



## 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

April 9<sup>th</sup>, 2024

6:30 p.m.

*Approved May 14<sup>th</sup>, 2024*

**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, Interim Fire Chief Chris Swiger, Battalion Chief Dan Horton, Battalion Chief Steve Lacy, Battalion Chief Jobie Gause and Secretary Natasha Spydell.

#### **Additions to the Agenda**

Chairman Koorn stated the Island County Public Works correspondence will be placed on the agenda. Chief Swiger added:

1. Fire Rescue International
2. Conex Box ST27
3. Insurance Quote

Chairman Koorn stated the additions will go under new business.

#### **Public Comment**

None

#### **Correspondence**

- a. Silver Lake Water Line Upgrade

Chairman Koorn stated the water lines are being replaced in the community where station 23 is located and the district could see increased costs to their water bill.

- b. Island County Public Works

Chairman Koorn stated the county was looking for input regarding their transportation improvement, capital improvement, and annual road construction programs.

Commissioner Smith stated the notice expired on March 29<sup>th</sup>, 2024.

**Consent Agenda:** Meeting Minutes for Special Meeting, March 4<sup>th</sup>, 2024, Regular Meeting, March 12<sup>th</sup>, 2024, expenditure approval for the month of March 2024, and Treasurer's Report for February 2024.

*General Batch #10G for Vouchers 240301001-240301017 dated 03/06/2024 in the amount of \$7,934.50.*

*Payroll Batch #0312OT for Transaction 405 and 941 EFT dated 03/12/2024 in the amount of \$66.88.*

*Payroll Batch #11B for Vouchers 240303001-240303005 dated 03/13/2024 in the amount of \$8,373.11.*

*Payroll Batch #11B for EFT Transactions dated 03/13/2024 in the amount of \$25,060.89.*

*General Batch #11G for Vouchers 240304001-240304023 dated 03/13/2024 in the amount of \$17,402.40.*

*Payroll Batch #0324P for Transactions 407-482 dated 03/15/2024 in the amount of \$68,407.04.*

*General Batch #12G for Vouchers 240305001-240305020 dated 03/20/2024 in the amount of \$35,684.70.*

*General Batch #13G for Vouchers 240306001-240306011 dated 03/27/2024 in the amount of \$7,957.40.*

Chairman Koorn stated the consent agenda will be divided into two sections because some of the items were prior to Commissioner Miller's appointment.

Chairman Koorn asked if there were any questions on the meeting minutes for Special Meeting, March 4<sup>th</sup>, 2024, and Regular Meeting, March 12<sup>th</sup>, 2024.

No questions were presented.

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

**Motion carried unanimously.**

Chairman Koorn asked if there were any questions on the expenditure approval for March 2024 and the treasurer's report for February 2024.

No questions were presented.

Commissioner Smith motioned to approve the expenditure approval and treasurer's report, motion seconded by Commissioner Miller.

**Motion carried unanimously.**

#### **Personnel**

R&R Coordinator Chris Kohfield

Start Day 4/1/2024

Chief Swiger stated Coordinator Kohfield has started working as the recruitment and retention coordinator and the district will do his pinning next month.

#### **Unfinished Business:**

#### **Budget**

##### **2024 Budget**

Chairman Koorn asked if anyone had any questions or comments.

No questions were presented.

Chairman Koorn stated uniforms budget was at 60%.

Chief Swiger stated it was due to the purchase of class A uniforms for chiefs and commissioners.

No other comments were made.

##### **SOG 2200.2.1 – Duty Crew Expectations**

Chief Swiger stated the changes to section 8.3 have been made as the board requested.

The board reviewed the changes to section 8.3.

Chairman Koorn motioned to approve SOG 2200.2.1; motion seconded by Commissioner Miller.

**Motion carried unanimously.**

**New Business:**

**Nicholson & Associates Chelan Class**

Chairman Koorn asked the board and Chief Swiger if they had any interest in attending the class.

No one is interested in attending.

Commissioner Smith asked when the last day to cancel the WFCM Chelan registration with a full refund is.

Secretary Spydell stated she would contact WFCM and confirm.

**Schedule Workshop for Apparatus Replacement Plan**

Chairman Koorn asked the board to look at their schedules to schedule a meeting date.

A special meeting was scheduled for April 15<sup>th</sup> at 09:00 a.m. at the district office.

**Conex Box Station 27**

Chief Swiger stated there is a lot of clutter at station 27 and recommends purchasing a 20-foot Conex box to place behind the generator on the concrete where there is enough room and easy access.

Chairman Koorn asked if this would be temporary or long-term.

Chief Swiger stated it would be needed until the district adds onto station 27.

Commissioner Smith asked what kind of clutter there is.

Chief Swiger stated there is a lawn mower, lawn tools, a pump for pumping out tanks, plus other items at other stations.

Commissioner Smith asked the difference between a high-cube and a standard.

Chief Swiger stated the height differs.

Commissioner Smith verified the delivery fee of \$700.00.

Chief Swiger confirmed stating it would be delivered from Tacoma.

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

**Motion carried unanimously.**

**Fire Rescue International**

Chairman Koorn stated Chief Swiger is asking for board approval to attend the conference which has been approved in the past.

Commissioner Smith asked what the conference is for.

Chief Swiger stated it is for education and is better than FDIC in his opinion.

By consensus, the board approved Chief Swiger attending Fire Rescue International 2024.

**Insurance**

Chief Swiger stated he decided to look into the district's property and liability insurance prior to renewal. He stated some of the building coverage is very low and he went out for quotes from some

other companies, as well as our current provider VFIS. According to our current policy, the district must give a 60-day notice so it will not be able to switch companies until next year.

