



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

December 13th, 2022

6:30 p.m.

Approved January 10th, 2023

Call to Order: Chairman Marvin Koorn called the meeting to order at 6:30 pm. Also in attendance, were Commissioner TJ Lamont, Commissioner Gerald Smith, Interim Fire Chief Chris Swiger, Battalion Chief Dan Horton, Battalion Chief Stephen Lacy, Secretary Natasha Spydell, and Administrative Assistant Laura Titherington.

Additions to the agenda

Scheduling a workshop in January was added to the agenda. Chairman Koorn stated it would be discussed under new business.

Swear In

None

Public Comment

Public comment was made by Jennifer Roberts Johnson. She wants to say thank you to the department. Her husband and her recently attended a CPR class through North Whidbey Fire and Rescue. She states it was a very interesting and well instructed course. Her skills were recently used when her mother fell. She was able to walk through the steps she learned in CPR class. She stated she wishes she had a better idea of which department was responding. She also stated her concern with Whidbey 2.0 Facebook page and HIPPA violations.

Commissioner Smith asked if her CPR instructor was in the room.

Mrs. Roberts Johnson stated one instructor was, Firefighter Taylor Crowe.

Commissioner Smith thanked Mrs. Roberts Johnson for her Kind words.

Public comment was made by North Whidbey Fire and Rescue Firefighter Benjamin Bauer. Mr. Bauer stated his concern for the community, and current and future firefighters. Calls are repeatedly going to third and fourth tone and it is disheartening to know no help is on the way. He would like to be more transparent with the community by disclosing if no one is on shift. Mr. Bauer stated we do not have staffing, training, or money to help community effectively. Mr. Bauer stated North Whidbey Fire and Rescue is great for experience but pay is low for Full-time Firefighters and is concerned about retention.

Public comment was made by North Whidbey Fire and Rescue Firefighter Michael Pelzer. Mr. Pelzer obtained public records from I-COM and showed the Board every time North Whidbey Fire and Rescue had a call go to second, third, and fourth tone since October 1st, 2022. Mr. Pelzer stated there is a legitimate issue for staffing duty shifts. He mentioned the two in-one out rule, and fears that with the



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current manning situation, if two firefighters respond to a call, they cannot provide help in a home. Mr. Pelzer stated we need more people qualified for medic flight assistance. Mr. Pelzer stated he believes there needs to be a push for another full-time firefighter instead of part-time and recruiting volunteers. Mr. Pelzer stated he will submit a formal letter to the Board to respond to the staffing issues.

Consent agenda: Minutes: Regular Meeting, October 11th, 2022, and Regular Meeting, November 8th, 2022. Vouchers for payment approval or denial for the month of October and November 2022.
General Batch #64G for Vouchers 221002001-221002011 dated 10/12/2022 in the amount of \$63,161.76
General Batch #65G for Vouchers 221003001-221003017 dated 10/19/2022 in the amount of \$41,209.20
General Batch #65D for Vouchers 1533-1595 dated 10/21/2022 in the amount of \$48,201.72
General Batch #66G for Vouchers 221004001-221004033 dated 10/26/2022 in the amount of \$29,968.28
General Batch #67G for Vouchers 221101001-221101013 dated 11/02/2022 in the amount of \$5,175.67
General Batch #68G for Vouchers 221102001-221102020 dated 11/09/2022 in the amount of \$46,406.73.
General Batch #69G for Vouchers 221103001-221103018 dated 11/16/2022 in the amount of \$30,341.83.
General Batch #69D for Vouchers 1733-1795 dated 11/18/2022 in the amount of \$42,025.16.
General Batch #70G for Vouchers 221106001-221106022 dated 11/23/2022 in the amount of \$36,764.96.
General Batch #70P for Vouchers 221104001-221104008 dated 11/23/2022 in the amount of \$22,249.59.
General Batch #71G for Vouchers 221107001-221107013 dated 11/30/2022 in the amount of \$20,468.26.
General Batch #71D for Voucher 1849 and EFTPS dated 11/30/2022 in the amount of \$1,483.30.

Commissioner Smith asked about expenditure on batch 68G for E205 stalling.

Chief Swiger stated he would have to go back and look. The work should be for Engine 22.

