

NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS
Administration Building, 770 NE Midway Blvd., #1, Oak Harbor, Washington
MINUTES of the Regular Meeting on May 8, 2018 at 19:00

Call to Order

- Chairman Koorn called the meeting to order at 1900, Also in attendance were Commissioner Goen, Commissioner Lamont, Chief Kirko, Battalion Chief Swiger, FF Representative Tim Schulz, Interim Secretary Amber Damon, Lt. Brandhorst, FF Jordan, Battalion Chief Zimmerman, Lt. Klaszky, FF Mohlsick, FF Mace, FF Turner, FF Canty, FF Slothower, FF J. Zimmerman, FF Powell, FF Kelsey, Community Members William McArthur and Patty Cole

Public Comment

- None

Additions to Agenda

- None

Approve minutes of the Special Meeting held on April 4, 2018 and the minutes of the Regular Meeting held on April 10, 2018.

- By mutual consent, the Board approved the minutes of the Special Meeting held April 4, 2018 and the Regular Meeting held on April 10, 2018.

APPROVE EXPENDITURES

- After review by the Board the following expenditures, which total \$177,128.67, a motion was made by Commissioner Goen and seconded by Commissioner Lamont to approve the expenditures and vouchers for payment. Motion carried unanimously.

REVIEW INVESTMENTS

- After review, the Board ratified investments 14-17 made by Investment Officer Mark Kirko or Alternate Investment Officer

FINANCIAL REPORT

- The Board reviewed Financial Report showing District total equity for cash activity during March 2018 which balances to the report from the Island County Treasurer.

UNFINISHED BUSINESS

- Unfinished Business:
 - Building – Ground – Chief Kirko reported that when the appraiser was doing a site study of ST28 that the appraiser believes the propane tank was on the neighboring property and not the property of ST28. Once the appraisal is complete we will know for sure.
 - Personnel Leaving – None
 - WhidbeyHealth Contract – Chief Kirko would like to schedule a meeting to discuss further. Currently there has been no forward progress on the contract.
 - 2018 Budget Review – Chairman Koorn stated he expects to see a revision to the budget at the June or July Board Meetings and the revision must be made via resolution.
 - Policy's - Chief Kirko presented the board with the following new policies.
 - 200-10 Training Requirements Policy – Chairman Koorn is concerned about raising the requirement of trainings from 50% to 70% and feels that we will lose members if we ask

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to much of them. Chairman Koorn asked how many of our Firefighters are currently making 70% attendance? Commissioner Goen suggested that perhaps the Association meeting isn't held on a Monday night and instead conduct training. Chief Kirko feels that raising the bar to higher training requirement and feels that 50% isn't enough. Chairman Koorn asked if a Volunteer must do everything or if they have different requirements. Lt. Klaszky agrees that raising the bar is necessary. Currently members go to the association meeting the easiest night to count for one of their required Monday night trainings. This policy has been tabled until the Board can review the current attendance percentage.

- 200-11 Fuel Card Policy – Commissioner Lamont made a motion to approve the fuel card policy, Commissioner Goen seconded the motion. Motion passed unanimously.
- 200-12 Fiscal Management Policy – Commissioner Lamont said there are some grammar corrections to be made before approval.

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NEW BUSINESS

- Resolution 435 – Surplus Suite 101 and Lease to Chicago Title – Commissioner Goen made a motion to approve the resolution to surplus suite 101 of the District Office to Chicago Title, Commissioner Lamont seconded the motion. Motion carried unanimously.
- Position of Administrative Manager and Board Secretary – Interim Board Secretary submitted a letter to the board requesting that the two positions be split and to hire another person to fill the role of Board Secretary. As well as the new job descriptions for both positions and the title Administrative Manager to Human Resource and Finance Administrator. Chairman Koorn thanked Amber for submitting the letter and job descriptions and would discuss with Chief Kirko during Executive Session. Chairman Koorn asked if I would fill the position of Board Secretary until they found a replacement.
- ICOM – submitted a letter to renew the lease for the storage space in our District Office and pay the rate of \$1200 annually. Chairman Koorn stated we should do a resolution to surplus this room as well.
- RCW 42.56.120 Charges for Copying Public Records – Charging Scale – Discussed a possible policy for charging of multiple copies or over so many pages. We have only filled a couple Public Record Requests so far this year.
- Reschedule Special Meeting – Future Planning of Duty Crew and MSAR. Discussed dates, the Commissioners are to email Secretary Amber Damon of their schedules through June, so we can get a couple of meetings scheduled.

CHIEF'S REPORT

- Chief Kirko requested email feed back from the Commissioners to address issues, questions or any corrections that need to be made in documents.
- Chief Kirko reported on the house fire on April 30th, he was very pleased with the way everyone performed and E25's new lighting performed very well and stayed running all night. The lighting on the tender kept going in and out and would shut down intermittently. Chief Kirko would like to see more training on combating manufactured homes.

COMMISSIONER REPORT

- Commissioner Goen asked how much longer the 204-command rig would be utilized for training?

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Chief Kirko would like to see the training of command in place for at least another month.

COMMISSIONERS CLASSES

- WFCA 2018 Seminar Lake Chelan – June 1 – All Commissioners are attending; hotel and conference are booked.

EXECUTIVE SESSION RCW 42.30.110G

- At 1952 Chairman Koorn announced that The Board would go into executive session to discuss RCW 42.30.110G, to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session would end at 2030.
- At 2030, the regular session reconvened Chairman Koorn announced that there were no decisions made during the Executive Session.

GOOD OF THE ORDER

- None

ADJOURN MEETING

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 2033.

Attest:



Amber Damon, Interim Secretary to the Board