



## 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

January 9<sup>th</sup>, 2024

6:30 p.m.

*Approved February 13<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, Interim Fire Chief Chris Swiger, Battalion Chief Dan Horton, Battalion Chief Steve Lacy and Secretary Natasha Spydell.

#### **Additions to the Agenda**

None

#### **Public Comment**

None

#### **Correspondence**

None

**Consent Agenda:** Meeting minutes for Regular Meeting, December 12<sup>th</sup>, 2023, Special Meeting, December 21<sup>st</sup>, 2023, expenditure approval for the month of December 2023, and Treasurer's Report for November 2023.

*General Batch #49G for Vouchers 231201001-231201015 dated 12/06/2023 in the amount of \$3,489.25.  
General Batch #50G for Vouchers 231203001-231203020 and EFTs dated 12/13/2023 in the amount of \$67,011.46.  
Payroll Batch #50B for EFT and Vouchers 2312020001-231202010 dated 12/13/2023 in the amount of \$19,343.39.  
Payroll Batch #1215P for Vouchers 2035-2106 dated 12/15/2023 in the amount of \$64,380.17.  
Payroll Batch #1223-941 for EFT dated 12/15/2023 in the amount of \$13,807.55.  
General Batch #51G for Vouchers 231205001-231205018 dated 12/20/2023 in the amount of \$9,700.87.  
General Batch #52G for Vouchers 231206001-231206013 dated 12/27/2023 in the amount of \$55,738.73.*

Chairman Koorn asked if there were any comments on the consent agenda.  
No questions or comments were made.

Commissioner Smith motioned to approve the consent agenda; motion seconded by Chairman Koorn.  
**Motion carried unanimously.**

#### **Personnel**

Battalion Chief Jobie Gause took the oath of Chief Officer of Training and Safety for North Whidbey Fire and Rescue.

#### **Unfinished Business:**

## **Budget**

### **a. 2023 Budget**

No questions or comments were presented.

### **b. 2024 Budget**

Commissioner Smith asked about an invoice paid to Marine Flowers for Marine Rescue 22, stating the expense almost used up the entire line item of MSAR Maintenance.

LT Reinstra explained the extent of the maintenance and repairs that were completed.

Chairman Koorn asked when this extent of maintenance was last done.

Chief Swiger stated the other marine rescue was completed a few years ago, but Marine Rescue 22 is older and has not been completed in recent years.

## **E23 Refurbish**

Chairman Koorn stated this agenda item will be discussed under the apparatus replacement plan discussion under New Business.

## **Chief Truck**

Chairman Koorn stated this agenda item will be discussed under the apparatus replacement plan discussion under New Business.

## **Award Incentive Proposal**

Recruitment and Retention Coordinator Maroua Gottih discussed the details of the proposal and policy step-by-step. She is asking the board to approve Policy 156 – Volunteer Firefighter Incentive Award, so she can apply for a budget amendment with FEMA Grants to move \$1000 of grant funds from the marketing budget category to an award incentive budget category.

Chairman Koorn asked if FEMA Grants reviews the policy as part of the amendment request.

Coordinator Gottih confirmed stating FEMA Grants only agrees to move funds if there is a plan or policy in place.

Chief Swiger stated the policy can be rescinded if the amendment is not approved.

Chairman Koorn stated section 1.3 of the policy needs to clarify the 15<sup>th</sup> day of *what month*.

Chairman Koorn motioned to approve Policy 156 with requested change; motion seconded by Commissioner Smith.

**Motion carried unanimously.**

Commissioner Smith motioned to approve Form 156\_1; motion seconded by Chairman Koorn.

**Motion carried unanimously.**

## **SOG 2200.2.0 – Duty Crew Shift Expectations**

Commissioner Smith stated he does not agree with including the separate section regarding sick leave.

Chairman Koorn stated the policy will be moved to a special meeting to discuss further in depth.

## **New Business:**

### **Commissioner Vacancy**

Chairman Koorn stated due to unforeseen circumstances, Commissioner Lamont has resigned. Chairman Koorn declared a vacancy for Fire Commissioner position #1 and stated the board has ninety days to fill the seat. If the district does not appoint a new commissioner by ninety days, the decision then goes to the county commissioners. Chairman Koorn stated the position will be announced both on the website and newspaper and the district will accept applications through the end of January. The interviews will be held in an open public session. There will be an executive session to evaluate the applicants, then the nomination will be held in a public session.

### **Resolution 549 – Authorize Remote Deposit Services**

Chairman Koorn stated this resolution is required by the county to setup credit card services at the district administrative office.

Chairman Koorn motioned to approve Resolution 549; motion seconded by Commissioner Smith.

**Motion carried unanimously.**

### **Resolution 550 – Open New Bank Account for Remote Deposit Services**

Chairman Koorn stated this is an additional resolution required by the county to setup credit card services at the district administrative office.

Chairman Koorn motioned to approve Resolution 550; motion seconded by Commissioner Smith.

**Motion carried unanimously.**

### **Policy 102 – Purchase Policy**

Chairman Koorn stated he was surprised to see the policy on the agenda because it had just been updated and passed a few months ago. Chairman Koorn stated the board should have been made aware that this item was going on the agenda with an explanation as to why.

