



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

December 14th, 2021

6:30pm

Approved: 01/11/2022

Call to Order: Chairman TJ Lamont called the meeting to order at 6:32pm. Also, in attendance was Commissioner Marvin Koorn, Commissioner Jerry Goen, Chief John Clark, Division Chief Chris Swiger, Gerald Smith, and Secretary Brenda Ibarra.

Public Comment: No Public Comment

Letter of Commendation: Lt. Michael Reinstra was presented with a Letter of Commendation for action taken during the Windstorm on November 15th, 2021.

Oath of Office:

- Lindsay Chaffee- new part-time firefighter

Recognition of Commissioner Jerry Goen: Fire Chief Clark presented Commissioner Goen with a plaque to celebrate all his years of service to NWFR as a firefighter and Commissioner. Chairman Lamont called the meeting to recess for 15 minutes at 6:41 p.m. Chairman Lamont called the meeting in session at 6:52pm.

Additions to agenda

Addition line items to be added to New Business

f) 2022 Whidbey Health Contract

g) New Capital Grant Expenditure Bars Code 594-60-40-010

Addition line item to be added to Commissioner Report:

b) Audit of Petty Cash Account

Consent agenda: Minutes Special Meeting September 14th, 2021, Regular Meeting, October 12th, 2021, and Regular Meeting, November 9th, 2021. Vouchers for payment approval or denial for the month of October. Review of Investment, Financial report to match Island County Treasurer for October 2021. (Overpayment 2021 I-Com capital expense)

General Batch #77G for Vouchers 211006001-211006015 dated 11/03/2021 in the amount of \$21,484.84

General Batch #78G for Vouchers 211101001-211101016 dated 11/10/2021 in the amount of \$17,923.48

General Batch #79E for Vouchers EFTPS dated 11/09/2021 in the amount of \$13,058.59

General Batch #80G for Vouchers 211103001-211103019 -dated 11/17/2021 in the amount of \$15,618.92

General Batch #81P for Vouchers 211104001-211104009 dated 11/17/2021 in the amount of \$22,099.73

General Batch #82D for Voucher 1891-1955 dated-11/19/2021 in the amount of \$59,714.98

General Batch #83G for Vouchers 211105001-211105017 dated 11/17/2021 in the amount of \$9,533.39

General Batch #84G for Vouchers 211106001-211106016 dated 11/24/2021 in the amount of \$26,810.88

Commissioner Koorn appointed out correction to be made in the Special Meeting Minutes from September 2021.



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Commissioner Goen and Koorn requested explanation on expenditures for propane, Camano maintenance invoice, Ashley's invoice, L.N Curtis, North Island Medical Primary Care, AT&T tablet replacements, and WA charges.

Commissioner Geon moved to approve the Consent Agenda without October and November's Meeting Minutes; seconded by Commissioner Koorn. **Motion carried unanimously.**

Unfinished Business:

Personnel Leaving

Ben Browning – resigned: attending medical school

Justin Boyle – resigned: relocating to Skagit County

New Business:

Budget: Capital and Non-Representative Compensation Pay: Budget: Capital and Non- Representative Compensation: 2022 Budget was approved last month without approving Capital and Non-Representative Compensation. Fire Chief Clark is requesting a 3% increase in wages for non-representative employees.

Commissioner Koorn asked about the current the Volunteer Compensation. Chief Clark requested a \$.44 increase for entry level and \$1.00 increase for all other levels, no change in Half or Full Shift stipend. There was a discussion regarding Volunteer Points and participation.

Chairman Lamont requested a motion. No motion made.

Chairman Lamont stated that this item would be table for next meeting on January 11th, 2022. Commissioner Koorn requested for next meeting if the employee's actual cost comparison from 2021 to 2022 to be provided at the next meeting.

Whidbey Tech 2022 Contract

Fire Chief Clark was able to negotiate with Whidbey Tech, the first two months of the year (2022) will remain the current amount and an increase will occur after that to new monthly rate. Chief Clark requested authorization to sign contract on behalf of the district.

