



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Administration Building, 770 NE Midway Blvd., Oak Harbor, WA

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

Minutes

April 12th, 2022

6:30pm

Approved on May 10, 2022

Call to Order: Chairman Koorn call the meeting to order at 6:30pm. In attendance was Commissioner TJ Lamont, Commissioner Gerald Smith, Chief John Clark, Division Chief Chris Swiger and Secretary Brenda Ibarra.

Additions to agenda: Chairman Koorn requested to move Executive Section to after Commissioner's Report. Secretary Ibarra requested to add a new item under New Business: Whidbey Health MOU

Public Comment: No Public Comment

Executive Section: RCW 42.30.110 -

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

Consent agenda: Minutes: Regular Meeting, February 25th, 2022, Special Meeting, March 1st, 2022, Regular Meeting March 8th,

Vouchers for payment approval or denial for the month of February. Review of Investment, Financial report to match Island County Treasurer for February 2022.

General Batch #16G for Vouchers 220301001-220301009 dated 03/02/2022 in the amount of \$10,950.26

General Batch #17G for Vouchers 220302001-220302013 dated 03/09/2022 in the amount of \$26,579.73

General Batch #18G for Vouchers 220303001-220303003 dated 03/03/2022 in the amount of \$4,325.15

General Batch #19G for Vouchers 220304001-220304011 -dated 03/16/2022 in the amount of \$5,210.61

General Batch #20E for Voucher EFTPS dated-03/17/2022 in the amount of \$11,931.51

General Batch #21P for Vouchers 220306001-220306010 dated 03/17/2022 in the amount of \$33,854.40

General Batch #22D for Voucher 335-420 dated-03/25/2022 in the amount of \$58,641.90

General Batch #22G for Vouchers 220307002-220307007 dated 03/23/2022 in the amount of \$7,981.03

General Batch #23G for Vouchers 220308001-220308010 dated 03/30/2022 in the amount of \$8,945.86

Commissioner Lamont moved to approve the Consent Agenda Section with corrections to Minutes on Feb 25th and Expenditure Report batch 22d; seconded by Commissioner Smith. **Motion carried unanimously.**

Unfinished Business:

Personnel Leaving:

Lindsay Chaffee- Resignation (FT another agency)

Anthony Anglikowski – Registration (PT-Per Diem another agency)

Skid for New Brush Truck: LT. Reinstra present the board with a packet of three bids for the skid unit for New Brush Truck. Camano Fire is recommending for us to get a 400-gal tank instead of a 300-gal tank as a well a large pump. The pump on the quotes is with the large pump recommendation by Camano.

National FFF quote: Skid unit cost \$ 17,410.00

Cascade Fire Equipment: \$ 29,870.00



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\$21,866.00

Commissioner Lamont questioned regarding Radio purchases. Reinstra explained there are two options: 1) Benx King Mobile Radio - \$2,193.34 and 2) Motorola apx Mobile Radio \$3,500. Hand- handle radios were purchased last year off income received from wildland.

Commissioner Smith requested a new quote from National FF due to the quote is from October 2021.

Commissioner Koorn suggested to the board putting a limit authority on maximum and not to be exceeded, discussion was followed regarding establishing a limit.

Commissioner Smith made a motion to not exceed \$20,000 cost on the skid unit and approving Camano Fire building the package; seconded by Commissioner Lamont. **Motion carried unanimously**

Organization Chart/Personnel:

Administrative Staffing:

Change of Titles/Job Description

Reception- Administrative Assistant: Chief Clark requested changing Reception position to be renamed to Administrative Assistant.

Office Manager- Accounting Specialist: Chief Clark requested changing Officer Manager position to be renamed to Accounting Specialist.

Accounting Manager – Supervisor responsibilities: Chief Clark requested to add supervisor responsibilities for the Accounting Manager; Administrative Assistant and Accounting Specialist would report directly to the Accounting Manager.

Division Chief #2 – Battalion Chief of Administration/Support: Commissioner Koorn suggested to hold this until the finalization of Organization.

