



## 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 Minutes

May 16, 2022 @ 2:00pm

**Location:** 770 NE Midway Blvd  
Oak Harbor, WA

*Approved on 06/14/2022*

**Call to Order** Chairman Marvin Koorn called the meeting to order at 2:00 pm. In attendance was Commissioner TJ Lamont, Commissioner Gerald Smith, Chief John Clark, Battalion Chief Stephan Lacy, and Secretary Kathryn Nguyen.

### 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 executive section until 2:30pm (30 minutes) at 2:00pm.

Koorn requested a five-minute extension until 2:35pm.

Commissioner Koorn called the meeting back to session at 2:35pm. No decisions were made in executive session

### Roof Bids

Kathryn Nguyen explained that the office received itemized feedback from one of the bidding companies. HighTech remained the lowest bid. Motion by Commissioner Koorn to approve HighTech with bid award. Second Commissioner Lamont. Motion passed unanimously.

### Organization Chart

Chief Clark stated that the chart is current. Commissioner Koorn explained that no action is needed.

### Personnel

Chief Clark explained that the proposed Personnel change will affect the organization Chart if approved.

Commissioner Koorn states that they will need to look at the line item for Division Chief. Commissioner Lamont states that approving Division Chief will be an unexpected expense. Commissioner Smith explained that he was willing to approve Division Chief motion and increase salary by \$5,000. Commissioner Koorn said that he would like to wait until the fall to approve all other motions with Admin compensation. Motion by Commissioner Koorn to approve salary increase for Division Chief effective May 1, 2022. Second Commissioner Lamont. Motion passed unanimously.

Chief Clark stated that he would like for Brenda to remain on payroll as an assistant for 60 days with ten to twelve hours monthly. Motion by Commissioner Koorn to approve. Second Commissioner Lamont. Motion passed unanimously.

**Signature:** Kathryn Nguyen  
Kathryn Nguyen (Aug 8, 2022 08:41 PDT)

**Email:** bocsec@nwfr.org

Chief Clark States that a letter of intent for the vacant Battalion Chief position, has been posted and sits at \$80,000. This is a \$3,814 impact to the annual budget.

#### Duty Crew

Chief Clark explains that approving the motion would cost around \$6,000. He states that if the motion is not approved, the district should revoke the ambulance contract without the essential staffing. Commissioner Lamont stated that he suggested revoking the contract at the last meeting. Commissioner Koorn explains that he wants to wait for results of federal grant. He would be willing to relook at motion if said grant is not awarded.

Public comment 1: "the issue with part time to full time remains that firefighter will still be by themselves. Staffing does not allow required staff for calls. We will have no one working shifts. At recent house fire, only four volunteers showed up. This needs to happen. There are only two staff left on Duty Crew. Feels like there are areas we could make up the cost. We should give the community the staff to ensure their safety. They passed the Levy on what we said we would spend on money. A full staffed engine has not arrived on scene for years. We have the duty to serve the public with the money they have given us."

Public comment 2: "Other divisions have a minimum of four to six fire fighters on duty regardless of ambulance. What will it take for you to listen?"

Public comment 3 "You need to change part time to full time fire fighters. Fire fighters are still people. Need to realize that they are people. You are letting the community down after the public gave the money from the Levy.

Commissioner Lamont explained that the hospital is responsible if the money goes to the hospital or takes from the budget. He states that if we do away with the contract that the district could look at hiring staff.

Commissioner Koorn addressed public comment 3 by stating that the funds from the Levy were not to be used on personnel but for equipment. He agreed that such changes are needed but wants to wait for the grant.

Commissioner Smith explained that the district does not have a Levy to hire fill-time fire fighters. He said that they do not have essential money in the budget. Commissioner Smith questioned where the other volunteers on previously stated house fire were during the call.

No decision was made

**Adjourn Meeting** Commissioner Koorn motion to adjourn the meeting, second Commissioner Gerald. Motion passed unanimously.

The Regular Meeting of the Board adjourned at 8:54pm

Attest:

**Kathryn Nguyen**

Kathryn Nguyen  
Board Secretary/Accounting Manager







# 03B May 16th, 2022 Special Meeting Minutes

Final Audit Report

2022-08-08

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