Chairman Koorn stated he would like a breakdown of what each vendor has done on each new engine and Engine 22.

Commissioner Smith questioned two invoices for door repairs.

Chief Swiger stated one door repair is from Whidbey Health driving into a building and they have been invoiced. He stated the other door repair was for preventative weather maintenance at Station 24.

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

Motion carried unanimously.

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."



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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;

Executive Section moved to end of the meeting.

Personnel Leaving

- Zero Iaulualo

Chief Swiger stated Mr. Iaulualo accepted a position in Idaho.

- Matthew Creagan

Chief Swiger stated Mr. Creagan accepted a position in Olympia

Unfinished Business:

E-22 Update

Chief Swiger stated that Engine 22 is back in service.

New Engine Decals

Chief Swiger stated the cheapest quote was from Humphrey's at \$6,771.08. Chief Swiger stated the decals would take two weeks to arrive to vendor once the order is placed.

Commissioner Lamont, Commissioner Smith, and Chairman Koorn agree the new engine decal scheme should match majority of the fleet.

Chairman Koorn stated the striping would follow the scheme on the puck with lettering on the front, lettering on the door, North Whidbey Fire and Rescue on top along hose bed.

Chairman Koorn motioned to approve new decal work; seconded by Commissioner Lamont.

Motion approved unanimously

Budget

Chairman Koorn stated that the budget is way-off and the department needs to live within the budget moving forward.

Chief Swiger acknowledged and agreed.

SCBA



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Chief Swiger stated that Commissioner Smith had previously asked about going with two air packs per vehicle. Chief Swiger stated that depending whether the Board follows the Rating Bureau or NFBA we are required to have a minimum of four air packs, or two air packs, plus one extra cylinder per air pack. Chairman Koorn asked why we need air packs on 201 and 209.

Chief Swiger stated that Engines 206 through 209 need air packs for one mechanic and one safety officer. Chief Swiger stated he has no issue with removing air packs from engines 201, 202, 203 and 204.

Commissioner Smith stated he does not see a reason for four air packs on a rescue and four on tenders, with the exception of duty chief/fire chief vehicles.

Chairman Koorn asked what the reasoning is for the rescue truck having SCBA.

Chief Swiger stated it responds to calls, so it has SCBA.

Commissioner Smith stated the department originally asked for 62 air packs while the rest of the island is in the 40s. He stated he is looking after taxpayer dollars and suggests only two air packs per vehicle.

Chairman Koorn stated a lot of money would be saved by not outfitting the spare engine.

Chief Swiger stated the spare engine will be at Station 25 and in service.

Commissioner Lamont asked if it was in service, or a spare.

Chairman Koorn stated rating group wise, it is a spare.

Chief Swiger stated if the department wants to get back up to one hundred volunteers, we need spots on engines.

Chairman Koorn stated he is good with ordering forty-eight right now and order more if we get more volunteers.

Commissioner Lamont stated he agrees to order forty-eight and let Chief Swiger decided where they go.

Commissioner Smith stated he would approve ordering forty-eight air packs and recommends 2 RIT bags.

Chief Swiger stated the vehicles are fitted with three RIT bags.

Chairman Koorn asked the price per RIT bag.

Commissioner Smith stated a RIT bag is around four thousand dollars each.

Chairman Koorn stated he was okay with three RIT bags due to compromise on air packs.

Chief Swiger verified the Board agrees to 48 air packs, 3 RIT bags, 1 fit-test adapter, 48 chest straps, 5 eye kits, and 70 masks with straps.

Commissioner Lamont motioned to approve the SCBA order; motion seconded by Chairman Koorn.

Motion carried unanimously

New Business:

Resolutions



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522 – Cancel Warrant #622615

Warrant was a duplicate payment to a vendor. Check was returned by vendor.

Chairman Koorn motioned to approve Resolution 522; motion seconded by Commissioner Smith.

Motion carried unanimously.

523 – Cancel Warrant #623429

Vendor billed the department the incorrect amount. Check was returned.

Commissioner Smith motioned to approve Resolution 523; seconded by Commissioner Lamont.

Motion carried unanimously.

Board Chairman Election

Commissioner Smith motioned to nominate Commissioner Koorn as Chairman; motion was seconded by Commissioner Lamont. Commissioner Koorn will remain the Board Chairman for 2023.

