



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

Board of Fire Commissioners Regular Meeting Minutes

January 12th, 2020

6:30 pm

Approved

CALL TO ORDER

Chairman Lamont called the meeting to order at 6:30pm. Also, in attendance were Commissioner Koorn, Commissioner Goen, Chief Clark, Division Chief Swiger, Division Chief O'Connor, Admin Assistant Falk, and Secretary Torgerson.

PUBLIC COMMENT

No public comment

ADDITIONS TO AGENDA

- Commissioner Goen asked for the admin staff to have a desk audit. He would like to understand more about Admin Manager and Admin Assistance schedules and day to day activities. He would like the desk audit by March.
- Commissioner Goen would also like to know how the internal accounts payable and printing our on checks would work instead of going through Island County. Secretary Torgerson mentioned she had shadowed the finance person from South Whidbey Fire whom has a similar process. She will send all the Commissioners the her findings for them to review.
- Chairman Lamont mentioned the board was going into executive session: **RCW 42.30.110 (G)** To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee for one hour and will be back at 7:30pm.
- The board extended the meeting another 15 minutes at 7:45, they extended the session for another 10 mins until 7:55. At 7:55 pm the board came back from executive session.

No decisions were made.

CONSENT AGENDA

Minutes from regular meeting December 16^h and Special Meeting Dec 30th, 2020 were reviewed by the Board. Vouchers for payment were given to the Board for approval or denial. They were also given the investment form and financial report to match Island County Treasurer for November 1st-30st,2020 to review. Chairman Lamont made a motion to approve the consent agenda Commissioner Koorn second it.

General Batch #84G for Vouchers 201201001-201201026-dated 12/09/2020 in the amount of \$114,543.73

General Batch #85P for Vouchers 201203001-201203006-dated 12/16/2020 in the amount of \$21,034.70

General Batch #86E for Vouchers EFT 2154 dated 12/18/2020 in the amount of \$14,195.27

General Batch #87D for Vouchers 2076-2153 dated 12/18/20 in the amount of \$68,257.64

General Batch #88P for Vouchers 201204001-201204002 dated 12/16/2020 in the amount of \$28,730.77

General Batch #89G for Vouchers 201205001-201205024 dated 12/16/2020 in the amount of \$16,338.53

General Batch #90G for Vouchers 201206001-201206020 dated 12/23/2020 in the amount of \$9,383.10

Motion carried unanimously.

UNFINISHED BUSINESS

- **Personnel Leaving**
 - Mark Kovarch – Chief Swiger mentioned to the Board Mark is Navy and is moving out of state.
- **2021 Budget Review** - Commissioner Koorn announced the district had spent 94 percent of their budget for last year. He has spoken to the Secretary Torgerson on some changes that can be made for 2021.
- **Fire Containers** - Fire Chief Clark spoke about the training facility mentioning they are almost complete. He has a spreadsheet for 2020 expenses and started a new spreadsheet for this year's expenses and maintenance.
- **Covid-19** – There has not been a big change on Covid-19 guidelines. For EMS runs Whidbey Health is in phase 3. The district still has \$1,000 dollars in grant money for any COVID-19 expenses for supplies the district can use.
- **Advisory Committee** – The Advisory Committee is still meeting every month and working on the strategic plan.
- **Purchase Order Process**- Fire Chief Clark spoke to the board about purchase order forms. He would like to give authorization to Chief O'Connor and Chief Lacy to sign purchase orders up to \$2500. He would also like to give Captain Kiyokawa and Lt. Reinstra authorization for them to sign up to \$500. He would like to change the requirements of the purchase orders so that you would only need a purchase order if the purchase is over \$100 dollars. Commissioner Koorn was not in favor of removing the purchase orders requirements for every purchase. He is not opposed to having them online for convenience purposes. He has no problem with Chief giving authorization to other employees. The board mentioned providing more authorization to other employees is a management right that Chief Clark has.
- **Increase wages for non-bargaining union personnel** - Fire Chief Clark spoke to the board about increased wages for newly promoting Div. Chief Swiger and Div. Chief O'Connor. Wage increase had not been approved yet. The increases have been budgeted in the 2021 budget. He also mentioned the admin staff had a proposed 3 percent wage increase in the budget. Commissioner Koorn mentioned he would agree to a 2 percent increase for admin staff. Commissioner Koorn made a motion to give Fire Chief Clark and Admin Manager Torgerson a 2 percent raise, Admin Assistant a 10 percent raise to \$17.60 an hour, Div. Chief Swiger increase to \$90,000 and Div. Chief O'Conner to \$20an hour. As for the part time employees their wages would increase to minimum wage for night time pay to be compliant with state wage regulation. Chairman Lamont second
Motion carried unanimously.
- **Visa card Authorization increase**- Chief Clark would like to increase the \$1,000 limit to \$2500. Commissioner Koorn doesn't not mind the increase. Commissioner Goen does not like the idea of using the credit card for purchasing things more often. **By consensus the board agreed to the increase the credit card use from \$1,000 to \$2,500 for transactions and change the policy to show it.**

- **ST 27 Generator Bid** - Chief Clark mentioned that the generator at Station 27 will need to be replaced. It is 15 years old and had not been serviced throughout the years. Commissioner Koorn made a motion to open a bid. The bid will be open until March 9th, 2021 Chairman Lamont second and commissioner Goen agreed. This bid will be advertised in the newspaper, online, and on Facebook. **Motion carried unanimously.**

New Business:

- **Washer/Extractor**- Chief Clark would like to buy a new extractor for the district. The extractor is a bigger one that can hold more gear. Commissioner Goen made a motion to approve to purchase the extractor, Commissioner Koorn second and Chairman Lamont also agreed. **Motion carried unanimously.**
- **Self-contained breathing apparatus (SCBA)** – Chief Clark informed the board the districts SCBA’s are good until 2023. However, it would be good idea to start buying SCBAs. Oak harbor is buying, and we can piggyback on their SCBA deal.
- **AFG- grants** – Chief Clark would like to apply for this grant in the future. He has written grants that have been awarded in the past. More to come about the AFG grant and deadlines.
- **Policy 100.4.8 Volunteer on Call (VOC) & Point System Revision** – Chief Clark mentioned the district has a lot of volunteers in the district. He would like to change the point system pay. He believes the change will help the volunteers be more involved. Commissioner Goen likes the idea of changing the system and how we are managing the volunteers. He will work on this project and bring it back to the board.
- **AED Replacement** - The district needs about 10 AED’s. Clark will come back next month with the amount for all 10 AED’s.
- **ST 25 Fire Alarm System** - Fire Alarm System was tabled for next meeting

OPS Chief’s Report:

Div. Chief Swiger mentioned the fire academy is currently in progress.

Chiefs Report:

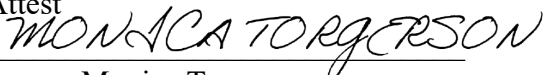
ST 25 generator is not working. To repair the generator will cost \$2,300. The generator is 15 years old and is ending its life cycle.

Commissioner Report -N/A

Good to the Order

Adjourn Meeting

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 8:55 pm

Attest

 Monica Torgerson

Board Secretary/Administrative Manager