



## 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

August 13<sup>th</sup>, 2024

6:30 p.m.

*Approved September 10<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, Deputy Fire Chief Ray Merrill, Battalion Chief Dan Horton, Battalion Chief Jobie Gause, Battalion Chief Steve Lacy and Secretary Natasha Spydell. Not in attendance: Interim Fire Chief Chris Swiger was excused for out-of-state training.

### Additions to the Agenda

1. Schedule Special Meeting

### Public Comment

None

### Correspondence

None

**Consent Agenda:** Meeting Minutes for Regular Meeting, July 9<sup>th</sup>, 2024, expenditure approval for the month of July 2024, and Treasurer's Report for June 2024.

*Payroll Batch #0604OT for Transaction 970 dated 06/04/2024 in the amount of \$138.51.  
General Batch #23G for Vouchers 240601001-240601015 dated 06/05/2024 in the amount of \$19,746.30.  
General Batch #24G for Vouchers 240602001-240602017 dated 06/12/2024 in the amount of \$10,313.53.  
Payroll Batch #0624P for Transactions 1006-1090 dated 06/14/2024 in the amount of \$81,876.97.  
Payroll Batch #25B for EFT Transactions dated 06/14/2024 in the amount of \$30,878.50.  
General Batch #25G for Vouchers 240605001-240605022 dated 06/19/2024 in the amount of \$15,135.29.  
General Batch #25G for EFT Transaction dated 06/19/2024 in the amount of \$111.87.  
Payroll Batch #25B for Vouchers 240604001-240604006 dated 6/19/2024 in the amount of 9,332.22.  
General Batch 26G for Vouchers 240606001-240606015 dated 06/26/2024 in the amount of \$14,312.75.*

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

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

**Motion carried unanimously.**

### Personnel

Chief Horton stated Part-time Firefighter Logan Sad was picked up for the paramedic program at Central Washington and his last day with North Whidbey Fire and Rescue is tomorrow.

**Unfinished Business:****Budget**

Chairman Koorn asked if there were any questions on the budget.

No questions or comments were presented.

Chairman Koorn stated he had some questions about budget items that were close to their limit even though a budget amendment was just approved.

Secretary Spydell stated the administration is aware of other budget items being close to their limit and was told by Chief Swiger to live within the budget and not change them.

Chairman Koorn stated he would meet with Chief Swiger regarding the items.

**Apparatus Refurbishment**

None

**Whidbey Health Lease Contract**

Chairman Koorn stated Chief Swiger gave the new rent proposal to Whidbey Health and was waiting to hear back.

**New Business:****Resolution 556 – Surplus Declaration**

Chairman Koorn stated a list of surplus items has been provided to the board for review and approval.

Chairman Koorn asked if the 2 ½" and 2 ¾" hoses failed or are out of date.

Chief Horton stated he was not sure which.

Chief Lacy stated it is most likely a mixture of both.

Chief Horton stated the district has had some fail every test cycle.

Chairman Koorn stated he can see getting rid of failed hose but out of date hose can be used for training.

Chief Lacy stated it would have to be verified.

Chairman Koorn asked why so many chainsaws were on the list.

Chief Horton stated they were beyond repair and have been replaced. He stated a few were kept for training but some cost more to repair than to buy new or are beyond help.

Chairman Koorn asked if Lieutenant Reinstra would be the person to talk to.

Chief Horton confirmed.

Chairman Koorn asked if there were any more questions.

No questions were presented.

Commissioner Smith motioned to approve Resolution 556; motion seconded by Commissioner Miller.

**Motion carried unanimously.**

**SOG 2200.2.1**

Commissioner Smith asked why this SOG has come back up after just being approved.

Chief Horton stated there were changes and updates in First Due that need to be reflected in the SOG and the duty crew and the chiefs went back through it and found items that were not working well.

Commissioner Smith stated no information was passed to commissioners as to why this SOG was being passed again and he has asked for other SOGs and SOPs to be completed.

Chairman Koorn agreed.

