



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Station 25, 2720 Heller Rd., Oak Harbor, WA

Phone: 360-675-1131 Email: Admin@nwfr.org

Meeting Minutes

March 12th, 2024

6:30 p.m.

Approved April 9th, 2024

Call to Order: Chairman Marvin Koorn called the meeting to order at 6:30 p.m. Also in attendance: Commissioner Gerald Smith, Interim Fire Chief Chris Swiger, Battalion Chief Dan Horton, Battalion Chief Steve Lacy, Battalion Chief Jobie Gause and Secretary Natasha Spydell.

Additions to the Agenda

Chairman Koorn moved agenda items 7(b), 8(c) and 8(d) to item #14, Good of the Order.

Public Comment

None

Correspondence

None

Consent Agenda: Meeting minutes for Special Meeting, February 5th, 2024, Special Meeting, February 13th, 2024, Regular Meeting, February 13th, 2024, expenditure approval for the month of February 2024, and Treasurer's Report for January 2024.

General Batch #06G for Vouchers 240201001-240201017 dated 02/07/2024 in the amount of \$17,283.80.

General Batch #07G for Vouchers 240103001-240203001-240203015 dated 02/14/2024 in the amount of \$12,280.78.

Payroll Batch #07B for Vouchers 240202001-240202005 dated 02/14/2024 in the amount of \$10,441.52.

Payroll Batch #07B for EFT Transactions dated 02/14/2024 in the amount of \$12,030.92.

Payroll Batch #0224P for Transactions 236-310 dated 02/15/2024 in the amount of \$71,844.92.

Payroll Batch #0215(941) for EFT Transaction dated 02/15/2024 in the amount of \$13,961.62.

General Batch #08G for Vouchers 240205001-240205029 dated 02/21/2024 in the amount of \$24,621.70.

General Batch #09G for Vouchers 240206001-240206017 dated 02/28/2024 in the amount of \$34,206.65.

Chairman Koorn asked if there were any comments on the consent agenda.

No questions or comments were presented.

Chairman Koorn motioned to approve the consent agenda; motion seconded by Commissioner Smith.

Motion carried unanimously.

Personnel

R&R Coordinator Maroua Gottih

Last Day 3/1/2024

Chief Swiger stated Coordinator Gottih has left the district to spend more time with family and the recruitment and retention coordinator position is open.

Unfinished Business:

Budget

2024 Budget

Chairman Koorn asked what the purchase was for line item 522 20 30 011 Operations Equipment. Secretary Spydell stated the pager purchase is the majority of that line item.

Chairman Koorn asked why line item 522 30 30 005 House Signs went over budget.

Chief Swiger stated there was a bulk purchase of address sign supplies and it has not been done in almost two years.

Chairman Koorn asked what the large increase was in line item 522 45 30 001 Training Supplies.

Secretary Spydell stated it was due to the IFSTA publication purchase for fire academy.

Chairman Koorn asked why line item 522 10 40 022 Contract Services was already over budget.

Chief Swiger stated this was previously addressed.

Chairman Koorn asked why line item 522 60 40 007 MSAR Maintenance was over budget.

Chief Swiger stated it was the cost of maintenance on the rescue trailer and annual boat inspections.

Chairman Koorn stated items that are going to be over budget should be discussed with the board prior to purchases or work being completed.

Chairman Koorn asked what the balance on line item 522 10 50 021 Other Government Services was for.

Secretary Spydell stated it was for the IRS penalties previously discussed.

Job Descriptions

- I. **Recruit Firefighter**
- II. **Volunteer Captain**
- III. **Volunteer Lieutenant**

Chairman Koorn asked if there were any requested changes to the job descriptions.

No changes were requested.

Commissioner Smith motioned to approve the job descriptions for recruit firefighter, volunteer captain and volunteer lieutenant; motion seconded by Chairman Koorn.

Motion carried unanimously.

