



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS
Administration Building, 770 NE Midway Blvd. #1 Oak Harbor,
Washington Phone: 360-675-1131 Email: Admin@nwfr.org

Board of Fire Commissioners Regular Meeting Minutes

April 14th, 2020

6:30 pm

Approved

CALL TO ORDER

Chairman Koorn, called the meeting to order at 6:30 pm. Also, in attendance were Commissioner Goen, Commissioner Lamont, Battalion Chief Swiger, Secretary Monica Torgerson, Lt Brandhorst, FF Reinstra, Theresa Jenkins, Sarah Reinstra

PUBLIC COMMENT

No Public Comment

ADDITIONS TO AGENDA

Legacy Generator
SAFER Grant

MINUTES

- By mutual consent, the Board approved the minutes of the Regular Meeting March 10th, Special Meeting March 18th, and Special Meeting March 26th, 2020.

Motion carried unanimously.

APPROVE EXPENDITURES

- After review by the Board the following expenditures, which total \$158,936.08 a motion was made by Chairman Koorn and seconded by Commissioner Lamont to approve the expenditures and vouchers for payment.

Motion carried unanimously.

REVIEW INVESTMENTS

- No investments made in March 2020.

FINANCIAL REPORT

- The Board reviewed the financial reports showing the District total equity for cash activity for the month of Marh 1st -31st, 2020, which balanced to the reports from the Island County Treasurer.

UNFINISHED BUSINESS

- Personnel Leaving – LT Brandhorst. Chief Clark mentioned Lt. Brandhorst landed a job in Bremerton, WA as a Fire Inspector. His last day will be May 7th, 2020.
- 2020 Budget Review - After review, Chairman Koorn asked Administrative Manager Torgerson if the State Park, Fire inspection and EF Recovery revenue had come in. The Administrative Manager stated that nothing had come in from those resources yet. The Board had no further questions for the Administrative Manager.



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- Fire Containers - BC Swiger is still working on gathering all the information for the board to review. However, Chief Swiger has written a letter to Island County, requesting a usage agreement for the property on Schary Rd. (the former Sheriff's Office) where we would have a live training ground. He is hoping to send it this week with the Board's approval. Commissioner Goen and Commissioner Lamont had no problem having Chief Swiger send the letter to Island County.
- Training Officer Position - Chief Clark mentioned the district has five applications so far. He is waiting for the position to close to evaluate the applications. Commissioner Lamont requested to see all applications when the deadline closes. Chief Clark mentioned that would be no problem. The Board will have a copy of all the applications.
- Turn-out Committee – Chief Clark mentioned Lt Zimmerman is working on reviewing the process. He will be going to Skagit 13 in the next 30 days to test the gear.
- Petty Cash Audit: Commissioner Goen will come in soon to review the account and documents.
- Survey and Rating Bureau- The Survey is in July, 2020. Chief Clark mentioned the district rating is between a 5/6. Chief Clark and Chief Swiger are working on the survey and gathering all the documents they will need for the rating in July.
- COVID-19- Station 25's agreement with Whidbey Health will expire April 30th, 2020. Chief Clark believes the hospital will not extend the agreement past the original date. As for supplies needed for the pandemic, we have a good amount of supplies. The medical calls are decreasing and the fire calls are increasing. Chief Clark mentioned that FEMA has a COVID-19 grant for personnel and supplies. There is a potential we could ask to be reimbursed for any COVID-19 expenses.
- Resolution #465 cancelled Warrant 00578799- Chairman Koorn made a motion to cancel warrant 00578799 Commissioner Goen second it. **Motioned carried unanimously.**
- Policies- Policy 13-03 Post Accident testing. Our attorney reviewed the policy and had some suggestions on the policy. Chief Clark will make the changes and bring it back for Board approval.
- Policy 02-05 Annual Leave. There were a lot of changes in this document. Some corrections on errors on a few sections of the policy. However, they have been fixed and ready for Board review. Chief Clark mentioned that he changed section 4.1. He would like to praise employees for not taking time off. Chairman Koorn mentioned he does not mind the change and suggests that employees should be able to convert sick leave to paid time off if needed. Chief Clark mentioned that is in the policy already. Chief Clark also mentioned there was a new section added to the policy and that is section 6.1. Part Time/ Duty Crew sick leave. Chairman Koorn made a motion to approve the revised policy, Commissioner Goen second it.