Commissioner Lamont moved to approve the changing of titles for Reception and Office Manager and new Supervisory position for Accounting Manager; seconded by Commissioner Smith. **Motion carried unanimously.**

Organizational Chart: Chief Clark recommended a new Lieutenant Officer would be assigned to Station 25, to assist with supporting all the volunteers assigned to St. 25. Volunteer Testing/Interview will be on May 7th, and we have 10 applicants, which majority will be assigned to ST. 25. Lt. Reinstra currently is supervising two volunteer stations; this would allow him to move out of supervising and allow him to force on full-time duties at 100%.

Commissioner Koorn expressed he had no concerns with five volunteer Lieutenants. He also questioned if the new Battalion Chief position being proposed would be a Full-time non-union position. Chief Clark reassured that the Battalion Chief would be Full-time as well a non-union position.



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The Board of Commissioner by consensus agreed to allow additional Lieutenant position at St. 25. Board of Commissioner agreed they need additional time on this topic and table it for next month's meeting.

Compensation:

Administration Staff

Chief Clark re-presented the Wages Compensation request to the board for all Administration Staff and requested to approve Wages increase to all Administrative Staff. There would be a 2022 budget impact of \$80,137.79.

Commissioner Lamont inquired if this could wait until then end of the year. Chief Clark mentioned Part-time Division Chief has not been filled, and to fill it we need to establish a reasonable pay wage due to the fact surrounding district are offering wage higher than Chief Swiger salary. Chief Clark suggested he would wave his salary increase for all Administrative Staff receive an increase. Chief Clark mention historical the district wages are low compared to the surrounding districts.

Commissioner Koorn shared he was not comfortable discussing this topic at mid-year versus end of the year.

Commissioner Smith shared that the district should pay to retain employees but was not sure this is the time to do it now.

The Board of the Commissioners by consensus agreed to table this item for next month's meeting.

Duty Crew Staffing: Part-time conversion to Full-time

Chief Clark re-presented the board with the Part-time conversion to Full-time. Currently the district has three open Part-time positions, having difficulties staffing the ambulance. Chief Clark mentioned we will have to repay Whidbey Health for days ambulance is not staffed/out of service.

Commissioner Koorn concerned was if the district received the Safer Grant- the district will have 12 employees vs 9 employees. Chief Clark mentioned, Safer Grant awardees would not be unknown until end of September. Having 12 employees would allow us to be able to staff two stations versus one, would give us an advance on scheduling, because if someone is out at least we have three on shift to response. Having 9 employees would allow the same as 12 employees, until someone takes a day off then we have 2 people to staffing the station. Chief Clark mentioned once Safer grant if awarded at the end of the grant, the district will not be able to financially maintain all employees. In order to maintain additional employees the district will have to ask the public for a levy lift to maintain current staff.

Commissioner Koorn suggested we wait and try to reach out to Whidbey Health regarding our contract. Commissioner Smith believes the hospital will not have answer for us at this time.



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Commissioner Lamont suggested on waiting until next month to make a discussion.

The Board of Commissioner agreed to table this item to next month.

Capital Expenditures/Adjustment:

Roof Pre-bid walk through April 5th

Roof Bid Proposals due April 29th, 2022 @5pm

Chief Clark reported four companies came for open pre-bid walkthrough.

Turnout: Gear- L&I Grant plus Capital Expenditure

Chief Clark notified the board L&I Grant was awarded to us at \$8,402.50 to go towards the cost of PPE equipment. Chief Clark requested permission to purchase 6 turnout gear for 3 FT employees, and 3 PT employees. The district will pay the remaining amount for the 6-turnout gear.

The Board of Commissioners by consensus agreed to allow Chief Clark to purchase 6-turnout gear, and the district will pay the remaining cost after the \$8402.50.

New Business:

Appraisal Program:

Chief Clark mentions Tenigenza is used for evaluations, to set employee's yearly goals, entries can be made whenever, but is asking for entries to be made every 2 weeks. Cost of the program is \$72 an employee.

Commissioner Koorn suggested/inquired having entries made every 2 weeks is hard for employees and time consuming; suggested maybe having them go in quarterly or sooner if they wish to make an entry before the quarter.