Chief Swiger provided the board with a spreadsheet for policy coverage changes and went over his recommended changes.

Chief Swiger stated crime is at \$50,000 and recommends increasing coverage to \$100,000.

Chief Swiger stated the yearly increase depends on the deductible amount. Dollar increase for a \$2500 deductible is around \$25,000, and for a \$5000 deductible the increase is around \$22,000.

Chairman Koorn verified that vehicle coverage could not be changed.

Chief Swiger confirmed stating class codes for engines cannot be changed to current market value.

Chairman Koorn asked the board for their comments.

Commissioner Smith asked what the district receives if an engine is wrecked.

Chief Swiger stated the district receives the agreed value.

Commissioner Smith asked if the agreed value is what the district paid.

Chief Swiger stated it is not.

Commissioner Smith asked if every insurance company is like that for the fire service.

Chief Swiger confirmed stating it falls under business insurance.

Chairman Koorn asked if vehicle values can be adjusted if refurbished.

Chief Swiger stated he believes so but is not positive. He stated he can call and find out.

Commissioner Smith asked what crime coverage is for and what kinds of claims the district has made over the years.

Chief Swiger stated crime coverage would be for someone stealing money.

Chairman Koorn stated if it is an employee they are also bonded and asked Chief Swiger what the difference is.

Chief Swiger stated he would get back to the board on that.

Chairman Koorn asked what the district's liability limits are.

Chief Swiger guessed around \$50,000 stating he cannot remember.

Commissioner Miller asked about the umbrella policy.

Chief Swiger stated it is at \$10 million dollars if someone sues us above and beyond.

Chairman Koorn stated he would be curious what the cost difference is if adjusted to \$20 million.

Chief Swiger stated he could find out.

Commissioner Smith, going back to property coverage, asked if the district has replacement coverage.

Chief Swiger confirmed.

Commissioner Smith asked if the policy included earthquake coverage.

Chief Swiger stated he could verify.

No further comments or questions were presented.

Chief Swiger stated he recommends the \$2500 deductible.

By consensus, the board authorizes Chief Swiger to renew the district's insurance policy as he sees fit.

### **Fire Chief Report**

Chief Swiger gave the board a copy of his annual report stating the last one he could find was from 2015. Chief Swiger stated the report is an overview of the district for 2023 and it will go on the website to inform the general public.

Chairman Koorn stated he is pleased the district is getting back into this and commended Chief Swiger for doing so.

Commissioner Smith asked if this is a draft or a copy.

Chief Swiger stated it can be a draft if the board has suggestions.

Commissioner Smith stated the first thing that caught his eye was where it says *Contact Us*, but no phone number is provided.

Chief Swiger stated he will take a look at it.

Chief Swiger stated on May 1<sup>st</sup> – 2<sup>nd</sup> the district has four to five members going out to Pondilla Estates with the Department of Natural Resources (DNR) to help clean up the community as the district has done in the past. He stated community member Teri Jo Summer is working on getting the press out there as well. Chief Swiger stated he has been working diligently on the FEMA SAFER grant application and it is due Friday, April 12<sup>th</sup>.

### **Ops Chief Report**

Chief Horton reviewed incident response reports from March with the board. He stated next month he will provide manning hours as well. Chief Horton stated on April 16<sup>th</sup>, the boat will be supporting Navy SAR.

### **Battalion Chief of Volunteers Report**

Chief Lacy stated ten applicants were tested on Saturday and two are lateral firefighters from the Navy base. He stated the applicants were interviewed this week and hopefully by April 25<sup>th</sup> everyone will have completed onboarding, and the group will be ready for board approval next month.

### **Battalion Chief of Training and Safety Report**

Chief Gause stated April 17<sup>th</sup> there is a scheduled walk-through for the fire house, and he is working on an animal search and rescue (ASAR) program. Sundays he is holding a dedicated study group and make-up session for academy personnel.

Chairman Koorn asked when the academy end date is.

Chief Gause stated June 12<sup>th</sup> is graduation.

**At 7:10 p.m. Chairman Koorn called the meeting into executive session until 7:30 p.m.**

#### **1. Executive Session:**

##### **a. 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.

##### **b. RCW 42.30.110(1)(h)**

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

##### **c. RCW 42.30.110(g)**

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

##### **d. 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 7:30 p.m. Chairman Koorn extended the executive session until 7:45 p.m.**

**At 7:45 p.m. Chairman Koorn called the meeting out of executive session into regular session. No decisions were made.**

**Good of the Order:**

Chairman Koorn asked Chief Swiger if there was any movement on the Monroe Landing property. Chief Swiger stated he has not had the chance to look into it.

Chairman Koorn asked Chief Swiger if the board could get a copy of the SAFER grant before it is submitted.

Chief Swiger stated it is last minute, but he will figure something out.

Chairman Koorn stated the administrative office will be closed on April 19<sup>th</sup> from 0900 – 1200 for the Snure Procurement Law Webinar, and a special meeting will be declared.

Commissioner Smith asked Chief Swiger if there is a plan to display the mission statement at other stations like it has been done at the district office.

Chief Swiger confirmed but stated it would be something smaller.

Commissioner Smith asked about safety inspections, stating there is a report about them every week. Chief Swiger stated it is a work-in-progress of updating safety inspections according to the Washington Administrative Code (WAC).

Commissioner Smith asked if buildings were inspected monthly.

Chief Swiger confirmed stating station captains are responsible, but others can do them as long as the captains approve the paperwork. He stated eventually Chief Gause will be overseeing the safety inspections.

**Adjourn Meeting**

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

**Motion carried unanimously.**

The Regular Meeting of the Board adjourned at 7:49 p.m.

Attest:



Natasha Spydell

Board Secretary/Accounting Manager