

NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS
Administration Building, 770 NE Midway Blvd., #1, Oak Harbor, Washington
Minutes of the Regular Meeting on August 09, 2016 at 19:00

CALL TO ORDER

- Chairman Bruce Carman called the meeting to order at 19:00. Also in attendance were Commissioner Larry Wall, Chief Michael Brown, Secretary Sarah Pedersen and other interested parties. Commissioner Jerry Goen was excused.

PUBLIC COMMENT

- None

APPROVE MINUTES OF REGULAR MEETING HELD July 5, 2016, and July 8, 2016

- By mutual consent, the Board approved the minutes of the Regular Meeting held July 5, 2016, and Special Meeting Minutes held July 8, 2016.

APPROVE EXPENDITURES:

○ General Batch #47G for Vouchers 999—1019 dated 07/13/16 in the amount of	\$174,378.30
○ Payroll Batch #48G for Vouchers 1020—1028 dated 07/20/16 in the amount of	\$ 4,782.57
○ Payroll Batch #49DD for Vouchers 1029-1105 dated 07/20/16 in the amount of	\$58,001.57
○ Payroll Batch #50E for Vouchers 06-07 dated 07/20/16 in the amount of	\$17,991.94
○ General Batch #51P for Vouchers 1106—1109 dated 07/20/16 in the amount of	\$36,994.11
○ Payroll Batch #52G for Vouchers 1110-1125 dated 07/27/16 in the amount of	\$9,048.45
○ Payroll Batch #53G for Vouchers 1126 dated 07/27/16 in the amount of	\$1,395.76

REVIEW INVESTMENTS

- After review the Board ratified investments #26 through #31 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 May 2016 and June 2016, which balances to the report from the Island County Treasurer.

UNFINISHED BUSINESS:

- Buildings – Ground
 - Valdez Paperwork Update
 - Chief Brown notified the Board that approval from L&I is in process and could take up to 100 days.
 - Admin Bldg HVAC Update
 - Chief Brown stated that the project is going smoothly and a fifty percent down payment, minus retainage, had been given to Barron Heating.
 - Station 22 remodel
 - Chief Brown and Chief Kirko explained to the Board that in order to remodel the Taylor Road Station, a sprinkler system would have to be installed inside the building. Chief Brown would like to obtain more information on what a modular unit would cost and present options to the Board at the next meeting.
 - Station 28 roof re-bid
 - Chief Brown notified the Board that the project had not been quoted as a prevailing wage project. Therefore, the District will obtain amended bids to reflect this.
- Personnel
 - Personnel Leaving:
 - Chief Brown announced the following personnel leaving:
 - * Amundson, Dustin
 - * Crane, Robert

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UNFINISHED BUSINESS, CONTINUED

- * Hopkins, Cameron
- * Treiber, Albert
- *

- Future Planning
 - Chief Brown presented a tentative five-year projected budget and fleet lease proposal to the Board.

NEW BUSINESS

- Resolution 415 to Cancel Warrant 00509681
 - By mutual consent, Resolution 415 was cancelled.

CHIEF'S REPORT

- Battalion Chief Vehicle
 - Chief Brown stated to the Board that the District was able to find a vehicle with the correct specifications and priced within the budget given. The vehicle will be ordered soon.
- M25 Tow Vehicle
 - Chief Brown notified the Board that the District is sending two members to pick up the new tow vehicle tomorrow.
- Office Assistant
 - Chief Brown stated that the District has hired a new Office Assistant, who started on August 1st, 2016.
- Reimbursement Policy Draft
 - Chief Brown presented a revised Education Reimbursement Policy 01-16 to the Board, which included a modification to reimbursing EMT students. The Board discussed recommendations from the Chief and tabled for a later meeting.
- FF1 Equivalency approval
 - Chief Brown notified the Board that five firefighters were approved for the firefighter equivalency certification.
- Family Appreciation Day
 - Chief Brown stated that Family Appreciation Day will be on August 13th and extended an invitation to the Board.

COMMISSIONER REPORTS

- Chairman Carman stated that he will be attending the NAEFO Conference in September.
- Chairman Carman reminded personnel that there will be no September meeting, which was approved at the last Regular Meeting.

ADJOURN MEETING

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 19:08.

Attest:

Sarah Pedersen, Secretary to the Board