



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

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

Minutes

January 10th, 2023

6:30 p.m.

Approved February 14th, 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, Battalion Chief Stephen Lacy, and Secretary Natasha Spydell.

Additions to the agenda

None

Swear In

None

Public Comment

Public comment was made by Teri Summer regarding the Citizens Advisory Committee on Monkey Survey. Mrs. Summer explained the survey was not representative of the larger population, but the survey platform is a subscription that will run through June 2023. Mrs. Summer said she would like to turn the paperwork and subscription over to the district because it belongs to the district. Mrs. Summer said she is still interested as a committee member, but there is no committee currently.

Consent agenda: Minutes: Regular Meeting, December 13th, 2022. Vouchers for payment approval or denial for the month of December 2022.

Payroll Batch #72D for Voucher 221201001 and EFTPS dated 12/07/2022 in the amount of \$352.46.

General Batch #72G for Vouchers 221202001-221202019 dated 12/07/2022 in the amount of \$49,173.12.

General Batch #73G for Vouchers 221204001-221204016 dated 12/14/2022 in the amount of \$7,635.36.

Payroll Batch #73D for Vouchers 221203001 and EFTPS dated 12/14/2022 in the amount of \$225.72.

Payroll Batch #73P for Vouchers 1884-1885 dated 12/09/2022 in the amount of \$1,109.02.

General Batch #74G for Vouchers 221205001-221205023 dated 12/21/2022 in the amount of \$15,579.92.

Payroll Batch #75P for Vouchers 1928-1989 and EFTPS dated 12/23/2022 in the amount of \$67,676.63.

Payroll Batch #75B for Vouchers 221206001-221206008 dated 12/28/2022 in the amount of \$17,499.78.

General Batch #75G for Vouchers 221207001-221207015 dated 12/28/2022 in the amount of \$22,738.93.

Payroll Batch #76P for Vouchers 2031 dated 12/30/2022 in the amount of \$403.47.

General Batch #76B for Voucher 221208001 dated 12/30/2022 in the amount of \$1,794.63.

Chairman Koorn asked if there were any questions regarding the consent agenda.

No questions were presented.

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



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Motion carried unanimously.

Executive Session: Chairman Koorn moved the Executive Session to the end of the meeting.

Personnel Leaving

- Michael Maletto

Chief Swiger stated Mr. Maletto will be coming back to department as a per-diem firefighter.

- Amie Stevens

Chief Swiger stated Mrs. Stevens was hired on as a per-diem firefighter.

Unfinished Business:

Budget

Chairman Koorn stated he noticed from the budget what the department received from taxes, and it was higher than anticipated.

No other comments regarding the budget were made.

Training Officer

Chief Swiger stated he highly suggests going with the captain rank or union contract to get a training officer. The department is falling behind in this area and needs to have a training officer position filled.

Chairman Koorn stated the training officer agenda discussion will be moved to executive session to discuss with union negotiations.

Appreciation Dinner

Chief Swiger stated the dinner is set for February 17th. He stated that the appreciation gifts have been decided and were approved by Commissioner Lamont during a Wednesday staff meeting. Chief Swiger stated payment of spouses and retirees for the dinner has been covered by the department before, but it is frowned upon by the state. Chief Swiger stated this year, it will cost members twenty dollars for their spouses, or plus-ones, to attend.

Chairman Koorn stated he is against asking members to pay. Chairman Koorn stated usually the association pays, but there is no money right now.

Commissioner Lamont asked if the state could fine the department for paying fully for the dinner. Chief Swiger stated it is a possibility.

Chairman Koorn motioned to approve full payment of dinner by the district; motion seconded by Commissioner Smith.

Motion carried unanimously.



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Maintenance Reports and Expenses for Engine 22 and New Sutphen Engines

Chairman Koorn asked if there were any questions regarding the maintenance work on Engine 22 and the expenses for fitting the new engines.

No questions were presented.

Chairman Koorn stated the cost was less than anticipated.

January Workshop

Chairman Koorn asked if Commissioner Lamont and Commissioner Smith were still good with meeting on the morning of January 19th, 2023.

Commissioner Lamont and Commissioner Smith both verified the date set is still good for them.

By consensus of the Board, the next workshop is set for January 19th, 2023, at 0900.

New Business:

Resolutions

524 – Cancel Warrant #625128

Warrant was incorrect amount due to credits for changes in employee benefit plans.

Commissioner Lamont motioned to approve Resolution 524; motion seconded by Commissioner Smith.

Motion carried unanimously.

525 – Cancel Warrant #625131

Warrant was a duplicate payment and never sent to the vendor.

Commissioner Smith motioned to approve Resolution 525; motion seconded by Commissioner Lamont.

Motion carried unanimously.

526 – Cancel Warrant #619358

Warrant was issued and sent but never received by vendor. Verified by Island County the warrant never cleared the bank.

Commissioner Smith motioned to approve Resolution 526; motion seconded by Commissioner Lamont.

Motion carried unanimously.

527 – Cancel Warrant #619357

Warrant was issued and sent but never received by vendor. Verified by Island County the warrant never cleared the bank.

Commissioner Lamont motioned to approve Resolution 527; motion seconded by Commissioner Smith.

Motion carried unanimously.

528 – Cancel Warrant #619355



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Warrant was issued and sent but never received by vendor. Verified by Island County the warrant never cleared the bank.

Commissioner Smith motioned to approve Resolution 528; motion seconded by Commissioner Lamont.

Motion carried unanimously.

529 – Update Heritage Bank Visa Credit Card Authorized Administrators

Chairman Koorn asked if there were any question regarding the changes.

