



## NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Administration Building, 770 NE Midway Blvd. #1 Oak Harbor, WA

Phone: 360-675-1131 Email: [Admin@nwfr.org](mailto:Admin@nwfr.org)

### Special Meeting Agenda

January 19, 2022

8:00 am

*Approved 02/8/2022*

**Call to Order:** Chairman Marvin Koorn called the meeting to order at 8:00am. Also, in attendance was Commissioner TJ Lamont, Commissioner Gerald Smith, Chief John Clark, Division Chief Chris Swiger, and Secretary Brenda Ibarra.

#### **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

Chairman Koorn called for executive session at 8:03am for 30-minutes.

Chairman Koorn extended executive session to 8:45 am.

Chairmen Koorn called meeting back to session at 8:45am; no decisions were made.

#### **Safer Grant: Recruitment and Retention:**

Chief Clark spoke about how important and difficult it is to maintain volunteers in any fire department across the board. Chief Clark presented the district can apply for Safer Grant: Recruitment and Retention Grant which will provide the district with a few options: to hire a Recruitment Coordinator who can focus on volunteer recruitment and retention, it can potentially give additional fund for a secondary fire academy or allow the department to provide additional training or additional benefits such as high-learning benefits to our volunteers. The grant is 100% funded, no match is required. Chief Clark asked the board to allow him to apply for the grant on behalf of the district.

Commissioner Smith made a motion to allow Fire Chief Clark to apply for Safer Grant: Recruitment and Retention program for the district; seconded by Commissioner Lamont.

**Motion carried unanimously.**

**Division Chief Position:** Fire Chief Clark provided the board with three options on how to move forward on the current vacant Division Chief Position. First option is turning the position into a full-time position, which would require a budget adjust. Currently there is \$36,000 budgeted for the position by turning it into full-time, the position would need to fall between \$85,000 to \$87,000 as starting salary. The second option is to keep the position as is part-time or enter in a MOU with the union to have a Captain to assist with coverage. Third option would keep the position vacant and revisit next year, which may lead into signing a MOU with the Union to assist with coverage. The position would have some Human Resources, Administration, Payroll, involved with negotiations with the Union and some disciplinary duties.

Chairman Koorn requested for this topic to be table for next regular meeting on February 8<sup>th</sup>, 2022.

Chairman Koorn mentioned no other items on the agenda; the floor would be open for additional topics. If no additional topics, he requested for a mention to adjourn.

Fire Chief Clark mentioned he would like to discuss the preference of dogs at the office.

Commissioner Lamont asked if once we are open to the public, will dogs be allowed in the office?

Chairman Koorn mentioned he doesn't not think it looks professional having dogs running around the office but contained is better. He also mentioned there are individuals who are allergic to dogs. His prefers to not have dogs in the workplace once the office opens to the public.

Chief Swiger mentioned there has not been any complaints regarding them. The crew comes in and allows them to decompress with the dogs.

Commissioner Smith mentioned he has not really given it a thought and would like to think about it.

Fire Chief Clark spoke about the difference between service animal verse an emotional support animal. He also mentioned with a service animal, we have no choice but to comply because they are protected by federal law.

Commissioner Lamont mentioned that he would like to see the dogs contained.

No decision was made an item will be table until next regular meeting for further discussion.

**Adjourn Meeting:** Commissioner Lamont motion to adjourn the meeting; Commissioner Smith second.

**Motion carried unanimously.**

The Special Meeting of the Board adjourned at 9:17am.

Attest:



Brenda Ibarra  
Board Secretary/Accounting Manager