



## 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

March 21, 2022 @ 9:00am

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

*Approved on 05/10/2022-*

**Call to Order** Chairman Marvin Koorn called the meeting to order at 9:00 am. In attendance was Commissioner TJ Lamont, Commissioner Gerald Smith, Chief John Clark, Battalion Chief Stephan Lacy, 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 executive section until 9:20am (20 minutes) at 9:00am.

Commissioner Lamont called the meeting back to session at 9:20am. No decisions were made in executive session

### Strategic Planning:

**Organizational Chart:** Chief Clark presented a packet of Organizational Chart: Current, Recommendation, Recommendation with Safer Grant 2023, Recommendation without Safer Grant 2023.

2022 Recommendation: Changing Division Chief Admin to Full-time Battalion Chief with responsibilities of Mechanic, Training Captain, and Logistic; reporting directly to Fire Chief. By doing this position full-time BC, would cause an adjustment with BC Lacy salary. BC Lacy is currently supervising all volunteers. One LT position will be filled possible in next promotion round in April. The BC position would not be a union position. A budget adjustment would be required without touching the capital budget or district reserves.

Commissioner Koorn pointed out BC Volunteer Chief salary would increase and questioned if any additional duties would be added. Chief Clark explained BC Lacy currently work 12 to 16 hours a week, but also attends meeting, trainings and is available by email/telephone to all volunteers. He also is on Chief Officers rotation. Also explained if full-time BC was approved, it would not be appropriate to have a huge pay difference between the two BC position in pay.

2023 w/Safer: Allow to convert to Assistant Chief with two Division Chiefs as well 12 personnel on duty

2023w/o Safer: Convert Division Chief to Assistant Chief, overseeing Duty Crew, and both Battalion Chiefs. 2022 Current Budget could absorb the cost and next year without effecting the district's reserves.

## **Personnel:**

**Administrative Staffing/Compensation:** 2022 Current Budget could absorb the cost and next year without effecting the district's reserves. The organizational charts presented by Chief Clark correspond to the Compensation Report. Central and South Whidbey Fire collaborated on a Wage Comparison.

**Duty Crew Staffing:** Chief Clark presented a worksheet with the cost of converting our 3 currently part-time duty crew into a 3 full-time duty crew. Currently there are three vacant PT position and no candidates for interviewing. This would be converting 3 PT to 3 bargain unit of FT and keep 1 Per-diem PT. Currently there are 3 vacancies, in April we are looking at possible 18 days not staffed, we are required 2 per shift to staff the ambulance. If ambulance is not staffed, NWFR would default on contract with Whidbey Health, and would have to repay \$32.53 an hour for every hour the ambulance is out of service.

Ex:  $\$32.53 \times 24 = \$780.96 \times 18 \text{ open days} = \$14,057.28$  would have to repay.

Commissioner Smith inquired about when the hospital contract ended. Chief Clark mentioned it was just renewed in Dec 2021, so we have four years but have a 30-day termination clause for an early release. Union Contract ends at the end of this year (2022), negotiation will be starting soon.

Chief Clark requested permission to meet with the Union Representatives to discuss this option with them. All Commissioners agreed to allow Chief Clark to discuss this option with the Union.

Commissioner Koorn inquired if the hospital contract was to end, and the district cannot handle 6 full-time employees what are our avenues? Chief Clark suggested the district could go to the Labor Relation board for advice. Currently in our budget we can afford 2 FT position but cannot afford 4 FT positions.

Chief Lacy mention currently we have estimated 520 calls this year.

Commissioner Smith inquired out of those 520 calls; how many were medical calls Chief Clark response 60-75% of the calls have been medical calls. Commissioner Smith inquired on our current volunteer numbers; Chief responded 35 volunteers.

Commissioner Koorn suggested using our volunteers more in shift or picking incidents. Chief Clark mentioned to the board volunteers are always welcome to pick a shift and response to any incident, the problem is our volunteers are working full-time day shift hours and are not able to pick shift during the day.

Commissioner Gerald inquired about volunteer pay/retirement. Currently volunteers are required to earn 30 points per quarter (4 incidents and 12 training points); total 120 points year to received pension by State requirements. Commissioner Koorn suggested using the volunteers as well giving them credit to those who cannot make the 120 points a year due to special circumstances, which Chief send an approve letter to the BVFF.

Office Manager:

Chief Clark requested an increase on compensation for open position of Office Manager. There are no applicants.

Commissioner Koorn suggested \$38-48K and come back to the board to determine salary based on education and experience.

Commissioner Smith and Commissioner Lamont agreed to leave it to Chairman of the Board Commissioner Koorn to make the discussion on salary offer if there was a candidate in mind.

Commissioner Koorn suggested to the board if Office Manager and Reception should be place back under Accounting Manager. Chief Clark Office Manager and Accounting Manager are currently equal roles, suggested maybe changing the name of the position. Board Secretary Mrs.Ibarra suggested Accounting Specialist and informed the board she had no objective in taking on the supervisor role but need to be compensated appropriately for taking on supervisor role.

Commissioner Smith suggested changing Reception job title to Customer Services or Administrative Assistant.

Commissioner Koorn informed the board no motion or consensus could be made at this time due to not having action item on the special meeting agenda, but the board would not object in next month's Regular meeting to the presenting of change in titles for Reception, Office Manager, and additional supervisor role to Accounting Manager.

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

**Motion carried unanimously.**

The Regular Meeting of the Board adjourned at 10:54pm

Attest:



Brenda Ibarra

Board Secretary/Accounting Manager