



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

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

Special Meeting Minutes

March 4th, 2024

9:00 a.m.

Location: 770 NE Midway Blvd
Oak Harbor, WA

Approved April 9th, 2024

Call to Order: Chairman Marvin Koorn called the meeting to order at 9:00 a.m. Also in attendance: Commissioner Gerald Smith, Interim Fire Chief Chris Swiger, Battalion Chief Dan Horton, Battalion Chief Steve Lacy, Secretary Natasha Spydell and Human Resources Specialist Crystal Swanson.

Job Description Approval

a. Volunteer Captain

Commissioner Smith went over grammar corrections.

Human Resources Specialist Swanson made grammar corrections.

Commissioner Smith stated he did not like the wording 'the captain *assumes* duties' under Supervision Exercised and Responsibilities.

Chairman Koorn agreed there should be two separate sentences and *assumes* should be changed to *is assigned* in the first sentence. He stated the second sentence should read 'the captain assumes command at emergencies and in the absence of a superior officer.'

Commissioner Smith stated the strike-out on page 2 needs to be removed.

Commissioner Smith stated all abbreviations under Education and Training Requirements should be spelled out.

b. Recruit Volunteer Firefighter

Commissioner Smith stated the first sentence under Position Function should state 'waiting to *become certified Firefighter I*' or something similar.

Chairman Koorn suggested changing it to include an equivalent training program as approved by fire chief.

Commissioner Smith stated the Education and Training Requirements section should match the other job descriptions.

c. Volunteer Lieutenant

Commissioner Smith stated the first line under Duties should be worded identically to the captain job description and include the word *lieutenant*.

Commissioner Smith asked who a volunteer lieutenant completes a performance review for.

Chief Lacy explained the performance review process.

Chairman Koorn stated to leave the statement as-is because it provides some leeway for others to assist in completion of performance reviews.

Commissioner Smith stated the Education and Training Requirements section should match the captain job description.

Standard Operating Guideline (SOG) Approval

Commissioner Smith asked if a policy on creating policies was drafted yet.

Specialist Swanson stated it has not been completed yet.

Commissioner Smith asked if SOGs should be reviewed or wait for the policy on updating policies.

Chairman Koorn asked what affect waiting for the policy would have.

Commissioner Smith stated accountability.

Chairman Koorn asked what Commissioner Smith wanted in the policy.

Commissioner Smith stated he would like an outline of how policies are reviewed, written and edited, etc. He stated when policies and SOGs come to the board for approval there should not be this many errors. There are chief officers and administrative staff that have not reviewed the policies yet.

Chairman Koorn stated he is a little hesitant to have a policy on policies. He understands having a policy regarding formatting but is uncertain about the review process being a policy.

Commissioner Smith asked if policy issues are 100% the fire chief's responsibility.

Chairman Koorn confirmed.

Chairman Koorn stated some wording and punctuation is personal preference or open to interpretation.

Commissioner Smith stated he previously made two separate comments regarding a policy on policy and asked Chairman Koorn why he did not bring his concerns up then.

Chairman Koorn stated he is okay with a generic policy on policy. Chairman Koorn stated there needs to be some leeway for the chief to use his staff as he sees fit when developing policies and SOGs.

Commissioner Smith stated he is fine with a generic policy.

Chairman Koorn stated he does not have a problem with going through the SOGs on the agenda and smoothing them out prior to a policy being written.

Commissioner Smith agreed to go over the SOGs.

a. Command and Control

Commissioner Smith suggested #1 under Purpose should be changed from *and* to *at*.

Commissioner Smith stated #2 under Purpose should have *and* between *strategy tactics*.

Commissioner Smith said *command* in *Incident command System* needed to be capitalized.

Commissioner Smith stated the *s* on *resources* needed to be removed.

Commissioner Smith stated 1.1.4 should state 'emergency *personnel* operating.'

Commissioner Smith stated *Needed Fire Flow* should not be capitalized.

