

NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS
Administration Building, 770 NE Midway Blvd., #1, Oak Harbor, Washington
Minutes of the Regular Meeting on April 11, 2017 at 19:00

CALL TO ORDER

- Chairman Marvin Koorn called the meeting to order at 19:00. Also in attendance were Commissioner Jerry Goen, Commissioner Larry Wall, Chief Michael Brown, Deputy Chief Mark Kirko, Secretary Sarah Pedersen and other interested parties.

PUBLIC COMMENT

- None

ADDITIONS TO AGENDA

- By unanimous vote from the Board, “Barron Heating retainage release” was added to the agenda.

APPROVE MINUTES OF SPECIAL MEETINGS HELD March 16, 2017

- By mutual consent, the Board approved the minutes of the Regular Meetings held March 16, 2017.

APPROVE EXPENDITURES:

- After review by the Board the following expenditures, which total \$283,108.50, were approved by mutual agreement:
 - General Batch #18G for Vouchers 336—360 dated 03/15/17 in the amount of \$19,954.30
 - General Batch #19G for Vouchers 361—372 dated 03/22/17 in the amount of \$6,183.59
 - Payroll Batch #20P for Vouchers 373-376 dated 03/22/17 in the amount of \$18,748.42
 - Payroll Batch #21D for Vouchers 377-460 dated 03/22/17 in the amount of \$56,271.22
 - EFT Batch #22E for Voucher 17-03 dated 03/22/17 in the amount of \$17,641.67
 - General Batch #23G for Vouchers 461-476 dated 03/29/17 in the amount of \$120,562.61
 - Payroll Batch #24P for Vouchers 477-478 dated 03/29/17 in the amount of \$23,241.56
 - General Batch #25G for Vouchers 479-495 dated 04/05/17 in the amount of \$18,182.57

REVIEW INVESTMENTS

- After review, the Board ratified investments and #11-14 made by Investment Officer Michael Brown or Alternate Investment Officer Sarah Pedersen.

FINANCIAL REPORT

- The Board reviewed Financial Report showing District total equity for cash activity during January 2017, which balances to the report from the Island County Treasurer.

UNFINISHED BUSINESS:

- Buildings – Ground
 - Barron Heating Retainage Release
 - Chief Brown asked the Board for permission to release the retainage for the HVAC system to Barron heating for \$14,594.84. Commissioner Wall made a motion to approve. Commissioner Goen seconded motion. Motion approved.
- Personnel
 - Personnel Leaving:
 - None
- Levy Budget Breakdown Benefits
 - Chief Brown provided a breakdown of each potential lid lift amount. Commissioner Wall made a motion that at this time it is the intent of the Board to propose a levy lid lift of .35 cents on the November 2017 ballot. Commissioner Goen seconded the motion. Motion approved.

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UNFINISHED BUSINESS, Continued:

- Potential Survey Questions
 - The Board reviewed a survey for retirees and those who have left the District drafted by Chief Brown. With the exception of two questions added back into the survey, the Board unanimously made a motion to approve. Motion carried.
- Current Year Budget Review
 - Chief Brown and the Board reviewed the first quarter budget.
- Budget Adjustment
 - After reviewing adjustment recommendations made by Chief Brown, Commissioner Wall made a motion to approve the adjustments as presented. Commissioner Goen seconded the motion. Motion approved.

NEW BUSINESS:

- Resolution 423: Meeting Change Date
- After discussion between the Board, it was determined that there was no need to reschedule the next available meeting.
- Resolution 424: Surplus Boat
 - Surplusing the 1991 Alamar Boat and 2008 EZLoader Trailer was tabled.
- Chicago Title Lease
 - Chief Brown notified the Board that the District's lease with Chicago Title will be renewing in May 2017; we are in the process of discussing lease terms.

CHIEF'S REPORT

- Safety House Update
 - Chief Brown notified the Board that the Safety House was coming along; the sheetrock is now in place and a fog machine has been provided. Chief Brown provided photos of the safety house.
- New Marine Boat Purchased
 - Chief Brown provided a picture of the new marine boat.
- Thank you email
 - Chief Brown presented an email written by a member of the community regarding a recent public education event. The email stated that their event was one of the best provided to their organization. The Board extended a "thank you" to the members that attended the public education event as well as members present at the meeting for their assistance in previous events.

COMMISSIONER REPORTS

- Policy Recommendations by WFCA
 - Chairman Koorn shared information he received while attending the WFCA Conference regarding District policies. Chairman Koorn stated that he would like to meet with the Fire Chief at a later time to review existing policies.
- Commissioner Emails and Laptops
 - Discussion was made between the Board regarding whether or not Commissioners needed laptops to conduct District business. The subject was tabled.

GOOD OF THE ORDER

- Commissioner Wall thanked the members that were present for attending the meeting.

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EXECUTIVE SESSION

- At 19:50, Chairman Koorn announced that the Board would go into executive session to discuss RCW 42.30.110G: Personnel. The executive session will end at 20:20.
- At 20:20, the regular session reconvened. After executive session, during which no decisions were made, Commissioner Wall made a motion for the Chairman to meet with the Chief and discuss a letter the Board prepared concerning the direction and operation of the department. Commissioner Goen seconded motion passed unanimous.
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ADJOURN MEETING

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 20:20.

Attest:

Sarah Pedersen, Secretary to the Board