



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

Workshop Minutes

December 6th, 2022 @ 9:00am

Location: 770 NE Midway Blvd
Oak Harbor, WA

Approved January 10th, 2023

Call to Order Chairman Marvin Koorn called the workshop to order at 9:00 am. In attendance was Commissioner TJ Lamont, Commissioner Gerald Smith, Chief Chris Swiger, Chief Dan Horton, Chief Steve Lacy, Human Resources Administrator Crystal Swanson, and Secretary Natasha Spydell.

Executive Session:

Chairman Koorn called the meeting into Executive Session until 0950.

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 proceedings while in progress.

RCW 42.30.110(1)(g)

- a. To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

Chairman Koorn called the meeting out of Executive Session at 0950.

No decisions were made.

Workshop Discussion:

Leasehold Excise Tax

Chairman Koorn asked what the status of the leasehold tax was for the department.

Secretary Spydell stated that Q2 and Q3 had not been reported or paid and the department has accumulated penalty fees. She has reported for both quarters and submitted payment including penalty fees. Secretary Spydell stated she has inquired about amending the tax filings for 2022 since Whidbey Health is a government agency and the department is not required to pay leasehold tax on a government agency. Secretary Spydell stated the department could ask Service Alternatives to file for an exemption due to their status as a 501(C). Secretary Spydell stated that even though they are 501(C), an exemption being granted is not guaranteed.

Station Property

The discussion is regarding acquiring land adjacent to the current Station 27 property line. Commissioner Lamont suggests the departments starts by asking for five acres. Chairman Koorn discussed the requirements of adding a sprinkler system if any building is altered. Chief Swiger stated if the department acquires an acre a two-stall metal building could be installed. Chairman Koorn stated a fire suppression system would need to be installed. Commissioner Smith stated there is already a tank on the property. Chairman Koorn stated it requires a pump. Commissioner Lamont stated the tank must be dedicated to that building but would be cheaper than a new tank. Commissioner Lamont suggests inquiring about property first, then discuss buildings and fire suppressions systems. Chairman Koorn agrees now is a good time to move forward looking into some more property. Chairman Koorn stated property owner could be approached with donating or selling 200 square feet. Commissioner Lamont suggests moving on it while we can and asking for five acres. Chairman Koorn asked if Commissioner Lamont was good taking the lead on this and contacting property owners. Commissioner Lamont stated he was good taking the lead on moving forward. Commissioner Smith stated he was good with Commissioner Lamont taking the lead and discussing property further at the next Board Meeting.

The Board of Commissioners agreed in consensus to further look into acquiring more land directly north of Station 27 and Commissioner Lamont taking the lead.

Apparatus

Chairman Koorn listed on the white board every vehicle and apparatus the department currently has. Commissioner Smith asked Chief Swiger what his outlook is for the future, equipment-wise. Commissioner Lamont stated he would like to see long term what the department will need to spend on routine vehicle maintenance for five to ten years out continuously. Chairman Koorn stated the life of the equipment needs to be reviewed. Chairman Koorn stated typically an engine is good for fifteen years then it will begin to lose rating points. Chairman Koorn stated with rehabbing, an engine can last 25 years as a Class A pumper or can be put into reserve status. Commissioner Koorn stated the department currently has seven engines and two tenders that double as engines.

Chief Swiger stated he reviewed and recorded dates of fifteen to twenty-five years with current engines. Chief Swiger states the 2008 Pierce is in great condition and would serve the department very well for the next ten years if rehabbed. Chief Swiger discussed some quotes for rehabbing. True North is \$295,000 and Firetrucks Unlimited is \$287,000. Chief Swiger stated there are two levels of rehabbing. Level one is too basic to get any benefit from. Level two, everything is updated. 2008 and 2010 Pierce are good engines and looking at rehabbing in the next year is a good idea. Chief Swiger stated the department has put a lot of money into the two PUCs and only sees them costing us more money down the road with maintenance and electrical issues. Chief Swiger states he would like to look into selling and replacing the two PUCs.

Chairman Koorn stated so much money was put into the two PUCs there could not be anything left to fix.

Chief Swiger stated the big problem is continuous electrical issues that are known issues with these vehicles.

Commissioner Smith stated before any decisions are made on vehicles, the Board needs to see proof of what money has been spent on what types of maintenance issues, and what issues to expect in the future and the amount of money they would require.