Standard Operating Guidelines (SOGs)

- I. **SOG 2001 – Command Structure and Span of Control**
- II. **SOG 2002 – Command and Control**

III. SOG 2003 – Transfer of Command

IV. SOG 2004 – Carbon Monoxide Response

Chairman Koorn asked if there were any requested changes to SOGs.

No changes were requested.

Commissioner Smith motioned to approve SOG 2001, 2002, 2003 and 2004; motion seconded by Chairman Koorn.

Motion carried unanimously.

New Business:

Resolution #552 – Appoint Investment Officer and Alternate

Chairman Koorn asked if this was required yearly.

Secretary Spydell confirmed that Island County Treasurer's Office requires the appointment to be updated annually.

Chairman Koorn motioned to approve Resolution #552; motion seconded by Commissioner Smith.

Motion carried unanimously.

Security Cameras

Chief Swiger stated he requested quotes for security cameras last year, but he decided the cost was too high. However, recently there have been some instances at the administrative office, such as a transient person sleeping at an entrance and trash being thrown around, that have caused him to reconsider. Chief Swiger recommended the district purchases security cameras and an alarm system and went over three different quotes with the board.

Commissioner Smith stated one of the quotes was for six cameras and the other was for eight.

Chief Swiger confirmed stating one company provides more cameras.

Commissioner Smith stated the quotes are not equal comparisons.

Chief Swiger stated the quote from Washington Alarm was still high with fewer cameras. He stated this is not something he wants to do, but the area is not as secure as it used to be.

Chairman Koorn asked if the lowest quote that came in was \$9,132.00.

Chief Swiger confirmed.

Commissioner Smith asked if there were any other instances that have occurred.

Chief Swiger stated only the instances previously mentioned have occurred, but he would like to get ahead of it before it goes too far.

Chairman Koorn stated he is surprised by the cost.

Commissioner Smith stated he is uncertain about the need for the purchase. He asked of the three companies, which one Chief Swiger would recommend.

Chief Swiger stated he recommends Commercial Alarm; they are currently a district vendor.

Commissioner Smith asked the other chief officers how they feel about the need for security cameras.

Chief Horton stated Human Resources Specialist Crystal Swanson has been concerned and felt uncomfortable when she was alone and found the transient person sleeping. He stated it is just a matter of time before someone breaks in and it would be better to know when it occurs rather than two to eight hours later.

Chief Lacy stated security cameras will not stop any loitering or crimes from occurring but may help identify or deter some individuals.

Chief Gause stated he had heard a story where someone had spent the night in a foyer.

North Whidbey Fire and Rescue member Bill McCarthur stated the district can save money by purchasing, installing and monitoring cameras internally but asked what the end desire would be. He stated he knows of at least three local businesses with cameras and alarm systems that still have violence and crime occurring on their property regularly and the police do not react.

Chief Swiger stated some systems from Costco were looked into, but the quality is not the same as commercial systems.

Chairman Koorn asked how long the contract is for.

Chief Swiger stated the cameras are purchased to be owned by the district and Guardian Security does the monitoring for \$60.00 per month.

Chairman Koorn asked who is notified if something happens.

Chief Swiger stated staff can look at the cameras unless someone has broken in and the alarm goes off.

Chairman Koorn asked how long the quotes are good for.

Chief Swiger stated probably sixty days.

Commissioner Smith stated one expires today. He stated this is a lot of money for a false sense of security.

Chairman Koorn asked if Commercial Alarm provides monitoring.

Chief Swiger stated they do not monitor the cameras, only the alarm system.

Chairman Koorn suggested the possibility of only purchasing the alarm system for \$2,700.00, plus \$30.00 per month for monitoring.

Chairman Koorn asked Commissioner Smith if he was okay with tabling the agenda item for a month.

Commissioner Smith stated he was good with that.

Chairman Koorn stated the topic will be placed on the agenda for the next special meeting.

Fire Chief Report

Chief Swiger stated PUC 27 is out of service. The apparatus is running rough and will not go into gear.

Camano Fire will be over in the next couple of days to troubleshoot the issue.

