



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 Special Meeting Minutes

March 26th, 2020

1:30 pm

Approved

CALL TO ORDER

Chairman Koorn called the meeting to order at 10:00am and in attendance was Commissioner Lamont, Commissioner Goen, BC Swiger, Fire Chief Biller, Fire Chief Clark, Secretary Torgerson.

Coronavirus disease (COVID-19) update

- Chief Clark mentioned he has been working with the all of the fire district on the island to combat this pandemic. Everyone is taking this pandemic and preventive measures on a day to day scenario. There have been several positive cases on the island. We had ordered some portable beds for station 25 as it will be a quarantine site for our members and others. As a precaution we are suggesting all public meetings be held electronically.
- The Office will be closed for the public. Staff will be working normal hours. We are limiting our duty crew and our members in the office. There won't be any rental facility use for the public, all public record request should be sent via email, fax or mail.
- Chief Clark mentioned that the district will be using Zoom to do staff meetings, training for members, and board meetings. We want to be compliant with Gov Inslee's proclamation and stay safe.
- Chief Clark mentioned Whidbey Health wanted to occupy station 25 for the duration of the pandemic. They would like to station their ambulances and crew. This agreement will only be for one month. He also mentioned that if Station 25 becomes a quarantine site, WH will review their status in Station 25. Commissioner Lamont mentioned he was fine with WH using Station 25. Commissioner Goen agreed with helping WH in this time of need.

Resolution 466

- Chairman Koorn mentioned he would like to change the monthly meeting to the Administrative Building due to Station 25 being occupied for quarantines and WH using the facility. Chairman Koorn made a motion to approve resolution 466 commissioner Lamont second it. **Motion carried unanimously.**

Training/Safety Captain

- **Chief Clark** mentioned there were some minor changes to the job description and duties. Commissioner Lamont asked if the Captain would be rotating command vehicle and duties. The Captain will be FSLA (7K) exempt and will be entitled to overtime after 212



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hours in a month and he will go over those hours if he is part of the rotating command duties. Commissioner Lamont made a motion to approve the new changes to the job description. Commissioner Goen second it. **Motion carried unanimously.**

EMS Contract

- Chairman Koorn spoke to Roger Meyers and mentioned they spoke about extending the contract until December 31, 2020. He had spoken to him over the contract in three different occasions and he believes it is best to extend the contract. He will be sending a letter stating to extend our contract with them until December 31st, 2020. This decision has nothing to do with them using our Station 21 for response purposes. Commissioner Goen does not mind having them use our station. He would like to continue talking with Roger on a few things he would like to change in the contract in the near future. He would like to start negotiations again in September.

Station 21

- Whidbey Health mentioned they would like to use Station 21 to be able to respond to calls in a more efficient time frame. They would like to use our facility until the end of the year. Chairman Koorn mentioned he would be fine with WH using Station 21. He thinks that with everything that is going on, and with our current contract we have with them, he doesn't mind helping our neighbors.
- Chief Clark mentioned there will be a termination clause in the contract just incase this arrangement is not work out. Commissioner Goen would like to add an addendum on expectations on how to use the facility. Chief Biller mentioned he believes this is a great trial basis for us and them. Chairman Koorn made a motion to approve WH's use Station 21 until December 31st, 2020 for response purposes Commissioner Goen second it.

Motion carried unanimously.

Adjourn

- There being no further business and by mutual consent, the special meeting of the Board Adjourned at 2:02 pm

Attest

Monica Torgerson/Board Secretary