. The board agreed to have PNSN add one of their boxes at station 25. **Motion carried unanimously.**
- **AC unit at the Administrative Office –** BS Swiger mentioned the AC unit has a leak in the ceiling. He has contacted Barron Heating to come and check the system. Barron Heating stopped by during the week and confirmed there was a leak, but they did not know where it was. They will work on fixing the problem and getting the system back on. BC Swiger believes there is a warranty that will cover labor and supplies if there is any work that needs to be done.
- **Executive Session 42.30.110 (G) -** To evaluate the qualification of an application for public employment or to review the performance of a public employee. Commissioners will enter Executive Session for fifteen minutes and will reconvene at 7:38 pm. The Commissioners came back from Executive Session and no decision were made.
- **Turn out surplus-** BC Swiger would like to donate the older gear that the district does not use anymore. There is another Fire Department that needs gear and he would like to donate it to them. The gear would be used for training environments only and would not be used in real world scenarios. Commissioner Goen did not have a problem donating the gear if there is an



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agreement that NWFR would not be responsible for any liabilities. Chairman Koorn agreed. He would like to make sure we have documentation stating NWFR will have no liabilities on the donated gear. BS Swiger will work the documentation and surplus the gear.

Motion carried unanimously.

- **Polnell Shores Water Associations-** The association had a pipe that was leaking in Station 27, and they fixed it in order to reduce water loss. They spent about two thousand dollars to fix the leak. They were hoping the district would pay them back for some of the chargers they acquired. They wanted to charge the district a fee every year to use their water. They would pay for all repairs. Chief Biller mentioned the district suggested a shut off valve to keep track of the water usage. The board agreed to have Chief Biller negotiate with Polnell Shores about this issue.

Motion carried unanimously.

MINUTES

- By mutual consent, the Board approved the minutes of the regular meeting held on January 14th, 2020.

Motion carried unanimously.

APPROVE EXPENDITURES

- After review by the Board the following expenditures, which total \$123,417.01, a motion was made by Chairman Koorn and seconded by Commissioner Lamont to approve the expenditures and vouchers for payment.

Motion carried unanimously.

REVIEW INVESTMENTS

- No investments to review.

FINANCIAL REPORT

- The Board reviewed the financial reports showing the District total equity for cash activity for the months of December 1st -31st, 2019 which balance to the reports from the Island County Treasurer.

UNFINISHED BUSINESS

- Personnel Leaving - N/A
- 2019 Budget Review - After review, the Board had no questions for the Administrative Manager
- Fire Containers - BC Swiger is still working on gathering all the information for the board to review.
- Review Duty Crew Assignment - Chief Biller mentioned he had worked with BC Swiger to finalize and update the Duty Crew assignments.
- Training Officer position - Chief Biller mentioned he had emailed the job description draft to several people to review and comment. He should have the final draft for the commissioners next month.



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- Levy - Commissioner Lamont mentioned he would like to involve the new Chief in the Levy process. He would like to wait and gather more information before starting any levy processes.
- Turn-out Committee - BC Swiger is still working on getting the Turn-Out Committee to set up and looking for vendors for the turn-out gear.
- Policy 16-04 Attendance Standard Revisions - Commissioner Lamont reviewed the policy and found some grammatical errors. BC Swiger mentioned he would fix all the errors and bring it back to the board for approval next month.
- Policy 13-03 Post Accident Testing - Commissioner Lamont asked LT. Brandhorst if there was a timeframe that members would retake the test drug testing if he/she had failed and who would have authority to take the member to the hospital for testing? Where would the test be taken? Lt Brandhorst mentioned he had already spoken to Island Hospital and they said they would be able to do the testing. Chairman Koorn mentioned he would like to add a section talking about the volunteers using their own vehicles while answering to an incident. Lt. Branhorst stated he would revise the policy and have it ready for next meeting.

NEW BUSINESS

- EF Recovery - Fire Chief Biller mentioned he would like to extend the contract that the district has with EF Recovery. He would like to add marine rescue incidents. Captain O'Connor mentioned that they get calls for marine rescue from people needing help for minor emergencies like running out of fuel and not having insurance like AAA insurance to help them. He would like to be able to charge those incidents to the public using our services.

CHIEF REPORT

- Engine repairs for E21 came back from Main Street Collision. There was a noise that was coming from the engine. The rear motor mount and clutch broke. Total cost was one hundred and fifty dollars.
- Engine repairs for E22. The exhaust light has not come back after repairs. E25 mount will be replaced soon.

COMMISSIONER REPORT

- Fire Chief position – Chairman Koorn mentioned he would like Chief Biller to call the candidates references before choosing a candidate. He would like to set up a special meeting next Tuesday February 18th at the administrative office to evaluate all candidates and references.

GOOD OF THE ORDER

- Chief Biller would like to thank everyone that helped with the Fire Chief interviews on Monday. He would also like to thank everyone that attended and participated in the process.
- Chairman Koorn mentioned that about a week ago Lisa Ernst has become the new director for



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I-Com replacing Tom Shaughnessy. Tom's last day will be February 28th with a farewell party.

- Sue Z. has passed away. Her funeral will be February 22nd.

ADJOURN MEETING

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 7: 48 pm

Attest

A handwritten signature in black ink, appearing to read "Monica Torgerson", is written over a horizontal line.

Monica Torgerson

Board Secretary/Administrative Manager