Chief Horton stated First Due had changes that will need to be reflected in the SOG before the beginning of the year and duty crew found an area that was not following the CBA and needed changed.

Commissioner Smith stated he understands why the changes were needed but does not understand why the board asks for other SOGs and gets nothing but gets the same one the board passed a couple months ago.

Chairman Koorn stated the board should be told why it is being corrected prior to the meeting.

By consensus, the board tabled approving the SOG until a special meeting for further review.

### **Enterprise Rental**

Chairman Koorn stated he and Chief Swiger met with Enterprise to discuss options for vehicle replacement. Enterprise has seventeen vehicles available to rent to the district and they can be modified with district decals, lights and bars, etc. Chairman Koorn stated after a specific amount of time, the district can purchase the vehicles, or return them to Enterprise.

Commissioner Smith asked why the district is looking into this, what is the value to the district?

Chairman Koorn stated this was looked at ten years ago and the district decided back then that it was not worth it. Enterprise has different programs available now and it would be a quick turnaround of all small district vehicles.

Commissioner Smith asked what the district loses? Who pays for maintenance?

Chairman Koorn stated it depends on the program. He stated the district is doing its due diligence to research the programs and the possible value for North Whidbey Fire and Rescue.

Commissioner Miller stated there will be a lot of questions and more information is needed.

### **Fire Chief Report**

Chief Horton stated Engine 27 is at Camano Fire for its annual inspection and Engine 26 is back in service.

### **Deputy Fire Chief Report**

Chief Merrill stated he was not able to complete a full investigation into the house fire on Carl Avenue because he could not interview the owner. He has recently been given the opportunity to contact the homeowner and plans to reach out to get his take on how the fire started.

Chief Merrill stated he is in the process of collecting data for the NFPA 1720 standards and will present the board with its findings upon completion.

### **Ops Chief Report**

Chief Horton went over the call reports for the month of July.

Commissioner Smith asked why with the fire on Carl Avenue, the district is not requesting the closest assets. He asked if Oak Harbor, Navy, and Central were there.

Chief Horton stated Navy and Central were there, but Oak Harbor was not.

Chairman Korn asked why the district is not calling Oak Harbor. He stated it has been said for ages that the closest available assets should be called for mutual aid. He understands if the call is made by the officers, but the responsibility falls on the chiefs.

Chief Horton stated it is the way the run cards are set up. Auto-aid is set to Central or Navy.

Commissioner Smith stated he does not care what the run cards say. He asked why we are not calling Oak Harbor if they are the closest, and why are the chiefs not asking that themselves.

Chief Horton stated Chief Swiger will have to meet with the new chief about how we want to go about this.

Chief Horton stated Captain Walton was told that night that he should have called Oak Harbor.

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

Chief Lacy stated nine candidates were tested for the physical agility test (PAT) on Saturday and interviews were scheduled for today and tomorrow. Chief Lacy stated October will be the last testing for the year. He stated Chief Merrill was looking into the numbers and the district has over 33 volunteers with less than three years with the district. Eight or nine new volunteers will be added now and more in October. Chief Lacy stated it is good for the numbers but not for advancement.

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

Chief Gause stated he is working on OTEP for next year as well as training for duty crew. Chief Gause stated there are two big possible public relations opportunities coming up. He stated one is he needs a new forcible entry door, and the high school will create a better door than a vendor for way cheaper than the cost to purchase from a vendor. Also, there may be an opportunity to work with the airport for some staffing assistance.

**At 7:15 p.m. Chairman Koorn called the meeting into executive session until 7:35 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.

**At 7:35 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 stated a special meeting needed to be scheduled.

Chief Horton stated he was hoping to schedule a meeting for a decision on the part-time firefighter hire(s) on September 24<sup>th</sup>, 2024, after the testing and interviews.

Commissioner Smith and Miller stated they are available.

Chairman Koorn stated he will need to check his schedule but is okay scheduling the special meeting at this time.

By consensus, a special meeting was scheduled for September 24<sup>th</sup>, 2024, at 09:00 at the district office.

**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 7:48 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