



## NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Station 25, 2720 Heller Rd., Oak Harbor, WA  
Phone: 360-675-1131 Email: [Admin@nwfr.org](mailto:Admin@nwfr.org)

### Meeting Minutes

November 17<sup>th</sup>, 2023

9:00 a.m.

**Call to Order:** Chairman Marvin Koorn reconvened the November regular board meeting and called the meeting to order at 9:00 a.m. Also in attendance: Commissioner Gerald Smith, Interim Fire Chief Chris Swiger, Battalion Chief Steve Lacy and Secretary Natasha Spydell. Chairman Koorn stated due to extenuating circumstances, Commissioner Lamont asked to be excused for the November and December board meetings.

### Additions to the Agenda

Chairman Koorn added hospital contract to the agenda under new business.

### Public Comment

None

### Correspondence

None

**Consent Agenda:** Meeting minutes for Special Meeting, October 2<sup>nd</sup>, 2023, Regular Meeting, October 9<sup>th</sup>, 2023, expenditure approval for the month of October 2023, and Treasurer's Report for September 2023.

*General Batch #40G for Vouchers 231001001-231001019 dated 10/04/2023 in the amount of \$11,607.42.*

*Payroll Batch #1010CBA for Vouchers 1627-1630 dated 10/10/2023 in the amount of \$12,030.20.*

*General Batch #41G for Vouchers 231002001-231002017 dated 10/11/2023 in the amount of \$10,162.18.*

*Payroll Batch #1023P for Vouchers 1650-1723 dated 10/16/2023 in the amount of \$54,693.06.*

*General Batch #42G for Vouchers 231004001-231004020 dated 10/18/2023 in the amount of \$11,008.10.*

*Payroll Batch #42B for EFT and Vouchers 231003001-231003012 dated 10/18/2023 in the amount of \$45,171.40.*

*Payroll Batch #1024OT for Vouchers 1779-1781 dated 10/24/2023 in the amount of \$774.22.*

*General Batch #43G for Vouchers 231005001-231005018 dated 10/25/2023 in the amount of \$4,694.79.*

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

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

**Motion carried unanimously.**

### Personnel

None

### **Unfinished Business:**

#### **Budget**

Chairman Koorn asked the board if there were any questions.

Chief Swiger notified the board that the Uniforms line item 522 20 30 001 was going to be over budget due to ordering Class A uniforms.

Chairman Koorn stated the Vehicle Repair/Maintenance line item 522 60 40 003 was over quite a bit due to some unforeseen repairs required from NFPA inspections.

Chief Swiger stated Chief Horton's truck repairs will still be expensed to that line item as well.

#### **2024 Budget**

Chairman Koorn declared a public hearing on the 2024 budget.

Chairman Koorn asked if there were any questions or changes for the board.

No questions or comments were presented.

Commissioner Smith motioned to approve the 2024 Budget; motion seconded by Chairman Koorn.

**Motion carried unanimously.**

#### **Credit Card Machine**

Secretary Spydell stated she had contacted the Island County Treasurer's Office regarding a credit card machine for district use. The county recommended using Heritage Bank. Secretary Spydell explained the merchant through Heritage Bank will send us the equipment and software at no cost. They charge a three percent fee for each transaction that is directly deposited to the merchant through the software. The software appears to be easy to use. Secretary Spydell stated she is not sure the district needs a credit card machine because there are not very many transactions annually, however, a link can be created so CPR registrations and address sign orders can be paid for through the North Whidbey Fire and Rescue website. Secretary Spydell stated the convenience would be there for customers if they wanted to use it.

Chairman Koorn stated he is not a fan of accepting credit card payments, but it would lower the amount of deposit runs to the bank.

Commissioner Smith stated he would like to see the district offer it to customers, and it is easy to track records and transactions.

Chief Swiger stated the convenience for customers that want to use a credit card would be good.

Chief Lacy asked if refunds were possible.

Secretary Spydell stated the software did allow for refunds back to the customer.

Chairman Koorn stated if the administrative office wants it, he is okay with getting one.

By consensus, the board authorized the use of a credit card machine at the administrative office.

#### **Hartley Donation**

Chief Swiger stated the North Whidbey Firefighters' Association should be very close to receiving their 501(3)c designation.

Secretary Spydell stated she reached out to Gloria Hartley's financial advisor and is waiting to hear back from her accountant on how she would like the payment transferred to the North Whidbey Firefighters' Association.

Chairman Koorn asked if Attorney Brian Snure had advice or feedback on the process.

Secretary Spydell stated Mr. Snure did not see any problems moving forward either way.

Chief Swiger stated the Washington State Auditor's Office had been contacted as well, and there were no issues presented by them regarding the matter either.

#### **New Business:**

##### **Resolution 544 – Increase Property Tax Levy**

Chairman Koorn motioned to approve Resolution 544; motion seconded by Commissioner Smith.

**Motion carried unanimously.**

##### **Resolution 545 – Adopt Budget for 2024**

Chairman Koorn motioned to approve Resolution 545; motion seconded by Commissioner Smith.

**Motion carried unanimously.**

##### **Resolution 546 – Cancel Warrant #637752**

Secretary Spydell stated the payments going to AFLAC were never received or applied to our account. The remittance address for AFLAC payments has been updated, and according to AFLAC they have been going to the wrong address for quite some time. The payments have not cleared the bank, and payments have already been reissued to AFLAC because the policies were about to be canceled due to nonpayment.

Chairman Koorn motioned to approve Resolution 546; motion seconded by Commissioner Smith.

**Motion carried unanimously.**

##### **Resolution 547 – Cancel Warrant #639160**

Chairman Koorn stated the warrant was an additional AFLAC payment.

