



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

January 11th, 2022

6:30pm

Approved 02/08/2022

Call to Order: Chairman Marvin Koorn called the meeting to order at 6:30pm. Also, in attendance was Commissioner TJ Lamont, Commissioner Gerald Smith (via Zoom), Chief John Clark, Division Chief Chris Swiger, and Secretary Brenda Ibarra.

Additions to agenda: Addition to New Business - Roof

Public Comment: No Public Comment

Oath of Office: Gerald Smith – New Commissioner

Consent agenda: Minutes Special Meeting September 14th, 2021, Regular Meeting, October 12th, 2021, Regular Meeting, November 9th, 2021, and December 14th, 2021. Vouchers for payment approval or denial for the month of October. Review of Investment, Financial report to match Island County Treasurer for November 2021.

General Batch #77G for Vouchers 211006001-211006015 dated 11/03/2021 in the amount of \$21,484.84

General Batch #78G for Vouchers 211101001-211101016 dated 11/10/2021 in the amount of \$17,923.48

General Batch #79E for Vouchers EFTPS dated 11/09/2021 in the amount of \$13,058.59

General Batch #80G for Vouchers 211103001-211103019 -dated 11/17/2021 in the amount of \$15,618.92

General Batch #81P for Vouchers 211104001-211104009 dated 11/17/2021 in the amount of \$22,099.73

General Batch #82D for Voucher 1891-1955 dated-11/19/2021 in the amount of \$59,714.98

General Batch #83G for Vouchers 211105001-211105017 dated 11/17/2021 in the amount of \$9,533.39

General Batch #84G for Vouchers 211106001-211106016 dated 11/24/2021 in the amount of \$26,810.88

Commissioner Lamont moved to approve the Consent Agenda Section; seconded by Commissioner Smith.

Motion carried unanimously.

Unfinished Business:

Personnel Leaving

John Byers

Budget: Capital and Non-Representative Compensation Pay:

Chairman Koorn requested Capital Expenditures to be addressed though out the year.

Fire Chief Clark recommended a 3% rate increase for 2022 for all non-representative personnel.

Commissioner Lamont moved to approve a 3% rate increase for 2022 for all non-representative personnel; seconded by Commissioner Smith.

Motion carried unanimously.



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New Business:

COVID-19: Fire Chief Clark mention there are new recommendations by the CDC of 5 days recommendation, due to staffing situation. NWFR is a health provider agency, so our medical director really sets our guidelines based on the information provide to her. Our medical director is setting us to 10- days of quarantine if positive. At this point, we do not have staffing situation where we need to call people back in at 5 days. Masking still has not change, still have to mask. The Stations remains closes to the public. NWFR has 6 personnel on exemption, one person was vaccinated. The county has provided us with tests.

Parks Draft Agreement:

Fire Chief Clark is seeking permission to sign the new agreement. The park agreement expired back in 2018. The agreement will be effective this year through 12/31/2027. The agreement is a collaboration between the two agencies. The agreement requires boat training with the park agreement. As well allows the district personnel to board their vessel if needed and vice versa. Not much change to it from the original agreement.

Commissioner Lamont moved to allow Fire Chief Clark to sign the parks agreement on behalf of the district; seconded by Commissioner Smith.

Motion carried unanimously.

Station 25 Replacement Options:

Fire Chief Clark would like to revisit the different option of replacement of Station 25. Reaching out to the City regarding Station 25 remodel and do a replan assessment of what is needed to have replacement of at 12,000 sqft. Chief Clark mentioned he reached out to an architect and was quoted \$709 per foot and would still need site improvements. Chief Clark mentioned we may have to revisit the option of purchasing a building already on the market. Station 25 is our main station, relocation or remodel/rebuilt, improving the conditions of our main station needs to be priority in future.

AFG/SAFER Grant Application: Fire Chief Clark mentioned airpacks are due for replacement next year and would like to apply for the AFG grant. Safer grant has no match 100% for 3 years, apply to fund 6 new full-time employees, about \$480,000 to the budget after the grant expires in 3 years.

WA Cares Fund:

The WA Care Fund is the new long-term disability fund through the state, all employees are required to pay \$.58 per hour they work into this fund. The fund has been placed on hold until April. The district as employer has been the option to deduct the funds from employee as of January 1st and hold funds once to file once legislative actions has been decided or we can opt to no withhold the funds from employees until April. We would like to wait for further ruling by the legislator before we do any deduction from employee's paycheck.



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Policy 100.4.7 – Revision:

Chairman Koorn had a question section 2.2.; regarding allowing Chief making an exception? 2.3: 1 year probation ..etc goes on to say 1 year, 1 year, 3 year and at the end 1 year, this section is a bit confusing? Chief Clark mentioned revision need to be made.

Chairman Koorn announced the Revision of Policy 100.4.7 will be tabled for next meeting.

Roof: Chief Clark yield the floor to Lt. Reinstra. Lt Reinstra mentioned the Headquarters office has a significant leak in the roof. Hytech came out and recommended to replace the roof completely six years ago, but a seal was instead placed. The seal has now failed. Last meeting, a request was made regarding changing to pitch roof. Hytech stated the cost would be much higher to change the roof to a pitch roof, due to architectural structure designs to support the new roof and permitting is about 12 months out. Replacement of the current roof would consist of a new membrane with life expand of 20-30 years.

Fire Chief Clark mentioned this would be a public bidding with prevailing wages.

The board agree to call for bids on the sloped roof.

Station #22 Generators: Chief Clark mentioned in 2022 Capital station #22 generators were budgeted for as security measure. Last year it was inspected, we were informed that it may be going out soon. Chief Clark was going to check with Snure, if we are allowed to use the same bid from ST #27 generator or we need to rebid completely again.

Chairman Koorn announce that we would be moving Executive Section after the Commissioner's Report.

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

(i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party;

OPS Chief's Report:

Chief Swiger reported 100 call volume up from 2020. We closed out the year at 2564 incident calls for the year. Ambulance run did not go down.



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Fire Chief's Report:

Expenditures Review: Cable, Cell, Fixed phone. Cable has been reduced starting this year. Cell phones/tablets – Chief Swiger and Chief O'Connor worked together, and we were able to figure which tablets no longer were working, which cell phone lines were not in use, and turned off many lines and tablets.

L&I FIRE: we are receiving 10% discount on our worker compensation rates. We are 1 of the 60 departments involved in the state. The program also offers grants towards cancer prevention. We have started a new decon program, switching out hoods and t-shirts after a fire.

Station #23: will require a permit; the county is 20 weeks out in reviewing application permit. Moving windows around requires a permit. Suggested if we want to put a duty crew/volunteer staffing it would be best at Station#21.

Commissioner Report

Chairman Koorn: I- Comm currently has 8 full-time employees, 2 part-time and 3 training employees. Chairman Koorn asked if anyone from NWFR will be attending the Crystal Report training on Jan. 25th-28th. Chief Clark mention Miranda Engle would be attending. Chairman suggested to send a second person to attend the training as well, I-Comm given us two slots. I- Comm is looking for a new director.

Commissioner Smith: No report

Commissioner Lamont: No report

Executive Section: RCW 42.30.110

Chairman Koorn called executive section for 15 minutes at 7:18pm.

Chairman Koorn called meeting to back to session at 7:35pm. No decisions were made in executive session.

Good of the Order

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

Motion carried unanimously.

The Regular Meeting of the Board adjourned at 7:35pm.

Attest:

Brenda Ibarra

Board Secretary/Accounting Manager