The board of Commissioner by consensus agreed to have the Volunteer Officers make entries every quarter and Admin/FT Staff make entries every month.

Large Diameter Hose Purchase Request:

Chief Clark presented a quote on Hose purchase for E21 and E22, item is budget under Capital Equipment and request permission for the purchase of the hose.

Commissioner Smith motion to purchase from Nitrex (MES) 5" hoses; seconded by Commissioner Lamont.

Motion carried unanimously

Surplus Gear/Disposal: Commissioner Lamont suggested if there was a way NWFR could send surplus gear to Ukraine.



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By consensus the board agreed to allow Chief Clark to send surplus PPE gear to Ukraine if it was within reason timeframe or work. If not, then allowing surplus to be sent to Philippines.

Commissioner Smith motion to send surplus gear to Ukraine or Philippines; seconded by Commissioner Lamont.
Motion carried unanimously

Aflac- Blue Folder: Division Chief Swiger presented Aflac would be a new benefit to all full-time employees at no cost on the district.

Commissioner Smith motioned to add Aflac as a new benefit to full-time employees; Seconded by Commissioner Lamont.

Motion carried unanimously

Windstorm Nov 2021- Designation of Applicant's Agent Resolution: Chief Clark yield the floor to Ibarra. Secretary Ibarra explained NWFR applied back in Nov. 2021 for natural disaster grant on Windstorm that occurred in Nov 2021. The attached packet was the forms that need to be submitted to the State, designating Chief Joh Clark as the Applicant Agent and Brenda Ibarra as the Alternate Applicate Agent.

Commissioner Smith motion to appoint Chief John Clark as the Applicant Agent and Secretary Brenda Ibarra as the Alternate Applicate Agent for Windstorm Grant; Seconded by Commissioner Lamont.

Motion carried unanimously

Whidbey Health MOU:

Chief Clark informed the board Whidbey Health would like to create a MOU with the district, due to the fact they lost their contract with Northwest Ambulance Transportation. The MOU is requesting 2 additional personnel to staff an ambulance to transport off the island when needed. Chief Clark mentioned there are two issues doing this MOU, 1) staffing difficulties 2) L&I – workers compensation

The Board of Commissioners agree by consensus not to enter Whidbey Health MOU.

OPS Chief's Report: No report currently.

Fire Chief's Report:

Academy Graduation will be on May 27th at Coupeville High School.

Covid Grant: State Grant for COVID has been opened; its timeframe is form 01/2020-07/2022 for all expenses reimbursement due to covid. Will be applying for it.

Radio Replacement: packet was given to Commissioner to review for next meeting. Last levy lift radios were an equipment that was itemized for the levy lift. Quote @ 305,412.47; after 6/29 the quote will increase 7%. This quote is excluding radios already purchased. Quote is based on 30 radios.



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LT/CAP Promotions were held on April 9th, 2 LT will be promoted.

Chief Clark spoke about Congress Res 2738 which is a Fire Station repair/building proposal with FEMA in Congress.

Commissioner Report

Commissioner Lamont: No Report

Commissioner Smith: No report

Commissioner Koorn: There are 8 applicants for the Director position in ICOMM.

Commissioner Koorn inquired about Springbrook and adding additional users to Springbrook for our accounting system. Secretary Ibarra explained currently we have 3 users, and would like to add additional user, to avoid duplication of task. The cost of each individual user would be \$185 per year per user.

The Board of Commissioners agreed by consensus to allow Secretary Ibarra to have 5 more users to Springbrook with a cost of \$185 per each additional user.

Executive Section: RCW 42.30.110 -

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

Chairman Koorn called executive section until 8:28 pm (20 minutes). Chairman Koorn and board request an additional 10 minutes.

Commissioner Koorn called the meeting back to session at 9:03 pm. No decisions were made in executive session.

Good of the Order

Adjourn Meeting: Commissioner Lamont made a motion to adjourn the meeting; Commissioner Smith second.

Motion carried unanimously.

The Regular Meeting of the Board adjourned at 9:03pm.

Attest:

Brenda Ibarra

Board Secretary/Accounting Manager