Commissioner Smith stated the last sentence in 1.4.1 does not make sense because everything is staged.

Chief Swiger stated it just gives flexibility.

Commissioner Smith stated 1.4.1.1 needs a period at the end.

Commissioner Smith asked if the term in 1.4.2 is fast-attack or fire-attack because it is not consistent.

Chairman Koorn stated one is a mode and the other is an action.

Commissioner Smith stated 1.5 needed and *s* added to *Objective* and *define* needed to be capitalized.

Commissioner Smith stated 1.8 needed to state *Incident Action Plan* not *Incident Plan*.

b. Carbon Monoxide Response

Commissioner Smith asked if different levels of carbon monoxide are being documented when the district responds to an alarm call.

Chief Swiger stated levels are not documented.
Commissioner Smith asked if the district should start documenting CO levels on alarm calls.
Chief Swiger stated he does not see why and asked what it would accomplish.
Commissioner Smith stated just documentation.
Chairman Koorn stated it is a good idea for liability reasons.
Commissioner Smith stated *carbon monoxide* is unnecessarily capitalized throughout the policy.
Commissioner Smith stated no process was mentioned in general for using equipment.
Chief Swiger stated equipment will have its own SOG.
Chairman Koorn stated a line for equipment use is probably good to add.
Chief Swiger stated there is no SOG on the equipment yet.
Chairman Koorn asked if this SOG should be tabled until an equipment SOG is written.
Chief Swiger stated there is already a carbon monoxide policy, this is an SOG to go along with it.
Chairman Koorn asked if the policy mentioned equipment use.
Chief Swiger stated it does not.
Chairman Koorn stated he agrees there should be a reference for equipment use stated in the SOG.
Chief Swiger stated under 3.2 a generic statement can be added stating to refer to manufacturer's user manual.
Chairman Koorn stated he was good with that.
Commissioner Smith stated he was good with that.
Commissioner Smith asked if *carbon monoxide meter* should be added as a type of equipment used.
Chief Swiger stated the district currently does not have any.
Chairman Koorn stated it is fine to add in the event some are acquired in the future.
Chief Horton suggested including *single-gas meter*.
Chairman Koorn stated he is good with that.
Commissioner Smith asked where the threshold of 9ppm in 3.3 came from.
Chief Swiger stated according to hazmat training, people can start feeling effects between 7ppm and 10ppm.
Commissioner Smith stated natural gas should be included in 3.4.
Commissioner Smith stated Section 4 should state *safe levels* of CO, not *absence of*.

c. Span of Control

Commissioner Smith asked what the two general areas of the safety officer's responsibilities are as mentioned in 3.2.
Commissioner Smith stated if 3.2.1 is one group and 3.3 is second group, the second group should be numbered as 3.2.2.
Chairman Koorn agreed.
Commissioner Smith stated 3.2.1 wording should match 3.2.2.
Commissioner Smith asked if the district is going to set the standards on the qualifications for a safety officer on an emergency scene.

d. Transfer of Command

Commissioner Smith asked about Section 1.1 referring to the sentence that mentions face-to-face transfer.
Chief Swiger stated this is only a transfer of command SOG, not a taking of command SOG.

Chairman Koorn stated the example might not be needed and asked if it confuses things. Chief Swiger stated it is just an example.

Chairman Koorn called the meeting into executive session at 10:30 a.m. until 11:00 a.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 42.30.110(1)(h)

To evaluate the qualifications of candidate for appointment to elective office.

c. 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.

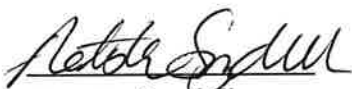
At 11:00 a.m., Chairman Koorn extended the executive session until 11:20 a.m. At 11:20 a.m. Chairman Koorn called the meeting out of executive session. No decisions were made.

Adjourn

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

The Special Meeting of the Board adjourned at 11:21 a.m.

Attest:



Natasha Spydell

Board Secretary/Accounting Manager