



## 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

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

6:30 p.m.

*Approved August 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, Commissioner Robert Miller, Interim Fire Chief Chris Swiger, Deputy Fire Chief Ray Merrill, Battalion Chief Dan Horton, and Secretary Natasha Spydell.

### Additions to the Agenda

1. Engine 26 Repairs – New Business (i.).
2. High Engine Bay Lighting – New Business (j.).
3. HR Position Hire – New Business (k.)

### Public Comment

None

### Correspondence

#### Leasehold Tax Audit

Secretary Spydell shared the final report and findings from the audit. The district overpaid by \$6,496.08 because income from the Whidbey Health Lease of Station 27 and Station 22 was being reported. The district's account has been credited for the overpaid amount.

**Consent Agenda:** Meeting Minutes for Special Meeting, June 5<sup>th</sup>, 2024, Special Meeting, June 14<sup>th</sup>, 2024, expenditure approval for the month of June 2024, and Treasurer's Report for May 2024.

*Payroll Batch #0604OT for Transaction 970 dated 06/04/2024 in the amount of \$138.51.*

*General Batch #23G for Vouchers 240601001-240601015 dated 06/05/2024 in the amount of \$19,746.30.*

*General Batch #24G for Vouchers 240602001-240602017 dated 06/12/2024 in the amount of \$10,313.53.*

*Payroll Batch #0624P for Transactions 1006-1090 dated 06/14/2024 in the amount of \$81,876.97.*

*Payroll Batch #25B for EFT Transactions dated 06/14/2024 in the amount of \$30,878.50.*

*General Batch #25G for Vouchers 240605001-240605022 dated 06/19/2024 in the amount of \$15,135.29.*

*General Batch #25G for EFT Transaction dated 06/19/2024 in the amount of \$111.87.*

*Payroll Batch #25B for Vouchers 240604001-240604006 dated 6/19/2024 in the amount of 9,332.22.*

*General Batch 26G for Vouchers 240606001-240606015 dated 06/26/2024 in the amount of \$14,312.75.*

Chairman Koorn asked if there were any questions on the consent agenda. No questions were presented.

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

**Motion carried unanimously.**

## **Personnel**

Chief Swiger stated Part-time Firefighter Magdaline Fink was moving out of state and her last day was June 25<sup>th</sup>.

## **Unfinished Business:**

### **Budget**

Chairman Koorn asked if there were any questions on the budget.

No questions or comments were presented.

### **Budget Amendment**

Chairman Koorn asked if there were any questions on the proposed budget amendment.

Commissioner Miller and Commissioner Smith did not have questions or comments.

Secretary Spydell stated one additional adjustment was made to increase 522 10 40 002 Legal Professional Services by \$25,000.

Chairman Koorn asked why 522 20 26 001 Ops Social Security was not being adjusted when over half of the budget has already been expensed.

Secretary Spydell stated the jump was most likely from the backpay from the part-time CBA, and Chief Lacy's income.

Chief Swiger stated he believes the line item will still stay within the original budget.

Chairman Koorn asked if 522 60 30 003 Personal Protective Equipment needed to be increased more due to the recent helmet purchase.

Chief Swiger stated the \$5,000 increase should be enough to cover the recent helmet purchase and stay within the budget.

Secretary Spydell stated she had recently paid the invoice for the helmet purchase and thought the total expenditures included the helmet purchase.

Chief Swiger stated he does not believe the helmet price is included but he is able to use SAFER grant money to cover PPE expenses for the remainder of the year as well.

Commissioner Smith motioned to approve the budget amendment; motion seconded by Commissioner Miller.

**Motion carried unanimously.**

### **Apparatus Refurbishment**

Chairman Koorn stated he never received the email from Chief Swiger with the highest priority equipment and expenses from the apparatus workshop in April.

Chief Swiger stated he will locate it and resend it.

### **Whidbey Health Lease Contract**

Chief Swiger stated this will be discussed during the executive session.