Appreciation Dinner

Chairman Koorn acknowledged the list of questions presented to the Board regarding the Appreciation Dinner. Chairman Koorn asked how soon Administrative Assistant Titherington needs feedback. Administrative Assistant Titherington stated she needs information back as soon as possible. She stated she needs time to get items ordered and information out to members. She stated she needs to know what spending limit is approved and what items to order.

Chairman Koorn stated to Commissioner Smith and Commissioner Lamont to give their input to Chief Swiger next week and he will meet with Chief Swiger and Administrative Assistant Titherington. Commissioner Lamont and Commissioner Smith both agreed to that timeline.

Training Officer

The Commissioner looked over the Training Officer Job Description proposed by Chief Swiger.

Chairman Koorn asked if any decisions needed to be made on job description.

Chief Swiger stated no decisions needed to be made today.

Chairman Koorn moved to discuss the position more at the next workshop.

Policy Updates

100.6.5 Private Purchase of Department Designated Clothing

The Board reviewed the proposed policy update completed by Chief Swiger.

Commissioner Smith stated he does not have an issue with approving update.

Chairman Koorn stated he does not have an issue with approving update.

Commissioner Lamont stated he does not have an issue approving update.

Chairman Koorn motioned to approve updating Policy 100.6.5; motion seconded by Commissioner Smith.

Motion carried unanimously

200.3.1 Personally Owned Equipment

The Board reviewed the proposed policy update completed by Chief Swiger.



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Chairman Koorn asked why the word “apparel” was taken out of 200.3.1.

Chief Swiger stated apparel is covered in another policy.

Commissioner Smith suggested keeping the word “generally” in 1.3 section of policy.

Commissioner Lamont suggested taking it out of policy and if an exception surfaces, address it then.

Commissioner Smith suggested section 1.2 should state “all equipment will be compliant with current NFPA standards.

Chairman Koorn asked if there was a motion to approve policy 200.3.1, keeping the term “generally” in section 1.3, and changing section 1.2.

Commissioner Smith motioned to approve policy 200.3.1 with changes; motioned seconded by Commissioner Lamont.

Motion carried unanimously

100.3.2 Cost Recovery

The Board reviewed the policy update proposal completed by Chief Swiger.

Chief Swiger stated it is possible to recover costs associated with responding to emergencies by billing homeowners’ insurance companies. Chief Swiger stated five hundred dollars can be recovered each time.

Commissioner Lamont asked for clarification if fire suppression shows up to a home, insurance can be billed.

Chief Swiger clarified that is correct, five hundred dollars can be reimbursed.

Chairman Koorn stated this has been on the books, it is just not done. Chairman Koorn stated to review resolution and discuss the topic more at the workshop in January.

Commissioner Smith questioned procedure 3.1.3, stating the department should get more of a description of vehicle rather than just license plate number.

Chief Swiger stated we always have more information than just a license plate number.

Chairman Koorn motioned to approve updates to policy 100.3.2; motion seconded by Commissioner Smith.

Motion carried unanimously

Chief’s Report

Chief Swiger stated the audit files are being delivered to the State Auditor’s Officer tomorrow December 14th, 2022.

Chairman Koorn stated that a meeting will need to be scheduled with the State Auditor’s Office when the results are in.

Workshop

Chairman Koorn asked Commissioner Lamont and Commissioner Smith to review January schedules to settle on a date for a workshop in January.

Workshop was scheduled tentatively for January 19th, 2023, at 0900. Date and time were agreed upon by Chairman Koorn, Commissioner Lamont, and Commissioner Smith.



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Executive Section called at 7:25pm until 8:10pm.

No decisions were made.

Good of the Order

Commissioner Smith asked if the department received new bunker gear and radios.

Chief Swiger stated the department received fifteen sets of bunker gear and the radios were received but are not in service yet.

Commissioner Smith asked if there were any training center permit issues.

Chief Swiger stated he would check with the engineer.

Commissioner Smith asked about the State Parks contract.

Chief Swiger stated nothing has progressed with that yet.

Adjourn Meeting

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

Motion carried unanimously

Meeting Adjourned at 8:16pm.

Attest:

Natasha Spydel

Board Secretary/Accounting Manager