

NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS
Administration Building, 770 NE Midway Blvd., #1, Oak Harbor, Washington
Minutes of the Regular Meeting on November 08, 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, Commissioner Jerry Goen, Chief Michael Brown, Secretary Sarah Pedersen and other interested parties.

PUBLIC COMMENT

- Christopher Swiger, Battalion Chief at North Whidbey Fire and Rescue, expressed his desire for the Board to consider a pay raise for his position.
- Bruce Carman, Chairman of the Board, submitted a resignation letter to the Board and provided it to the District Secretary. The remaining members determined that Larry Wall would be the interim Chairman of the Board.

APPROVE MINUTES OF REGULAR MEETING HELD October 18, 2016

- By mutual consent, the Board approved the minutes of the Regular Meeting held October 18th, 2016.

APPROVE EXPENDITURES:

- General Batch #72G for Vouchers 1510—1523 dated 10/19/16 in the amount of \$4,741.50
- Payroll Batch #73G for Vouchers 1524—1537 dated 10/26/16 in the amount of \$2,413.56
- Payroll Batch #74D for Vouchers 1538-1614 dated 10/26/16 in the amount of \$54,279.20
- Payroll Batch #75E for Voucher 16-10 dated 10/26/16 in the amount of \$17,181.20
- Payroll Batch #76P for Vouchers 1615-1618 dated 10/26/16 in the amount of \$17,499.10
- Payroll Batch #77G for Vouchers 1619-1637 dated 11/02/16 in the amount of \$33,574.53

REVIEW INVESTMENTS

- After review, the Board ratified investments #42 through #44 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 September 2016, which balances to the report from the Island County Treasurer.

UNFINISHED BUSINESS:

- Buildings – Ground
 - Station 21 paperwork update
 - Chief Brown stated that L&I is still working with the contractor to answer questions regarding the project.
 - Station 28 roof update
 - Chief Brown stated that the roof is complete and the contractor has been paid in full minus retainage.

UNFINISHED BUSINESS, CONTINUED

- Personnel
 - Personnel Leaving:
 - Chief Brown announced the following personnel leaving:
 - * Brooks, William
 - * Fikse, Josh
 - * Sather, Dillon
 - * Schmal, Andrew

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UNFINISHED BUSINESS, Continued

- Office Staff Pay
 - The Board unanimously approved a 6% increase in pay for the Administrative Manager and Administrative Assistant positions effective January 1, 2017.
- Future Planning
 - Chief Brown reviewed the Five Year Plan document, a tentative five-year projected budget and fleet lease proposal to the Board, including his purpose of the plan, for approval. Chairman Wall recommended that the Board approve as a guiding document for the District. Commissioner Goen made a motion to approve. Motion was seconded by Chairman Wall. Motion Carried.
- Residency Program
 - Chief Brown presented the potential septic system design for the Taylor Road Station. The Board shared their ideas regarding how the resident firefighters could operate out of the stations. The Board asked Chief Brown to present an advertisement and program at the next meeting.
- Vehicle Lease Program
 - Chief Brown notified the Board that the Battalion Chief vehicle would be ready at the end of the month. The Board tabled discussion regarding a vehicle lease program.
- Tuition Reimbursement Policy
 - The Board asked Chief Brown to modify verbiage in the policy that he presented. The Board adopted Policy 01-16: Education Assistance.

UNFINISHED BUSINESS

- Resolution 416 to Increase Property Tax by 1%
 - The Board reviewed and approved Resolution 416.
- Resolution 417 to Adopt the Budget for 2017
 - By mutual consent, Resolution 417 was tabled.
- Resolution 418 Declaration of Substantial Need
 - The Board reviewed and approved Resolution 418.

CHIEF'S REPORT

- Employee Handbook
 - Chief Brown shared a draft of the Employee Handbook with the Board.

COMMISSIONER REPORTS

- None

GOOD OF THE ORDER

- The Board discussed possible candidates known to be interested in the vacant seat of the Board.

EXECUTIVE SESSION

- At 20:15, interim Chairman Wall announced that the Board would go into executive session to discuss personnel. The executive session will end at 20:35.
- At 20:35, the regular session reconvened.
- The Board stated that no action had been taken during the executive session.

ADJOURN MEETING

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 20:35.

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Attest:

Sarah Pedersen, Secretary to the Board