## **New Business:**

### **New Policy**

#### **a. Policy 158 – Small Business Utilization Plan**

Chairman Koorn asked if these were the policies drafted from Snure Law and formatted.

Secretary Spydell confirmed.

Commissioner Smith motioned to approve Policy 158; motion seconded by Commissioner Miller.

**Motion carried unanimously.**

**b. Policy 159 – Procurement Policy**

Commissioner Smith asked if an option needed to be selected and an amount decided for Section 2 prior to approval.

Secretary Spydell confirmed.

Chairman Koorn stated he was good with \$5,000.

Commissioner Smith stated he was good with option #3 and the amount set at \$5,000.

Secretary Spydell asked what amount the board wanted under Section 2.8 in the event of an emergency.

The board agreed to set the amount at \$5,000.

Commissioner Smith motioned to approve Policy 159 as amended; motion seconded by Commissioner Miller.

**Motion carried unanimously.**

**Resolution 554 – MRSC Public Works Roster**

Chairman Koorn asked why this was being updated.

Secretary Spydell stated that after the Snure Webinar on procurement, there were some changes to procurement laws and Attorney Brian Snure suggested updating our resolution. The district's last MRSC Public Works Roster resolution was from 2009.

Commissioner Smith motioned to approve Resolution 554; motion seconded by Commissioner Miller.

**Motion carried unanimously.**

**Resolution 555 – Cancel Warrant #645283**

Secretary Spydell stated the address on the warrant was incorrect and the vendor never received the payment. She verified with the county that the check was never cashed.

Commissioner Miller motioned to approve Resolution 555; motion seconded by Commissioner Smith.

**Motion carried unanimously.**

**State Auditor's Office (SAO) DSA Agreement**

Chief Swiger stated this is the standard agreement between the district and the Washington State Auditor's Office for their document/file-share program.

Chairman Koorn motioned to approve signing the SAO agreement; motion seconded by Commissioner Smith.

**Motion carried unanimously.**

**Life Flight Contract**

Chief Swiger stated the end of the lease agreement is coming due and Life Flight reached out to him and would like to extend the agreement for two years. He stated they are great tenants with no issues.

Chief Swiger recommended approving the lease extension at no increased cost to the tenant.

Chairman Koorn stated Life Flight pays the leasehold tax portion for their lease, so he does not see a need to adjust the rate.

Commissioner Smith motioned to approve the lease extension; motion seconded by Commissioner Miller.

**Motion carried unanimously.**

### **City Auction Inter-Local Agreement (ILA)**

Chief Swiger stated the city auction is scheduled for September 17<sup>th</sup>.

Chairman Koorn asked if a list of surplus items will be ready for board review next month.

Chief Swiger confirmed.

Commissioner Smith motioned to approve signing the ILA; motion seconded by Commissioner Miller.

### **Tender Tire Purchase**

Chief Swiger stated both tenders are at the ten-year mark for needing the rear tires replaced.

Commissioner Smith asked when the front tires will expire.

Lieutenant Reinstra stated the front tires expired first and were replaced a year or two ago.

By consensus, the tire purchase was authorized for both tenders.

### **Pager Purchase**

Chief Swiger stated a lot of new members are coming in and the district needs more pagers.

Lieutenant Reinstra stated the older ones are becoming harder to repair and the cost to repair old versus buying new is very comparable.

Commissioner Smith asked what the life expectancy of a pager is.

Chief Swiger stated it should be between 5-8 years.

By consensus, the pager purchase was authorized.

### **E26 Repair**

Lieutenant Reinstra stated during an inspection, the steering gear box had a class 3 leak that puts it out of service per NFPA standards. The cost of buying a new one is only a couple hundred dollars more than repairing the old one and it would be available much sooner. Also, during the inspection chunks of metal were pulled out of the pump transmission. It was noted on the inspection last year to monitor, but this year it needs to be replaced.

Chief Swiger confirmed that last year's inspection revealed there was an issue.

Lieutenant Reinstra stated parts should be available to have the issue repaired in a reasonable amount of time.