Chief Swiger stated the policy was brought to the board to get a fifth credit card added for the chief of training and safety position.

Commissioner Smith stated the board does not have an issue with the credit card, the board would prefer a heads-up. He stated the copy they received still had markups from corrections they previously approved so the reasoning for the update was confusing.

Commissioner Smith motioned to approve the changes to Policy 102; motion seconded by Chairman Koorn.

**Motion carried unanimously.**

### **Apparatus Replacement Plan**

Chief Swiger presented the board with a packet for a plan that includes his recommendations for vehicle replacement for the district. He stated if the plan is approved, the district would go by the matrix in the plan for vehicle replacement. Chief Swiger stated it is a standard replacement plan that many departments use.

Chairman Koorn stated it is a good first step.

Chairman Koorn stated the board asked for something in writing that justifies the district need to purchase a new chief truck.

Chief Swiger stated the justification is in the plan.

Chairman Koorn stated there is a general explanation but no justification as to *why*.

Chief Swiger started reading page nine from the plan to the board.

Chairman Koorn stated it still does not say why a chief is assigned a specific vehicle and what the need for it is.

Commissioner Smith concurred that he would like more details in the plan.

Chairman Koorn stated he would also like to see a plan on what vehicles will be refurbished or replaced each year.

Chief Swiger stated in short-term the plan explains the district needs for two years or less, then the district needs for the three-to-five-year period.

Chairman Koorn stated prices need to be put in the budget.

Chief Swiger stated page eighteen lays out the estimated costs in red.

Chairman Koorn stated he would like it to show in 2024, this amount can be spent; in 2025, this amount can be spent; in 2026, etc.

Commissioner Smith asked why a 2011 Chevy Tahoe is assigned to Chief Lacy.

Chairman Koorn concurred that these are the questions the plan should answer and explain.

Commissioner Smith stated there are nine bullets under maintenance vehicle, but none other the other vehicles.

Commissioner Smith stated he did like the point system in the plan.

Chairman Koorn stated he likes the document overall; it just needs to be more detailed.

Chief Lacy stated he thought the justification for district vehicles issue was addressed with Chief Clark.

Chairman Koorn stated he would like to see it resurrected and explained why. He stated this plan is a really good document and start, but it needs to be elaborated.

Commissioner Smith stated justification was explained before, but the board wants clear justification as to why every officer needs a district vehicle, as a taxpayer, they want to know why.

Chairman Koorn stated it is a matter of getting it in writing and moving from there.

Chief Swiger stated he would continue improving the plan.

### **Pay Rates**

Chairman Koorn stated this agenda item will be moved to a special meeting because a more in-depth discussion is required for volunteer pay rates.

### **Schedule Special Meeting**

The board reviewed their calendars and set a date for a special meeting on January 30<sup>th</sup>, at 9:00 a.m. at the district office.

### **Fire Chief Report**

Chief Swiger stated the district insurance was coming up due. He stated he has gone through the policy and recommends making some changes to the policy. Chief Swiger asked if Chairman Koorn was available to review the policy and changes in the near future.

Chairman Koorn stated he would meet with Chief Swiger to review the policy and suggested Chief Swiger receives quotes other insurance companies as well.

Chief Swiger stated he has a meeting with another company on Thursday this week.

Chairman Koorn stated there is an insurance policy available through the state as well and would like that looked into also.

### **Ops Chief Report**

None

### **Battalion Chief Report**

None

**At 7:08 p.m. Chairman Koorn called the meeting into executive session until 7:30 p.m.**

#### **1. Executive Session:**

##### **a. RCW 42.30.140(4)(a)**

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

##### **b. 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 7:30 p.m. Chairman Koorn extended the executive session until 7:40 p.m.**

**At 7:40 p.m. Chairman Koorn called the meeting out of executive session into regular session. No decisions were made.**

### **Good of the Order**

Commissioner Smith asked for a status update on the drain at Station 22.

Lieutenant Reinstra stated a company snaked the drain but were not able to clear it any further. He received a referral from the company and is waiting for a callback and quote.

Commissioner Smith stated it has been a month so Lieutenant Reinstra should look into finding a different company.

Chairman Koorn suggested Lieutenant Reinstra give the initial company a call, then move on if he cannot get a timely response.

Commissioner Smith asked about the fire inspection status.

Chief Swiger stated he made another call to the county commissioners last week and has not heard back. He stated the county chief's meeting was canceled today.

Chairman Koorn asked how fire pre-planning was going.

Chief Horton said he is working on it.

Commissioner Smith stated he would like to see a more thorough review of policies before they come to the board. Commissioner Smith stated he wants a policy on the procedures for updating a policy to include the steps for drafting, editing and reviewing such before it is brought to the board.

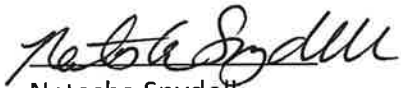
**Adjourn Meeting**

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

**Motion carried unanimously.**

Meeting adjourned at 7:45 p.m.

Attest:



Natasha Spydell

Board Secretary/Accounting Manager