Chairman Koorn motioned to approve Resolution 547; motion seconded by Commissioner Smith.

**Motion carried unanimously.**

#### **Volunteer Pay**

Chairman Koorn stated he would like to wait on increasing volunteer pay until the Fair Labor Standards Act 20% threshold is calculated and confirmed for district volunteer pay purposes.

#### **Alarm Estimate**

Chief Swiger stated the current alarm system at Station 21 uses dialog phone lines and with the voice-over-IP phone upgrade, the alarm system needs to be upgraded as well.

Chairman Koorn asked for the cost of the upgrade.

Chief Swiger stated the cost to be \$2084.00 to set up plus \$35.00 per month for monitoring service.

Chairman Koorn thanked Chief Swiger for the information.

#### **Battalion Chief Applicants**

Chief Swiger stated the district will be testing six applicants.

Chairman Koorn stated he feels like there is a good selection of candidates.  
Commissioner Smith stated he feels like it is a good group of candidates and more than he was expecting.  
Chief Swiger stated the assessment planning is in progress.

### **Schedule Special Meeting**

Chief Swiger stated a special meeting needs to be scheduled to approve the hiring of an applicant for the full-time firefighter position. Chief Swiger stated the chief interviews are being conducted Monday, November 20<sup>th</sup>, so a special meeting the next day would be ideal.  
Chairman Koorn and Commissioner Smith both stated they were available November 21<sup>st</sup>.

By consensus, a special meeting was scheduled for 1:00 p.m. on November 21<sup>st</sup>, 2023, at the district's administrative office.

### **Whidbey Health Contract**

Chief Swiger stated he was in the process of reviewing Central Whidbey's new contract with the hospital and plans to ask Whidbey Health to match it.

Chairman Koorn stated the district needs to notify the Whidbey Health that we would like to renegotiate the contract.

Chief Swiger stated the notification process has been started.

Chief Swiger notified the board that Whidbey Health is going to invoice the district for all shifts the ambulance was not staffed from July through December of 2023.

Chairman Koorn asked how much the district is expecting to be invoiced for.

Secretary Spydell stated she calculated a rough estimate around \$50,000.

Chairman Koorn stated rental rates with Whidbey Health need to be renegotiated as well. He stated the district pays more for them to be there than to not have them there.

Secretary Spydell stated she thinks they should be paying for the cable. She did not see in the contract where the district was responsible for supplying cable television.

Chairman Koorn asked for a full expense report to be prepared for both locations rented to Whidbey Health.

### **Fire Chief Report**

Chief Swiger stated he was planning an Exterior Live Firefighter (ELF) program to train entry-level exterior firefighting to new volunteers that are eligible to receive new personal protective equipment through the SAFER grant. Chief Swiger stated the volunteers will have to show proof of receiving their Firefighter I certification upon completion of academy as well, but the ELF program will help get the process started earlier.

Chairman Koorn asked how many new volunteers will be put through the ELF program.

Chief Swiger stated there are six volunteers under the grant, but all new volunteers that have not completed the academy will go through the program as well. The total will be around sixteen volunteers.

Chairman Koorn stated he would like Recruitment and Retention Coordinator Maroua Gottih to report to the board during the special meeting on what she has been working on.

### **Ops Chief Report**

None

### **Battalion Chief Report**

None

**Chairman Koorn asked the board members if there was a need for an executive session. Chairman Koorn declared no executive session was needed. There was no executive session for RCW 42.30.110 as listed on the agenda.**

### **Good of the Order**

Commissioner Smith asked if there were any updates regarding the Ault Field property.

Chief Swiger stated the last update he heard was the information from Commissioner Lamont that the state was waiting for an appraisal, and it could take some time.

Chairman Koorn stated correspondence was made through the board secretary, so Secretary Spydell has the contact information for the state representative.

Commissioner Smith asked about the radio in the district's Ford Fusion.

Chief Swiger said the radio has been enabled and it was previously disabled because it drains the battery.

Commissioner Smith asked Chief Swiger if there were any updates regarding fire inspections.

Chief Swiger stated the county has not held its meeting yet.

Commissioner Smith asked when the county started doing their own fire inspections.

Chief Swiger stated the county started about two months ago.

Chairman Koorn asked Chief Swiger to request something in writing from the county confirming whether the contract was going to be honored.

Chief Swiger stated he would contact the county.

Chairman Koorn asked if the district was doing its own pre-fire planning.

Chief Swiger confirmed.

Commissioner Smith asked for an update on the LED upgrade for the fire stations.

Chief Swiger stated the project has been discontinued.

Commissioner Smith asked what the original plan was.

Chief Swiger stated the upgrade was something Chief Clark had wanted.

Chairman Koorn asked Chief Swiger to send the board a list of all the improvements that Lieutenant Mike Reinstra is requesting for all the fire stations.

Chief Swiger stated he would get the list.

Commissioner Smith asked what the repair process is.

Chief Swiger stated Lieutenant Reinstra gets notified through First Due of any maintenance issues.

Commissioner Smith stated all the repairs he mentioned needing fixed when Chief Clark was here have still not been addressed. He stated the process, or communication regarding maintenance issues is broken, at best.

Chairman Koorn instructed Chief Swiger to get the repair/upgrade list from Lieutenant Reinstra for the board to review.

No further questions or comments were presented.

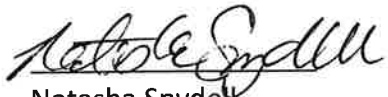
### **Adjourn Meeting**

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

**Motion carried unanimously.**

Meeting Adjourned at 10:23 a.m.

Attest:



Natasha Spyden

Board Secretary/Accounting Manager