



## 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

May 9<sup>th</sup>, 2023

6:30 p.m.

*Approved June 13<sup>th</sup>, 2023*

**Call to Order:** Chairman Marvin Koorn called the meeting to order at 6:30 pm. Also in attendance: Commissioner TJ Lamont, Commissioner Gerald Smith, Battalion Chief Dan Horton, Volunteer Battalion Chief Steve Lacy and Secretary Natasha Spydell.

#### Additions to the Agenda

- a. Brush Truck Refurbish
- b. Exit Interviews
- c. Fire Chief Reports
- d. High-Visibility Coats (Hi-Vis)
- e. Vouchers

Chairman Koorn stated additions (a), (d) and (e) will move to New Business and (b) and (c) will go under Good of the Order.

#### Swear In

None

#### Public Comment

None

**Consent Agenda:** Minutes: Special Meeting, April 6<sup>th</sup>, 2023, Regular Meeting, April 11<sup>th</sup>, 2023, Special Meeting, April 17<sup>th</sup>, 2023, Expenditure Approval for the month of April 2023, including March batch #09B, and Treasurer's Reports approval for the month of March 2023.

*General Batch #09B for EFT/Vouchers 230301001-230301008 dated 3/01/2023 in the amount of \$28,429.43.*

*General Batch #14G for Vouchers 230402001-230402008 dated 4/05/2023 in the amount of \$6,971.15.*

*General Batch #14Q for Vouchers 230401001-230401003 dated 4/05/2023 in the amount of \$11,642.26.*

*General Batch #15G for Vouchers 230403001-230403021 dated 4/12/2023 in the amount of \$23,338.69.*

*General Batch #16G for Vouchers 230404001-230404019 dated 4/19/2003 in the amount of \$9,248.19.*

*Payroll Batch #0421P for Transactions 586-658 dated 4/21/2023 in the amount of \$54,818.98.*

*Payroll Batch #17B for EFT/Vouchers 230405001-230405009 dated 4/26/2023 in the amount of \$27,177.96.*

*General Batch #17G for Vouchers 230406001-230406002 dated 4/26/2023 in the amount of \$13,812.77.*



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Chairman Koorn asked if there were any questions on the consent agenda.

No questions or comments were presented.

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

**Motion carried unanimously.**

### **Personnel**

None

### **Correspondence**

Secretary Spydell shared an email received from the State Auditor's Office stating they were still waiting for final steps from the fraud team before scheduling the exit meeting.

### **Unfinished Business:**

#### **Budget**

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

Chairman Koorn stated Chief Swiger and Secretary Spydell are working on budget adjustments for the June meeting.

Commissioner Lamont stated he had ordered a printer that was expensed to commissioner equipment. He stated the commissioner laptops were expensed to computer/IT equipment, so the printer should too.

Chairman Koorn agreed that the expense should be moved to computer/IT for consistency.

Commissioner Smith asked why the contract with Washington State Parks has been in place for years, but we are only now receiving payment for the park buildings.

Chairman Koorn stated Washington State Parks needs to be invoiced yearly. It is up to North Whidbey Fire and Rescue to invoice them.

Chief Horton stated the district needed to get the assessed values of the buildings before an invoice could be generated.

Commissioner Smith asked what the length of the contract is.

Chairman Koorn stated it is an ongoing contract with automatic renewal every year.

Commissioner Smith asked where the option is to renegotiate.

Chairman Koorn stated there is a clause in the contract for each party to have the option to renegotiate within a specified timeframe of the renewal.

Commissioner Smith asked Secretary Spydell to email the current contract to the board.

Chairman Koorn stated the invoice should include assessed value for the district, plus \$.50 for EMS.



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### Training Officer

Chairman Koorn stated this topic will be tabled until further progress is made.

### Policy Updates

#### a. Policy 102 – Purchase Policy

Commissioner Smith stated he would prefer the statement, *'this policy supersedes any previous policy'* under *Rescinds*, to alleviate the issue of any previous policy being missed. Commissioner Smith stated all the policies should be formatted the same with font, outline, spacing etc.

Commissioner Smith stated *'three'* should be removed in 1.1.2.

Commissioner Smith stated the policy should discuss how card #2 and card #3 are managed.

Chairman Koorn stated in 1.1.4 and 1.1.5 the cards have huge limits.

Commissioner Smith agreed that the ability for the maintenance card to have a daily limit of \$500 is poor card management.

Commissioner Lamont asked how the policy should be stated.

Commissioner Smith suggested the policy should be universal for every card. The board trusts up to \$2500 but if anything looks suspicious or the privilege is being abused, the board will put a stop to it.

Chairman Koorn stated it could be easy for maintenance to go over a \$500 daily limit and a single purchase limit should be in the policy, not a daily limit.

Commissioner Smith stated he was fine either way. He stated one way gives the board control, but the other option does not give any latitude to the employees.

Commissioner Lamont asked Lt. Reinstra how often he spends over \$500 a day.

Lt. Reinstra stated he hardly ever spends over \$500.

Commissioner Lamont agreed a single purchase limit would be better.