Chairman Koorn asked if the apparatus will need to go to Cummins.

Chief Swiger stated most likely it will.

Ops Chief Report

Chief Horton went over the call reports for February with the board. He stated on three separate occasions there were four or more calls going on at the same time. Chief Horton stated the average dispatch time was five minutes and two seconds. He stated, from enroute to arrival, the average was sixteen minutes.

Chairman Koorn asked why the numbers included the average of everybody.

Chief Horton stated it just takes a little longer to filter out A205.

Chairman Koorn asked if the times included incidents where a medical call overlaps another medical call.

Chief Horton stated if there is no response, that incident is pulled out of the report data.

Chief Horton stated in January, A205 was unstaffed ten 24-hour days, and thirteen 24-hour days in February.

Chief Lacy asked for clarification on the responsibility of 200 duty to respond to second tone for medical calls.

Chairman Koorn stated 200 can respond, but according to the contract, it is not a requirement.

Battalion Chief of Volunteers Report

Chief Lacy stated there are thirteen people taking the physical agility test in April. Once the test is complete, the interview process will begin. He stated the plan is to put the next group of new volunteers through the entry-level firefighter program in May.

Battalion Chief of Training and Safety Report

Chief Gause stated twelve individuals started the fire academy, but the number is currently down to nine. He stated he has been invited to join the Skagit County Region #3 training officer group. He is working with the Washington State Department of Natural Resources to set up red card training. The district has a few days of academy training scheduled with Navy Fire, and OTEP training is scheduled to be conducted jointly with Oak Harbor Fire Department for the remainder of the year.

At 6:55 p.m. Chairman Koorn called the meeting into executive session until 7:15 p.m.

1. Executive Session:

a. RCW 42.30.110(1)(b)

To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

b. RCW 42.30.110(1)(h)

To evaluate the qualifications of candidate for appointment to elective office.

c. RCW 42.30.110(g)

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

d. RCW 42.30.140(4)(a)

Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

At 7:15 p.m. Chairman Koorn called the meeting out of executive session into regular session. No decisions were made.

Part-Time Collective Bargaining Agreement

Chairman Koorn stated the part-time collective bargaining agreement was reviewed by the board. He stated no further changes have been requested.

Chairman Koorn motioned to approve the part-time collective bargaining agreement; motion seconded by Commissioner Smith.

Motion carried unanimously.

Appoint Commissioner

Chairman Koorn thanked all applicants for their interest in the fire commissioner position and taking the time out of their schedules to interview.

Chairman Koorn motioned to appoint Robert Miller as commissioner; motion seconded by Commissioner Smith.

Motion carried unanimously.

Chairman Koorn asked Robert Miller if he is willing to accept the appointment.

Robert Miller confirmed he accepts the appointment.

Chairman Koorn swore-in Robert Miller as fire commissioner for North Whidbey Fire and Rescue.

Good of the Order:

Recruitment and Retention Coordinator Position

Chairman Koorn stated the open position was in Chief Swiger's hands at this time.

Schedule Special Meeting

Chairman Koorn and Commissioner Smith checked their schedules for availability.

Chairman Koorn stated a special meeting will be scheduled for 9:00 a.m. on April 1st, 2024, at the district office.

Schedule Appraisal

Chairman Koorn stated the district has been looking into some property and would like the district to get its own appraisal done on the property.

Chief Swiger asked if there was a price limit on the appraisal cost.

Commissioner Smith requested Chief Swiger to get a rough idea of the cost and to contact the board if it seems too high.

Chairman Koorn made a motion to approve Chief Swiger getting a land appraisal done; motion seconded by Commissioner Smith.

Motion carried unanimously.


Adjourn Meeting

Chairman Koorn motioned to adjourn the meeting; motion seconded by Commissioner Smith.

Motion carried unanimously.

The Regular Meeting of the Board adjourned at 7:19 p.m.

Attest:



Natasha Spydell

Board Secretary/Accounting Manager