Chairman Koorn asked what the hours are on the pump.

Lieutenant Reinstra stated there are 257.5 hours on the pump.

Chairman Koorn stated it should be like new.

Chief Merrill stated an issue like that is generally caused by operator error.

Commissioner Smith asked the year of the vehicle.

Lieutenant Reinstra stated the year is 2010. He stated that Camano Fire asked if E26 was the vehicle that was totaled when purchased and if there was a new pump and transmission put in when the district purchased it.

Chairman Koorn stated he does not think a new pump and transmission was put in, but the records should be in the vehicle file. He stated the damage to the vehicle was mostly cosmetic. Chairman Koorn asked what the estimated costs are for the repairs on Engine 26.

Lieutenant Reinstra stated the steering gear box should be approximately \$1,000.

Chief Swiger stated the pump transmission repair is likely to be \$10,000 - \$12,000.

### **High Apparatus Bay Lighting**

Lieutenant Reinstra stated multiple stations have high lighting going out and he would like to rent a manlift one time and change out all the station bay lights at one time. He stated it would take less man hours to change them all at the same time and all the lights would be the same color.

Commissioner Smith asked if Puget Sound Energy still gives kickbacks for upgrading lights.

Lieutenant Reinstra stated he previously looked into it and they no longer have that program.

Commissioner Koorn asked if the current bulbs are small.

Lieutenant Reinstra confirmed.

Commissioner Smith verified that the total cost for the bulbs would be approximately \$2,300 before taxes, and there will also be the additional expense for the manlift.

Lieutenant Reinstra confirmed.

Commissioner Miller motioned to approve the cost for upgrading all station lights; motion seconded by Commissioner Smith.

**Motion carried unanimously.**

### **Human Resources Specialist Position Hire**

Secretary Spydell stated the original hire declined the position the week before her start date.

Interviews were conducted and there were two impressive candidates. One candidate had more extensive experience in the human resources field, and Chief Swiger and Secretary Spydell agreed to recommend Keri Clegg for the position.

Chairman Koorn confirmed the candidate did have far more experience.

Chairman Koorn motioned to approve hiring Keri Clegg for the human resources specialist position; motion seconded by Commissioner Smith.

**Motion carried unanimously.**

### **Fire Chief Report**

Chief Swiger commended MSAR for the unbelievably good job they have been doing. The new cadet and recruit helmets are in and will be issued to personnel soon.

Commissioner Smith asked if the policy was updated to reflect the color scheme.

Chief Swiger stated it has not been updated yet, but it will be.

### **Ops Chief Report**

Chief Horton went over the call reports for the month of June. He stated there are multiple public education events coming up. He is teaching first aid to a boy scout troop to get their badges, National Night Out is August 6<sup>th</sup>, and the district has been invited to participate in a disaster preparedness fair in October.

### **Deputy Fire Chief Report**

Chief Merrill stated he has had an interesting month with a sharp learning curve, but he is appreciative of the help and support that he has received thus far.

**Battalion Chief of Volunteers Report**

None

**Battalion Chief of Training and Safety Report**

None

**At 7:27 p.m. Chairman Koorn called the meeting into executive session until 7:50 p.m.**

**1. Executive Session:**

**a. RCW 42.30.110(c)**

To consider the minimum price at which real estate will be offered for the sale of lease when public knowledge regarding such consideration would cause a likelihood of decreased price.

**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 7:50 p.m. Chairman Koorn extended the executive session until 7:55 p.m.**

**At 7:55 p.m. Chairman Koorn called the meeting out of executive session into regular session.**

**No decisions were made.**

**Good of the Order:**

Commissioner Miller stated it is getting very dry out he would like to see something put on the website informing the public about the importance of clearing brush around their homes.

Chief Swiger stated he would get the information out on the website.

**Adjourn Meeting**

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

**Motion carried unanimously.**

The Regular Meeting of the Board adjourned at 7:58 p.m.

Attest:



Natasha Spyder

Board Secretary/Accounting Manager