Commissioner Lamont asked if Kathryn Nguyen was an authorized administrator.

Secretary Spydell stated that Kathryn Nguyen was never an authorized administrator.

Commissioner Lamont motioned to approve Resolution 529; motion seconded by Chairman Koorn.

Motion carried unanimously.

Survey Monkey

Commissioner Lamont stated the agenda topic had been brought up by Teri Summer during public comments. Commissioner Lamont asked Mrs. Summer if she was completely reimbursed for survey costs.

Teri Summer stated she was reimbursed.

Commissioner Lamont stated that Mrs. Summer has ownership but wants to turn it over and someone in the department should take it over.

Chairman Koorn agreed that the administrator should be in the department.

Commissioner Smith asked if administrator could be changed by email address.

Teri Summer stated it can be changed and the new administrator would use their email address to login and access the information. Mrs. Summer stated the use of Survey Monkey will help create public awareness. She said it is up to the district whether they want to keep it going, but it must be assigned to someone.

Chairman Koorn asked Chief Swiger if he would assign a staff member as the administrator.

Chief Swiger stated yes, it will be taken care of.

Teri Summer stated that would be great and she just wanted to make it official.

Chairman Koorn stated a staff member will be in contact with Mrs. Summer to complete the turnover.

Organizational Chart

Chief Swiger stated that in response to the question previously made by commissioners of what the district organization will look like in the future, he has updated the organizational chart. Chief Swiger stated that under the Fire Chief there would be Accounting Manager, Human Resources Specialist, and Administrative Assistant. Chief Swiger stated the title on the organizational chart needs to be changed from Accounting Specialist to Human Resources Specialist.

Commissioner Lamont asked if the Human Resources Specialist was full-time or part-time.

Chief Swiger stated right now it is part-time at thirty-two hours per week.

Chairman Koorn asked if the position is budgeted for full-time.



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Chief Swiger responded yes.

Chairman Koorn stated to continue the discussion at the workshop on January 19th.

Chief Swiger stated he is just asking for the title of Accounting Specialist to be changed to Human Resources Specialist at this time. Chief Swiger stated the employee currently in the position has a degree in human resources and is doing an amazing job and the department needs to make the job description official.

Chairman Koorn stated he has no problem with updating the job description.

Commissioner Smith stated he has no issues changing the job description.

Chairman Koorn motioned to approve the title update on the organizational chart; motion seconded by Commissioner Lamont.

Motion carried unanimously.

Non-Bargaining Pay Raises

Chief Swiger stated the pay rate increase chart submitted to the Board is for volunteers and non-bargaining members.

Commissioner Lamont asked what the pay increase percentage was.

Chief Swiger stated it 3.5%

Chairman Koorn asked if there were any questions or comments.

Commissioner Lamont stated he did not have any issues with proposal.

Commissioner Smith stated he did not have any issues with proposal.

Commissioner Lamont motioned to approve the non-bargaining pay increase proposal; motion seconded by Commissioner Smith.

Motion carried unanimously.

Foam Purchase

Chief Swiger stated the department is in desperate need. He stated in order to get the non-shipping rate, the district would need to order thirty-five 5-gallon containers at \$111.00 each. Chief Swiger stated the total cost of the foam purchase would be \$4,234.65.

By consensus of the Board, Chief Swiger was given approval for the purchase of foam.

Fire Chief Report

Chief Swiger stated there was a Fire-TAC meeting today. He stated the department needs to start moving towards P25 fire-2 repeaters.

Chairman Koorn stated all the radios are capable but not programmed. Chairman Koorn stated it would cost a lot of money to make the repeaters P25 compliant.



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Operations Chief Report

Chief Horton stated the set-up for implementing the First Due program is moving forward on schedule. Payroll training was conducted on Thursday and I-COM is on track to start their integration.

Commissioner Smith asked how long until integration is complete.

Chief Horton stated it takes two months for the Spillman integration.

Commissioner Smith asked if there will be program payment overlaps.

Chief Swiger responded there will be some overlap.

Chief Horton Stated he needs to attend a few more classes before he can start training other employee users on it. He stated he is projecting to go-live by the end of February, but not fully integrated by then.

Battalion Chief Report

Chief Lacy stated there is a good batch of volunteers and recruits attending the upcoming academy.

Commissioner Smith asked if it was only North Whidbey attending the academy.

Chief Lacy replied it is an all-island academy.

Chairman Koorn asked how many people there were from other organizations.

Chief Swiger stated there are close to fifteen for each organization. Chief Swiger stated the South Whidbey and Central Whidbey training chiefs were taking the lead on the academy.

Good of the Order

Chairman Koorn stated he attended the I-COM meeting yesterday and the Spillman upgrade with the radios is going outstanding.

Chairman Koorn asked if there was anything else for discussion.

No comments were made.

At 6:57pm Chairman Koorn called the meeting into Executive Session from 7pm until 7:45pm.

Executive Section: RCW 42.30.140(4)

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 any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress."

Executive Section: RCW 42.30.110(1)

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.



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Executive Section: 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.

Chairman Koorn called the Executive Session over at 7:24pm.

No decisions were made.

Adjourn Meeting

Chairman Koorn stated the meeting was supposed to be in Executive Session until 7:45 pm but the discussion ended early and asked if there were any objections to adjourn the meeting.

No comments or objections were made.

Chairman Koorn asked if there was a motion to adjourn.

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

Motion carried unanimously.

Meeting Adjourned at 7:25pm.

Attest:

Natasha Spydell

Board Secretary/Accounting Manager