



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Station 25, 2720 Heller St., Oak Harbor, WA
Phone: 360-675-1131 Email: Admin@nwfr.org

Meeting Minutes

January 14th, 2025

6:30 p.m.

Approved February 11th, 2025

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

Additions to the Agenda

Unfinished Business: (e.) Maintenance List, (f.) EMS License, (g.) ST26 Door

New Business: (d.) Maintenance Position

Executive Session: **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.

Public Comment

None

Correspondence

The board received a letter from Island County notifying the district that the Fire Inspection Interlocal Agreement dated 2013 is being terminated, to be effective March 1st, 2025.

Consent Agenda: Meeting Minutes for Regular Meeting, December 10th, 2024, expenditure approval for the month of December 2024, and Treasurer's Report for November 2024.

General Batch #49G for Vouchers 241201001-241201012 dated 12/04/2024 in the amount of \$3,126.05.

General Batch #50G for Vouchers 241202001-241202016 dated 12/11/2024 in the amount of \$63,599.80.

Payroll Batch #1224P for Transactions 2244-2324 dated 12/16/2024 in the amount of \$73,144.14.

Payroll Batch #51B for Vouchers 241203001-241203005 dated 12/18/2024 in the amount of \$9,672.39.

Payroll Batch #51B for EFT Transactions 2327-2330 dated 12/18/2024 in the amount of \$25,038.47.

General Batch #51G for Vouchers 241204001-241204014 dated 12/18/2024 in the amount of \$7,223.81.

General Batch #52G for Vouchers 241205001-241205015 dated 12/24/2024 in the amount of \$6,135.92.

General Batch #53G for Vouchers 241206001-241206007 dated 12/31/2024 in the amount of \$948.39.

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

Motion carried unanimously.

Personnel

Chief Swiger stated Chief Lacy has stepped down from part-time battalion chief and will be 200 duty fill-in and support as needed. A budget will need to be established for the line item and can be discussed further at an upcoming special meeting.

Unfinished Business:

Budget 2024

Commissioner Smith stated he appreciated how Chief Swiger managed the budget. Chairman Koorn and Commissioner Miller corroborated how the budget was managed very well.

Budget 2025

None

Strategic Plan Proposals

Chairman Koorn stated the discussion will be moved to a special session.

Chief Swiger stated there were two proposals he felt were worthy of further discussion: Public Consulting and AP Triton.

Commissioner Miller and Commissioner Smith concurred stating those were their top two proposals as well.

Chairman Koorn stated he liked AP Triton.

Policy 163 – Unauthorized Entrance and Encampment

Chairman Koorn stated some questions the board had were sent to Attorney Brian Snure and the board reviewed his responses. He asked if anyone had any questions or comments regarding the policy or responses.

No comments or questions were presented.

Commissioner Smith motioned to approve Policy 163; motion seconded by Commissioner Miller.

Motion carried unanimously.

Maintenance List

The board asked Chief Swiger if he had an update on the building maintenance list.

Chief Swiger stated he did not have an updated list.

EMS License

Chief Swiger stated he called other departments around the region, and they are refurbishing or holding onto their ambulances because it is a two-year wait for new. He was directed to look at a company in Texas and there are multiple options there ranging from \$8K - \$100K.

Chairman Koorn stated Chief Swiger should call where the district bought E26 from

Chief Horton stated he was supposed to get contact info from Chief Dilley at SWFE as well.

ST26 Door

Chief Swiger stated the door was damaged during a windstorm/power outage. The door was opened and came down and hit the top of the engine. He stated it is an old wooden door that he would like to get fully replaced.

Commissioner Smith asked if there was any damage to the engine.

Chief Swiger stated there was only a bent bracket that was easily bent back.

Chairman Koorn motioned to approve the garage door purchase; motion seconded by Commissioner Smith.

Motion carried unanimously.

New Business:

Resolution 558 – Cancel & Reissue Warrant #660098

Secretary Spydell stated another check issued to the same vendor was similarly damaged and could not be deposited by the bank.

Commissioner Smith motioned to approve Resolution 559; motion seconded by Commissioner Miller.

Motion carried unanimously.

FDIC International

Chief Swiger stated the conference is in April and two volunteers are being sent out of the SAFER Grant funds. He would like to send one other district member using the district budget.

Chairman Koorn stated he was uncertain about sending a third.

Commissioner Smith stated he was okay sending a third.

Commissioner Miller stated he was okay sending a third.

By majority, the board approved sending a third member to FDIC International in April 2025.

Organizational Chart

Chairman Koorn stated a new organizational chart was sent out by Chief Swiger and asked if there were any questions.

No questions were presented.

Commissioner Miller motioned to approve updating the organizational chart; motion seconded by Chairman Koorn.

Motion carried unanimously.

Maintenance Position

Chief Swiger stated the district has a unique opportunity to retain Mike O'Malley who needs to go back to work full-time. He is currently a volunteer who does a lot of work for the district and has a variety of skills. Chief Swiger stated he talked to LT Reinstra and the chiefs, and he is looking to move LT Reinstra to a shift Lieutenant at his same schedule. He stated LT Reinstra would keep the vehicles as a collateral duty and the union and LT Reinstra are both onboard. Mike O'Malley would be hired as maintenance and his skill set would be a great addition for the district.

Chairman Koorn stated this is the first time the board is hearing about this proposal, and he assumes chief is not looking for an answer on the matter tonight.

Chief Swiger stated he was proposing it tonight to be discussed further at the upcoming special meeting.

Fire Chief Report

Chief Swiger stated he attended the county commissioner meeting to discuss the fire marshal position. He stated a lot more discussion needs to happen, but our pitch was made. Chief Swiger stated Chief Helm was in attendance as well, and Sheriff Felici is in support of the position also.

Deputy Fire Chief Report

Chief Merrill stated the First Due fire investigation module is live as of January 1st. There are some changes First Due is making per request.

Admin Chief Report

Chief Horton stated the First Due ECPR module will be live in February. He stated he is going over practice reports with duty crew and there are still a few corrections and updates to make to the module.

Chief Horton went over the manning and incident response reports for the month of November. Chief Horton stated the district has two new qualified firefighters and one of our firefighters has been mobilized with Camano Fire to California.

Battalion Chief of Training and Safety Report

Chief Gause stated there is a house burn scheduled on Saturday. The high school is good to resume work on the door prop and they are going to redo the roof prop as well. He stated he completed the training calendar for the year and the academy is scheduled to begin March 3rd and 19-23 recruits will be attending from NWFR.

Chairman Koorn asked if the board could get a copy of the training calendar.

Chief Gause stated he would send copies to the board.

At 7:00 p.m. Chairman Koorn called the meeting into executive session until 7:15 p.m.

1. Executive Session:

a. RCW 42.30.110(g)

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

b. RCW 42.30.140(4)(a)

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At 7:15 Chairman Koorn extended the executive session until 7:25 p.m.

At 7:25 p.m. Chairman Koorn called the meeting out of executive session into regular session.

No decisions were made.

Good of the Order:

None

Fire Chief Swiger Oath of Office

Chief Swiger was sworn in as North Whidbey Fire and Rescue Fire Chief. The board asked members and attendees to stay after the meeting to congratulate the chief and celebrate with some cake.

Adjourn Meeting

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

Motion carried unanimously.

The Regular Meeting of the Board adjourned at 7:31 p.m.

Attest:

A handwritten signature in black ink, appearing to read "Natasha Spydell", written over a horizontal line.

Natasha Spydell

Board Secretary/Accounting Manager