



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

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

Meeting Minutes

July 19th, 2023

6:30 p.m.

Approved August 8th, 2023

Call to Order: Chairman Marvin Koorn called the meeting to order at 6:30 pm. Also in attendance: Commissioner TJ Lamont, Commissioner Gerald Smith, Interim Fire Chief Chris Swiger, Battalion Chief Dan Horton, Volunteer Battalion Chief Steve Lacy and Secretary Natasha Spydell.

Additions to the Agenda

- a. Engine 24
- b. Overtime Backlog

Chairman Koorn stated the agenda additions will be added under New Business as (d) and (e) respectively.

Public Comment

No public comments were made.

Correspondence

None

Consent Agenda: Minutes: Special Meeting June 12th, 2023, Regular Meeting June 13th, 2023, Special Meeting July 5th, 2023, Expenditure Approval for the month of June 2023 and Treasurer's Report approval for the month of May 2023.

*General Batch #23G for Vouchers 230601001-230601012 dated 6/07/2023 in the amount of \$4,410.23.
Payroll Batch #24B for Vouchers 230602001-230602009 dated 6/14/2023 in the amount of \$16,090.33.
General Batch #24G for Vouchers 230603001-230603016 dated 6/14/2023 in the amount of \$12,490.88.
General Batch #25G for Vouchers 230604001-230604019 dated 6/21/2023 in the amount of \$7,299.24.
Payroll Batch for 941 EFT dated 6/23/2023 in the amount of \$11,145.24.
Payroll Batch #0623P for Transactions 944-1018 dated 6/23/2023 in the amount of \$55,426.94.
General Batch #26G for Vouchers 230606001-230606018 dated 6/28/2023 in the amount of \$11,750.22.*

Chairman Koorn asked if there were any questions on the consent agenda.
No questions or comments were presented.

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

Motion carried unanimously.



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Station 25, 2720 Heller Rd., Oak Harbor, WA

Phone: 360-675-1131 Email: Admin@nwfr.org

Personnel

Chief Swiger stated Human Resources Crystal Swanson resigned.

Unfinished Business:

Budget

Chairman Koorn stated he has reviewed the budget and did not have any questions or comments. Chairman Koorn asked if any board members had any questions or comments regarding the budget. No questions or comments were presented.

Air Trailer

Chairman Koorn stated he thought the air trailer was tabled until the 2024 budget was proposed. Commissioner Lamont stated he asked for the air trailer to be put back on the agenda. Commissioner Lamont asked the board why they wanted to wait until next year if there is a current need for it and there is money in the budget to purchase one now. Chairman Koorn stated in the previous years high-priced items have been presented as an immediate need when they were not budgeted, and he would like such items to be budgeted moving forward. Commissioner Smith agreed with Chairman Koorn. Chief Lacy asked the board for clarification that they are not saying no to the air trailer but want to wait on it until it is a budgeted expense. Chairman Koorn confirmed and stated in previous years discussions about an air trailer concluded with it not being necessary, and now it is being presented as necessary. Commissioner Smith stated he is willing to discuss an air trailer for the district, but he is not in favor of having district employees build one. He stated the district has a good relationship with mutual aid partners who have air trailers that we can use for now.

Survey Monkey

Secretary Spydell shared a printed preview of the internal survey questions and formatting created in Survey Monkey. Chairman Koorn stated he does not have any issues with the survey. He asked if there is a way to know if a member is a volunteer or paid employee. Chief Swiger stated a question could be created at the beginning of the survey. Commissioner Smith stated he does not see why it matters knowing if it is a volunteer or paid employee. He asked Secretary Spydell why some questions have asterisks by the numbers. Secretary Spydell stated she believed it was the formatting of the question, but she would research it further. Chairman Koorn asked if there are any objections to asking whether it is a paid employee or volunteer. Commissioner Smith and Commissioner Lamont said they do not object. Chief Swiger asked the board how long they think the survey should run for. Commissioner Smith suggested one month. Commissioner Lamont suggested two weeks.



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Station 25, 2720 Heller Rd., Oak Harbor, WA

Phone: 360-675-1131 Email: Admin@nwfr.org

Chairman Koorn stated he was good with two weeks.

Commissioner Smith asked if the exit interview was created in Survey Monkey.

Secretary Spydell stated it was not in Survey Monkey, but Human Resources Specialist Crystal Swanson created it as a PDF fillable form for convenience.

Commissioner Smith stated he was good with that.

By consensus the board agreed to approve the survey being sent to members of the district with a two-week timeframe for completion.

New Business:

Class A Uniforms

Commissioner Lamont stated he would like a board decision on whether the district requires personnel to have a Class A uniform, and if so, should the district pay for them or give a uniform allowance.

Chairman Koorn asked if currently the district offers Class A uniforms to employees after a specific amount of the time with the district.

Chief Swiger stated no.

Commissioner Lamont stated he thinks the fire chief should be required to have a Class A uniform.

Chairman Koorn asked what the cost is.

Chief Swiger shared two quotes from vendors: Kroesen's is \$670.00, and Lighthouse is \$739.00.

Commissioner Lamont stated he does not want to require all personnel to have one or pay for all, but the fire chief should have one.

Chairman Koorn asked the board if they want to consider requiring them for all chief officers and the board members as well.

Commissioner Smith stated he does not have a problem with the district paying for the uniform after an employee has been here for a specific length of time or if firefighters are provided a uniform and do not stay long the district should be reimbursed.

Commissioner Lamont stated the chief officers should have one after a specific amount of time with the district. The current chief officers have already been with the district for many years.

Commissioner Smith asked the chiefs for their opinions.

Chief Swiger stated he thinks chiefs should have them.

Chief Lacy stated the chiefs represent the district and should have the uniforms as other districts do.