Motioned carried unanimously.



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- Policy 03-08 Duty Crew program- Chief Clark made changes to the existing policy. Chairman Koorn mentioned that this policy would rescind the policy from September 2008 and January 2012 if passed. Chairman Koorn made a motion to approve policy 03-08 Duty Crew program, Commissioner Goen second it. **Motion carried unanimously.**
- Policy 05-07 Safety Committee. There was only one change to this policy and that was the number of people on the committee. We will have two district employees, two from the Fire Association, and one officer that is non-voting. Chairman Koorn made a motion to approve the revised Safety Committee policy, Commissioner Lamont second it. **Motion carried unanimously.**

NEW BUSINESS

- Internal Promotions- Chief Clark mentioned there was an email sent to all our members asking if anyone would be interested in being part of the hiring committee. There were nine members that were interested. Chief Clark and BC Swiger will look over those interested and select a hiring committee. They will start evaluating volunteer applications by the end of the month. The next step will be Skyping the volunteer applications. Commissioner Goen mentioned he would like the new volunteers to go through the academy first before providing them with a badge. He also suggested not providing them with a uniform until they finish the academy. A NWFR shirt should be sufficient for those who have not completed the academy.
- VFIS Insurance- Chief Clark, BC Swiger, Admin Manager and Chairman Koorn had a conference call with Gordon MacIvennie from VFIS. They went over the insurance coverage starting from May 2020 to May 2021. The insurance cost will be about 60k.
- Legacy Generator- The legacy power system did some maintenance and repairs to station 22 station 23, and station 25. There had not been any services done since 2013. Chairman Koorn asked if the company can provide a detail report by station? FF/EMT stated the maintenance schedules for the week of the 27th of April.
- SAFER Grant- Chief Clark mentioned that this discussion was just an introduction to SAFER Grant. There will be more discussion in the near future about this. As he was looking at the staffing schedule there are five employees on the duty crew that work about 360 hours per cycle. The cycle is the FLSA (7K) 28-day 212 hour. cycle. Anything over 212 is considered overtime. The district needs to look at the schedule and see if we want to continue to pay OT. There are different options to figure out a solution to this problem. The SAFER grant is an option we have to help with the overtime. The SAFER Grant will open tomorrow, and will close May 15th, 2020.

The SAFER grant is a federal grant that helps pay wages for new hires. This grant is a three-year grant. The first year the grant pays seventy-five percent of the new hire wages. The second year the grant will pay seventy-five percent of the employee wages. The third year the grant pays twenty-five percent of the employee wages. They will not pay for any overtime wages and will only cover firefighter wages, not Lieutenant wages. The grant will pay for wages, benefits and uniforms.



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If we do apply for the grant and get it, we can refuse if the district decides they do not need the grant anymore. The district needs to make a decision before April 25th, 2020 in order for Chief Clark and BC Swiger be able to work on the grant and submit it. FEMA awards the grant by September 30th, 2020 and the district has until the end of the year to hire the firefighters. The start for these new full-time employees would be January 1, 2021. If we don't apply this year the grant does not open up again until this time next year.

CHIEF REPORT

- Engine repairs E27 - BC Swiger mentioned E27 was still being work on. The work should be done this week. Chairman Koorn asked how much would it be for the repairs? FF/EMT Reinstra mentioned he was not sure yet. They have not sent an invoice yet.
- Monday night training has been done through Zoom. There have been 3 trainings completed so far.
- Next training will be hosted by Firefighter Koorn.
- There is an employee that has over 110 hours of PTO. Chief Clark asked the Commissioners for advice. This employee was not able to use it in the last year. Chairman Koorn stated to extend the time until he hits his PTO mark. The Board stated they would like to work with the employee and figure out a way to work with his hours.

COMMISSIONER REPORT

- 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 30 minutes until 8:15pm. At 8:15pm they extended it for 10 more minutes. At 8:25 the board came out of executive session. No decisions were made.

GOOD OF THE ORDER

ADJOURN MEETING

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 8:27 pm

Attest

Monica Torgerson
Board Secretary/Administrative Manager