



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
March 10th, 2020
6:30 pm

Approved

CALL TO ORDER

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

PUBLIC COMMENT

No Public Comment

ADDITIONS TO AGENDA

N/A

MINUTES

- By mutual consent, the Board approved the minutes of the Special Meeting Feb 10th, Regular Meeting Feb 11th, Special Meeting February 18th, and Special Meeting Feb 24th, 2020.

Motion carried unanimously.

APPROVE EXPENDITURES

- After review by the Board the following expenditures, which total \$160,335.44, 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

- Chairman Koorn made a motion to approve Investment made by Investment Officer Monica Torgerson 2/14/2020, Commissioner second it.

Motion carried unanimously.

FINANCIAL REPORT

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

UNFINISHED BUSINESS

- Personnel Leaving –
 1. Victoria Abney - Military
 2. Barrett Chowning – can't volunteer at this time
 3. Dylan Raymond - Moved
 4. Tanner Walker - can't volunteer at this time



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- 2020 Budget Review - After review, the Board had no questions for the Administrative Manager.
- Fire Containers - BC Swiger is still working on gathering all the information for the board to review.
- Review Duty Crew Assignment - Chief Biller mentioned he had worked with BC Swiger to finalize and update the Duty Crew assignments.
- Training Officer position - Chief Biller mentioned he had emailed the job description draft to several people to review and make comments on. He should have the final draft for the commissioners next month.
- Turn-out Committee - BC Swiger is still working on getting the Turn-Out Committee to set up and looking for vendors for the turn-out gear.
- Policy 16-04 Attendance Standard Revisions - Commissioner Lamont reviewed the policy again and had no other concerns. Commissioner Lamont made a motion to approve policy 16-014 Attendance Standards, Commissioner Goen second it. **Motion carried unanimously.**
- Policy 13-03 Post Accident Testing - The Commissioners had read and reviewed the updated version of the policy. Chairman Koorn suggested to have the policy be sent to the district attorney for revisions as well, but does believe the policy looks good. The Administrative manager will send it to the attorney. Commissioner Lamont made a motion to approve policy 13-03 Post Accident testing. Chairman Koorn second it. **Motion carried unanimously.**
- WGH contract - Chairman Koorn met with Roger Meyers and discussed pushing the contract with the WH until the end of the year. He will also try to come up with solutions on how things can run more efficiently.

NEW BUSINESS

- Memorandum of Understanding with Oak Harbor - Chief Biller mentioned NWFR is working together with all the other Chiefs on the island on the AFG grant. The grant was completed and submitted by Oak Harbor Fire Dept.
- Petty Cash Audit - Chairman Koorn made a motion to have Commissioner Goen do the petty cash audit for the year, Commissioner Lamont second it. **Motion carried unanimously.**
- Survey and Rating Bureau - Chairman Koorn mentioned he would like the the survey and rating audit in May or June sometime.
- Compressor purchase - Chairman Koorn mentioned the compressor purchase was made with the district credit card. The charger was for \$999.99 after taxes the bill was \$1085.00. By credit card policy any chargers over \$1,000 need board approval. Chairman Koorn made a motion to approve the charge Commissioner Goen second it. **Motion carried unanimously.**
- Clear Water Hotel Charge - Commissioner stated Clear Water Hotel charge was over the allotted amount by policy. Commissioner Lamont made a motion to approve the charge Commissioner Goen second it. **Motion carried unanimously.**



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CHIEF REPORT

- Engine repairs E27 - BC Swiger mentioned E27 was still being work on. The shop where it is being worked on has limited personnel working and was behind on things. He said it will take about two – three weeks to get the E27 back from the shop.
- Chief Biller would like to thank Captain Lacy for helping the district last week when both Chiefs were on vacation.
- Chief Biller mentioned Chief Clark will be coming up next Thursday from Oregon. He has sold his house and will be here just in time for the appreciation dinner.
- The appreciation dinner is next week. He mentioned the staff has been working very hard on organizing the dinner.
- Chief Biller mentioned to the board he would like Station 25 to be a quarantine place that our members could use. The station would be used as a place that our member and other members from other departments can use for quarantine purposes. Chairman Koorn made a motion to have Station 25 be used as a quarantine location for our members and the members of other districts to use as needed. Commissioner Lamont second it. **Motion carried unanimously.**

COMMISSIONER REPORT

- Chairman Koorn mentioned they attended the Leadership Conference. He mentioned it was a great conference. The conference focused on cultural changes, stress, and many other topics relevant to new age workers.

GOOD OF THE ORDER

ADJOURN MEETING

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 7: 17 pm

Attest



Monica Torgerson

Board Secretary/Administrative Manager