Chairman Koorn stated he thinks the district should provide the uniforms.

Commissioner Smith stated he has no problem approving the district to provide the uniforms, but he would like specifics on who gets the uniforms and when.

Chairman Koorn agreed the policy should be specific.

Chairman Koorn stated a policy can be drafted first since there is no immediate need for the uniforms.

Commissioner Smith stated it should list all the uniform items for all personnel categories.

Chairman Koorn stated the board is all in support of providing Class A uniforms in some capacity, but the who and what needs to be lined out first.



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Station 25, 2720 Heller Rd., Oak Harbor, WA

Phone: 360-675-1131 Email: Admin@nwfr.org

NAEFO/Fire Shows West Expo

Chairman Koorn stated he prefers attending the Fire Shows West Expo but attending NAEFO would put them in Henderson, NV area for visiting the facility of Firetrucks Unlimited.

Commissioner Lamont stated he will not be going to tour the facility.

Commissioner Smith stated he still needs to verify his schedule.

Secretary Spydell stated she had hotel reservations for both places but has not registered for any conferences or events.

Chairman Koorn stated to keep it like that for now.

Rescind SOG 1001.1 Purchasing and Credit Card Use

Chairman Koorn stated this is the SOG discussed at the special meeting on July 5th.

Commissioner Smith motioned to rescind SOG 1001.1; motion seconded by Commissioner Lamont.

Motion carried unanimously.

Engine 24

Chief Swiger stated the drive line separated and will need to be repaired. Chief Swiger stated a new dampener costs approximately \$6000, but they have not yet located one for purchase. He stated the other option is to take the parts to a machine shop to get repaired or fabricated.

Chairman Koorn stated inspections are done every year on these vehicles by Camano Fire Shop and questions why discrepancies were not previously discovered.

Chief Swiger stated the issue has been brought to the attention of Camano Fire and their response was that different eyes see different things.

Commissioner Smith asked if Chief Swiger had pulled up the inspection from last year.

Chief Swiger stated he had not.

Chairman Koorn stated the vehicle needs repaired regardless, but Camano Fire owes the district something for this.

Chief Swiger stated the rear brakes need to be replaced as well.

Overtime Backlog

Secretary Spydell stated the firefighter overtime pay was behind the regular pay schedule by two months. She has been looking into the best way to remedy the situation and get overtime pay caught up to regular pay periods and presented the board with a proposal. Secretary Spydell stated she would also like to adjust the regular payroll date to the 15th of every month as well.

Commissioner Smith asked why overtime pay was so far behind.

Secretary Spydell explained that because the 28-day FLSA cycle is shorter than our regular pay period the gap between the two continued to increase over time.

Commissioner Koorn stated the policy would need to be updated.

Secretary Spydell stated the payroll consists of many policies and it could be some time before a complete payroll policy is updated and she is looking for a temporary fix in the meantime.



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Station 25, 2720 Heller Rd., Oak Harbor, WA

Phone: 360-675-1131 Email: Admin@nwfr.org

Chairman Koorn stated the board cannot go against policy and the union CBA.

Secretary Spydell stated there is nothing in the CBA that states the specific day an employee is to be paid, or when overtime is to be paid.

The board reviewed the CBA.

Chairman Koorn and Commissioner Smith stated there was not anything in the CBA that would be a conflict with updating pay dates.

Commissioner Smith asked Secretary Spydell which proposal she preferred.

Secretary Spydell stated she would like the regular pay date changed as well as an additional pay date for overtime pay that is ten days after the end of every 28-day cycle. Secretary Spydell stated the only payroll policy that outlines paycheck disbursement dates is Policy 123. She stated it is a one-page policy that could be updated and presented to the board for approval at the next regular meeting.

Chairman Koorn stated he is fine to start implementing it, but the policy needs to be updated.

Commissioner Smith stated the board should wait for the policy update.

By consensus the board will approve the payroll changes at the next board meeting once the policy is updated to reflect the proposed changes.

At 7:33 pm Chairman Koorn called the meeting into Executive Session from 7:35 pm until 8:00 pm.

Executive Session:

a. 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.

b. RCW 42.30.110(1)(g)

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

c. RCW 42.30.110(1)(b)

To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

At 8:00 pm Chairman Koorn called the meeting out of executive session into regular session. No decisions were made.

Fire Chief Report



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Station 25, 2720 Heller Rd., Oak Harbor, WA

Phone: 360-675-1131 Email: Admin@nwfr.org

Chief Swiger stated a budget item request has been sent out to chief officers and station officers to prepare the 2024 budget.

Island County has hired a fire inspector.

Chief Swiger will be off tomorrow sitting on the interview board for NASWI Fire Dept.

There was a large fire in Coupeville today and everyone did an outstanding job.

Operations Chief Report

Chief Horton presented the board with the report for calls ran in June.

Battalion Chief Report

Chief Lacy stated physical agility testing will be conducted this Saturday with 8-10 candidates. The district has recently picked up eight cadets and one has applied already for next quarter. The process will last until the end of August then they will go to their assigned stations. Chief Lacy stated there was a good turnout of volunteers for the fire today.

Chairman Koorn asked how many qualified volunteers the district currently has.

Chief Lacy stated approximately 35 are qualified.

Chairman Koorn asked if the board could get a report that breaks down how many qualified volunteers, MSAR volunteers, and in-training volunteers there are.

Chief Lacy stated he would send a report to the board members.

Good of the Order

Chairman Koorn asked if there were any other questions or comments.

No questions or comments were presented.

Adjourn Meeting

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

Motion carried unanimously.

Meeting Adjourned at 8:15 pm.

Attest:

Natasha Spydell

Board Secretary/Accounting Manager