



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

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

Phone: 360-675-1131 Email: Admin@nwfr.org

Minutes

July 26th, 2022

6:30pm

Approved August 9th, 2022

Call to Order: Chairman Marvin Koorn called the meeting to order at 9:04am. Also, in attendance were Commissioner TJ Lamont, Commissioner Gerald Smith, Chief John Clark, Division Chief Chris Swiger, and Secretary Kathryn Nguyen.

Additions to agenda

Commissioner Koorn requested to add item "Budget" in unfinished business for all future Agendas.

Public Comment

None

Consent agenda: Minutes:

Regular Meeting, July 26th, 2022,

Vouchers for payment approval or denial for the month of December. Review of Investment, Financial report to match Island County Treasurer for December 2021.

General Batch #40G for Vouchers 220603001-220603013 dated 06/10/2022 in the amount of \$12,071.60

General Batch #41G for Vouchers 220604001-220604013 dated 06/15/2022 in the amount of \$6,020.00

General Batch #42D for Vouchers 220607001-220607011 dated 06/24/2022 in the amount of \$17,312.93

General Batch #43E for Vouchers EFTPS dated-06/21/2022 in the amount of \$12,719.21

General Batch #44D for Vouchers 220608001 dated 06/23/2022 in the amount of \$531.57

General Batch #45G for Voucher 220609001-220609015 dated-06/29/2022 in the amount of \$11,330.95

General Batch #46G for Vouchers 220610001-220610008 -dated 06/29/2022 in the amount of \$8,095.96

General Batch #47G for Vouchers 220701001-220701017 -dated 07/13/2022 in the amount of \$6,574.69

General Batch #48G for Voucher 220703001-220703015 dated-07/20/2022 in the amount of \$56,212.06

General Batch #49P for Voucher 220704001-220704011 dated-07/22/2022 in the amount of \$28,881.15

General Batch #49P for Voucher 220705001-220705014 dated-07/27/2022 in the amount of \$6,683.37

General Batch #50E for Voucher EFTPS dated-07/22/2022 in the amount of \$11,503.55

Commissioner Koorn requested postponing approval of the Minutes and Vouchers until the next meeting. He stated that he had a few questions for the Secretary before approving these items.

Executive Section: RCW 42.30.110

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee

Commissioner Koorn called for an executive session for 15 minutes at 9:20am.

Chairman Koorn call the meeting back to session at 9:35am. No decisions were made in executive session

Personnel Leaving:

Karley Diffie– Relocating



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Unfinished Business:

EMT – student MOU (revision)

Chief Clark stated that the revision was made by Snure. A promissory note was added to the document to allow offenses to go to the collections department.

Commissioner Lamont questioned what item 4.2. meant in 'maintain standard (or above) attendance record.' Chief Clark explained that it refers to the Volunteer quarterly point requirement.

Commissioner Koorn moved to approve motion; seconded by Commissioner Smith.

Motion carried unanimously.

Overhead Garage Door – Furnace Shutoffs (update)

Chief Clark explained that Nordic Temperature Control itemized the cost for each station. He explained that station 25 and station 22 would be the most important to fix. He stated that a monetary issue may arise if a stations door is left open, allowing heat to run out, raising costs.

Commissioner Koorn expressed that the issue should be resolved but he has concerns not knowing what the pay back would be.

Commissioner Smith stated that he would like to table this issue until the winter. At that time, he would like to see two to three stations fixed.

Commissioner Koorn agreed. Furnace Shutoffs will be tabled until a later meeting.

Fire Chief's Position

Commissioner Koorn stated that Chief Clark requested to postpone his resignation until the end of the year, allowing Chief Swiger will remain the interim Chief.

Commissioner Koorn moved to approve motion; seconded by Commissioner Lamont.

Motion carried unanimously.

Budget

None

New Business:

Station 25 Tree Trimming



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Chief Clark explained that after evaluating the fence, there is some brush pushing down on the fence line.

Commissioner Lamont stated that since the fence is the residence property, it is their responsibility to clean up the brush.

Chief Clark explains that if the tree falls, liability falls on the homeowners. He states the issue is not only with one tree, but there are several trees causing the damage. Another issue is the swamp like terrain, making it difficult to access the tree line.

Commissioner Lamont requested Chief Clark to speak with Snure and discuss the districts possible liability.

Commissioner Smith asks if the district could request for the homeowners to pay for the tree removal. Chief Clark states that he would consult with Snure. He questions if the district would have to pay for prevailing wage.

IRS Tax Issue

Chief Clark explained that the IRS applied payments from first quarter taxes in 2022 to the last quarter of 2021, resulting in an overpayment in 2021 and a missed payment in 2022. After a phone call with the IRS, the payments were moved to the correct reporting period. The district is waiting for conformation that the account is in order.

FT Duty Crew hire

Chief Clark stated that a new part time firefighter was hired. He explained that the district currently has one fulltime position open and may potentially have an additional position open in September.

Commissioner Koorn moved to approve filling the position; seconded by Commissioner Smith.

Motion carried unanimously.

Ops report:

None

Fire Chiefs report:

Business License

Chief Clark explained that Kathryn Nguyen discovered a business license within a file record. The license does not expire and will not need to be renewed as originally presumed.

\$10,000 donation

Chief Clark stated that the district received a \$10,000 donation, which is to be used for EMS/equipment/supplies.



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Commissioner Smith stated that he would like to see this advertised with the donor's name and what the money was used for.

Chief Clark explained that he closed out two of the ongoing grants. Chief Swiger is working on a second Covid grant.

Chief Clark stated that Tyler Rico's memorial will be at the Line of Duty Ceremony in August. Chief Clark stated that the ceremony is two hours away and would like to encourage all to attend. He stated that the district van could be used to transport people to and from the Ceremony.

Commissioner Report

None

Executive Section: RCW 42.30.110

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee

Commissioner Koorn called for an executive session for 60 minutes at 10:30am.

Chairman Koorn call the meeting back to session at 11:30am. No decisions were made in executive session

Good of the Order:

Adjourn Meeting Commissioner Koorn motioned to adjourn the meeting, Commissioner Smith second.

Motion carried unanimously.

The Regular Meeting of the Board adjourned at 11:33am.

Attest:

Kathryn Nguyen

Kathryn Nguyen

Board Secretary/Accounting Manager