Chief Swiger asked if he should look into refurbishing the PUCs. Chief Swiger stated once the department starts having to put more money into a vehicle than what they are worth, is when a vehicle should be replaced.

Commissioner Lamont stated he feels the same way, once an engine has problems, decide what to do with it.

Commissioner Smith asked how often we have front-line engines out of service and for what timeframe usually.

Lt. Mike Reinstra stated there is currently one out of service and it has been one week. Lt. Reinstra stated the timeframe is largely dependent on parts availability and shipping.

Commissioner Lamont asked if maintenance records are kept where a maintenance report can be provided.

Chief Swiger stated there are maintenance records for the last two years.

Commissioner Smith stated he would like to review the maintenance reports.

Commissioner Lamont asked that copies of maintenance and service records be brought to the meeting in January.

Chairman Koorn stated he would like a list of everything an engine goes through during a refurbish. He would like a detailed list of everything a refurbish provides.

Chief Swiger stated he would get a list together of refurbish items and services.

Chairman Koorn asked if the department plans to keep all brush trucks.

Chief Swiger stated he was hoping to get rid of one, but it is still running strong.

Commissioner Lamont stated once it has a major issue, decide whether to fix or sell.

Chairman Koorn asked if tubes on boats need to be replaced soon.

Chief Swiger stated tubes are in great condition but will need to be replaced eventually.

Chairman Koorn suggested budgeting for tube replacement in two years and see if they actually need replaced at that time or they can be pushed another year.

Commissioner Lamont stated he would like a ten-year plan to appropriately budget all maintenance repairs, services, and replacements for all vehicles. Commissioner Lamont stated the need for a timeline so these line items can be budgeted for appropriately.

Commissioner Smith asked if the current list of vehicles is what the department plans to keep vehicle-wise.

Commissioner Lamont stated for now, yes. Some vehicles can have a tentative replacement date, and other vehicles we decided to replace or fix when it fails.

Commissioner Smith asked if the current vehicle list is what Chief Swiger wants to keep.

Chief Swiger stated he is good with current fleet.

Commissioner Smith asked if we had covered spaces for all vehicles.

Chief Swiger stated there was covered spaces for all engines, but not the brush trucks.

Commissioner Smith stated he would like a push to get all vehicles covered whether we figure out a permanent or temporary structure.

Chairman Koorn asked for Chief Swiger to get a maintenance records report together with a timeline for future maintenance and replacements by the January meeting. Chairman Koorn stated the report should include years and monetary amounts.

Chairman Koorn asks if anything else needs to be discussed regarding vehicles.

Chief Swiger stated he wants a push to get new engines into service so public can see money spent.

Commissioner Smith asks how much training has been done on the new engines.

Chief Swiger stated two people have been fully trained.

Commissioner Smith stated he would need to see documented training on new engines before putting them into service.

Chairman Koorn stated it has been over sixty days and the engines still need training and striping.

Commissioner Smith stated training on the engines should have been done as soon as the engines arrived, and striping should have been completed in the factory. Commissioner Smith states he thinks the striping on the new engines should match the fleet majority.

Commissioner Lamont stated a pattern needs to be picked and the department can look at matching them all down the line.

Chairman Koorn stated he would not be willing to approve spending on restriping all engines.

Chief Lacy stated if the majority of the fleet is the design put on the new engines then only one other vehicle would need to be restriped.

Commissioner Smith stated that meets his goal of uniformity.

Commissioner Lamont stated the engine decal scheme should be put into a policy so this is not an issue in the future.

Commissioner Smith agreed it should be a policy.

Chairman Koorn asked Lt. Mike Reinstra if Humphrey's signs was ready to go on striping new engines.

Lt. Reinstra stated Humphrey's told him a timeline of mid to late January.

Commissioners agreed by consensus the new engines should match majority of the fleet to keep costs down in the goal to achieve uniformity throughout the department.

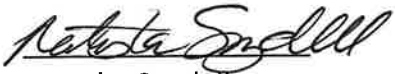
Adjourn Workshop

Commissioner Lamont motioned to adjourn the workshop; motion seconded by Chairman Koorn.

Motion carried unanimously.

Workshop adjourned at 1121.

Attest:

A handwritten signature in black ink, appearing to read "Natasha Spydell". The signature is fluid and cursive, with the first name being more prominent.

Natasha Spydell
Board Secretary/Accounting Manager