



## **NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS**

Administration Building, 770 NE Midway Blvd. #1 Oak Harbor,  
Washington Phone: 360-675-1131 Email: Admin@nwfr.org

### **Board of Fire Commissioners Special Meeting Minutes**

April 9<sup>th</sup>, 2020

1:30 pm

**Approved**

#### **CALL TO ORDER**

Chairman Koorn called the meeting to order at 1:30 pm and in attendance was Commissioner Lamont, Commissioner Goen, Fire Chief Biller, Fire Chief Clark, BC Swiger, Secretary Torgerson, CAPT O'Connor, FF/EMT Mike Reinstra, FF Tyler Rico, FF Josh Koorn, Theresa Jenkins, Larry Morse.

#### **Policy 02-04 Personnel Hiring**

- Chief Clark mentioned this policy was a new policy that he is seeking to implement at NWFR. This policy would demonstrate a new hiring process and would also serve as a guide for equal opportunity throughout the hiring process. There are two types of hiring processes, operational and administrative. The operational process would be utilized for volunteers, Firefighters, Firefighters/EMT and MSAR. The administrative process would be for any administrative position or career position. The high school program would ultimately be administered by administration however at this time LT Zimmerman is managing it. The support team would also be managed by administration however they would have minimal requirement when applying to volunteer with NWFR.
- All positions would be advertised on the NWFR website, Facebook, and other media resources for a minimum of 30 days. Part-time crew positions may be posted for longer periods. Volunteer recruitment (Fire, MSAR, and support) will be on an open/continuous basis.
- Applications will be reviewed quarterly.
- For both operational and administrative positions there will be a selected committee in the interview process. The administrative manager will be on both committees as the HR representative. The appointed committee will consist of four personnel from the district. It would be a Captain, Lieutenant, Firefighter, and an administrative staff member. This committee will interview and provide recommendations to the Chief. Chief will then make final recommendation to the Board.
- The hiring process shall include: application review after the closing period, panel interview with a 70 percent passing score on the review sheet, physical agility test, conditional offer (subject to background check, medical, drug screening, final offer, pinning and orientation).
- As for the process for the administrative staff and executive personnel the process will be the same with some minor changes depending on the position. For the administrative staff and executive personnel, they will be asked to do a video interview. If the candidate passes the video interview, he or she will be invited to participate in a face-to-face



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assessment. Depending on the position there will be an agility test. If everything goes well the candidate will be given a conditional offer subject to passing background check, medical examination (if needed) and drug screening. Final offer will be given and brought to the Board meeting for approval and pinning. Finally, the candidate will go through orientation and be teamed up with a mentor.

- Chairman Koorn asked to add in the policy that all final scores must be justified when a variance of more than 10% (by all committee members) exists.
- Commissioner Goen made a motion to approve policy 02-04 Personnel Hiring. Commissioner Lamont second it. *Motion carried unanimously.*

### **Policy 02-11 Promotions**

- Chief Clark mentioned this was also a new policy that the district did not have in the past. He would like to be able to promote from within. By having this policy, it would promote the best candidate the district has and allow for continuous growth from within our department. It would help with the work load, and have member's step-up when our leadership members are on leave. In this policy there are permanent promotions and there are temporary promotions to acting position when someone is on leave. These temporary promotions are at the discretion of the Fire Chief. Most of the time these temporary promotions would last between 60 to 90 days.
- The internal promotions would be advertised for 30 days in our stations and administrative office. There will also be a selected committee of four consisting of the Battalion Chief, two outside agency officers of similar rank, and the District Administrative Manager. The process of the committee would be to provide recommendations to the Fire Chief.
- The promotion process shall consist of application review, the assessment center with a 70 percent passing requirement, promotion officer, promotion acceptance, official appointment with pinning, and finally the orientation that will include the expectations and or goals.
- All personnel being promoted will be on a one year probation.
- Administrative Manager asked if the personnel being promoted will have evaluations and who would be assigned to do them?
- Chief Clark mentioned he would add an evaluation section on the policy stating personnel that are promoted will receive quarterly evaluations during the probational period.
- Commissioner Goen mentioned he would like executive personnel to do the evaluations.
- Commissioner Goen made a motion to approve policy 02-11 Promotions, Chairman Koorn second it. *Motioned carried unanimously.*



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### **Policy 02-05 Annual Leave Holiday and Sick Leave**

- Chief Clark mentioned the district has annual leave and sick leave however, there are some items that should be updated. He mentioned he would like to change a few things in the current policy. Under section 1.4 it states the maximum amount of PTO personnel can accumulate. Instead of having everyone have a maximum of 240 hours he would like to have the maximum be based on years served. 1-4 years 120 hours, 5-9 years 240 hours, 10-19 years 320 hours and 20+ years 400 hours. He also wanted to add section 1.5 stating the Board may, approve compensating an employee for PTO hours that exceeds the maximum accrual because the employee was unable to utilize vacation time due to constraints of the job.
- Another change he would like to add in the policy would be the Sick Leave Policy. He would like to change the sick accumulation from 240 days to 480 hours. It is three-month's worth of sick leave. If the employee exceeded that number, they would be able to transfer up to 50% of accrued sick time into PTO at a rate of .5 hr. for each 1 hour transfer.
- Chairman Koorn would like the new policy to reference when employees retire, he or she should be under the maximum allowed.
- Chief Clark mentioned we have an employee that is over his maximum allowed sick leave. He asked the Commissioner if they had any suggestions on how to fix that? Chairman Koorn mention they can use the transfer option.
- Chief Clark mentioned the Part-Time Duty Crew also accumulates sick time. For every 40 hours worked they accumulate 1 hour of sick time. We have members that have 40 hours that can be carried over to the next year. Department of Labor and Industries allows the carried over time if the employer has a more lenient policy. He believes there should be a section in the policy that talks about the Part-Time Duty Crew's accrued sick leave.
- Commissioner Lamont would like to discuss this policy more in detail in our next meeting. He would like more time to review the policy. Commissioner Goen suggested the same.

### **Policy 03-08 Duty Crew Program**

- Chief Clark mentioned that the district has a policy for the Duty Crew program and he would like to make some changes to the policy. Some of the change would be the qualifications for the Duty Crew, as well as minimum shifts changing from two shift per month to two 24 hour shifts totaling 48 hours per month.
- Staffing and Scheduling, member shifts would be from 0600-1800 1800-0600 in any assigned stations.
- Duty Crew personnel shall submit his/her available days and hours for the one-month period two months in advance. An example of this would be having the personnel sign up



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for the June schedule between April 1st-15<sup>th</sup>. A Lieutenant will compile the schedule requests and complete the duty crew calendar.

- Commissioner Goen would like to discuss this at the next regular meeting as well.

### **Policy 05-07 Safety Committee**

- Chief Clark would like to change a couple of things from the district's current Safety Committee. The changes he would like to make would be having a committee of four members rather than a committee of six members. He mentioned it is a challenge to have volunteers as members of the committee.
- Chairman Koorn asked if this change is consistent with what the RCW requires.
- Chief Clark stated he was not sure he will double check and get back to the board.
- Chairman Koorn would like this added it to the agenda for next Tuesday.

### **Adjourn**

- There being no further business and by mutual consent, the special meeting of the Board Adjourned at 3:29 pm

Attest

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Monica Torgerson/Board Secretary