Commissioner Koorn made a motion to give authority for Fire Chief Clark to sign 2022 Whidbey Tech agreement; seconded by Commissioner Goen. **Motion carried unanimously.**

Adobe 2022 Contract: Fire Chief Clark requested authorization to sign agreement with Adobe for \$2,172.96 annually for 12 licenses.

Commissioner Geon made a motion to give authority for Fire Chief Clark to sign 2022 Adobe agreement; seconded by Commissioner Koorn. **Motion carried unanimously.**



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District Office Roof Repairs: Chief Clark mention there are two issues with the roof. One the roof is leaking water to in the office on the second floor. The second issue is there is sun damage to the window seals which is about a \$700 to \$800 to replace. High Tech Roof placed a protected coating of the roof back in 2015/2016, but now they are recommending to completely replace the roof. The replacement of roof will need to take place sometime next year (2022). A discussion occurred regarding the roof replacement and the options for replacement; no motion was made.

2022 Whidbey Health Contract: Chief Clark mention there are no changes in terms or conditions, only change is Whidbey Health would like to extend the contract until 2024.

Commissioner Koorn made a motion to give authority for Fire Chief Clark to sign 2022 Whidbey Health Contract and extend contract through 2024; seconded by Commissioner Goen. **Motion carried unanimously.**

New Barcode to Budget 2022 Capital Grant Expense 594-60-40-010: Chief Clark requested to add a capital grant expenditure BARs code to 2022 budget to track grant expenditures separate from operation district capital expenses.

Commissioner Koorn made a motion to add a capital grant expenditure BARs code to 2022 budget; seconded by Commissioner Goen. **Motion carried unanimously.**

Executive Section: RCW 42.30.110 (G) (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee

Chairman Lamont called for executive session at 7:42pm for ten minutes.

Chairmen Lamont called meeting back to session at 7:52pm; no decisions were made.

OPS Chief's Report: No Report

Fire Chief's Report:

Chief Clark reported he was notified that our fire engines has been pushed to October 2022 for delivery. Fire academy will be held from January to May; it is being co-host with Central and South Whidbey Fire; Captain Geiger is spear heading the academy. Fire Officer Series will also be held this upcoming year, will be taught by Chief Clark and Chief Swiger. EMR class will also be held this upcoming year, will be taught by Scott Jackson. We have the only Skillbridge Program in the nation; we currently have three interns from the program. There are two agreements in the works 1) Deception Pass boat agreement 2) County Fire Inspection. Chief Clark presented a flyer from another fire department advertising Part-Time position. Chief Clark discussed some volunteer response challenges. In January, applications for Safer grant will be opening, and Chief Clark will be applying for additional personnel grant.

Citizen Committee goal is the have a public survey in the first quarter.



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Chief Clark released the floor to Chief Jim O'Connor to give update regarding boat inflation tubes.

Commissioner Report:

Electing a new Chairman: Marvin Koorn as Elected as new Chairman for 2022.

Auditing of Petty Cash: Marvin Koorn will be auditing the Petty Cash Account in January 2022.

Chairman Lamont: No Report

Commissioner Goen: Thanked the district for all the years he has the opportunity been part of as firefighter and commissioner.

Commissioner Koorn: He will be attending ICOM meeting on Thursday @ 8am regarding the results of investigation.

Good of the Order

Adjourn Meeting: Commissioner Geon motion to adjourn the meeting; Chairman Lamont second.

Motion carried unanimously.

The Regular Meeting of the Board adjourned at 8:39pm.

Attest:

Brenda Ibarra

Brenda Ibarra

Board Secretary/Accounting Manager

Signature: *Brenda Ibarra*
Brenda Ibarra (Jan 12, 2022 10:35 PST)

Email: bocsec@nwfr.org






12A December 14th, 2021 Regular Meeting Minutes

Final Audit Report

2022-01-12

Created:	2022-01-12
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