Commissioner Smith asked at what limit a single purchase should be set at.

Chairman Koorn stated to leave it at \$500.

Commissioner Lamont agreed to \$500.

Lt. Reinstra clarified with the board that if there is a purchase beyond his limit, then he should get chief's approval up to chief's limit, then ask the board for purchases exceeding chief's limit.

Chairman Koorn confirmed and stated that card #1 should be used for any purchase over the \$500 limit.

Commissioner Smith stated in 2.1 that *'Pos'* needed to be changed to *'POs'* or *'purchase order'* and section 3.0 needs to be aligned with the rest of the page.

Commissioner Lamont stated 1.1.7 is redundant because it is stated in 1.1.5.

Chairman Koorn agreed 1.1.7 should be removed.

Commissioner Lamont stated 2.4 should read the *'receipts should be turned in upon return'*.

Chairman Koorn stated the changes need to be made for approval at the meeting next month.

#### b. Policy 152 – Conduct for All Department Personnel



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Commissioner Smith reiterated that the formatting should match policy 102, and the scope should be clean and simple stating '*All Department Personnel*'.

Commissioner Smith stated the community does not set laws, as mentioned in 1.2.

Chairman Koorn stated to change it to '*legal authority*'.

Commissioner Smith stated sections 4 and 10 need to be aligned with the rest of the document.

Chairman Koorn asked if the district was allowing marijuana.

Commissioner Lamont stated it is comparable to alcohol and should be in the policy where alcohol use is discussed.

Commissioner Smith stated the policy should remain unchanged regarding marijuana until things change.

Chairman Koorn stated when the policy is corrected, it should be sent to Snure Law prior to finalization because of the social media section.

Commissioner Smith agreed and stated this topic has been brought up before where if the district is mentioned on a personal Facebook page, the person now represents the district with their page.

Chairman Koorn stated the policy discussion of social media is not very specific and would like more details, so it is not open to interpretation.

Commissioner Smith agreed the policy should be sent to Snure Law.

Commissioner Lamont asked if a restaurant that serves drinks is considered a drinking establishment as discussed in 3.3.

Commissioner Smith asked how a bar is classified.

Chief Horton stated there are definitions for it.

Chairman Koorn stated the term '*drinking establishment*' should be more clearly defined.

Chairman Koorn stated the board will make a decision on the policy once the revisions have been made.

### **E23 Refurbish**

Chairman Koorn stated the commissioners plan to be in Las Vegas for a conference in September so they will wait to visit Firetrucks Unlimited until then.

Chairman Koorn asked Lt. Reinstra what year E23 is.

Lt. Reinstra stated he would have to look it up, but it is around 2009.

Lt. Reinstra stated there are not any current issues with E23.

Commissioner Smith stated waiting to visit the facility will give the team at Firetrucks Unlimited a chance to go through all the information Lt. Reinstra sends them on E23.

### **Longevity Pay Step Increases**

Chairman Koorn stated the discussion should be tabled until union negotiations are done.

Commissioner Smith agreed.

### **Decal Quote**

Chairman Koorn stated he was shocked at the price for decaling the rescue truck.



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Commissioner Smith stated he was shocked also.

Chairman Koorn asked the board if they would like to see a second quote.

The board agreed by consensus.

Chairman Koorn asked Lt. Reinstra to get a second quote and proofs together for review at the next meeting.

Lt. Reinstra stated he would get another quote with proof samples.

### **Survey Monkey**

Chairman Koorn stated Secretary Spydell had sent multiple sample questions for board review and suggestions.

Commissioner Smith suggested each commissioner go through the sample questions, choose their preferences, then go over the recommendations at the next meeting.

### **New Business:**

#### **Spring Series Seminar – Chelan**

Chairman Koorn asked Commissioner Smith if he was going to the seminar.

Commissioner Smith asked for the seminar dates.

Chairman Koorn stated the conference is June 3<sup>rd</sup>.

Chairman Koorn asked Secretary Spydell to verify the last day registration and cancelation is accepted.

Secretary Spydell stated she would get the information to the commissioners.

Chairman Koorn stated he did not plan to attend the Nicholson and Associates Event on June 2<sup>nd</sup>.

### **Annual Report**

Chairman Koorn stated he had reviewed the annual report and told Secretary Spydell good job on the report.

Commissioner Smith and Commissioner Lamont agreed and did not have any further comments or questions.

### **Volunteer Battalion Chief Job Description**

Chairman Koorn stated he was fine with the job description besides the '*responsible for operations as directed by superior chief officers*' statement. Chairman Koorn suggested changing the word '*superior*'.

Chairman Koorn asked about the list of requirements and if Chief Lacy currently held all of them, including Fire Officer III.

Chief Lacy stated he did not have Fire Officer III and the job description lists it as a desired qualification, not a requirement.

Commissioner Smith stated he has no issue with the job description and sees it changing in the future.

Commissioner Smith stated the entire statement with the term '*superior chief officers*' should be removed.

Chairman Koorn asked if the board wanted to wait for a revised copy or approve now.



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Commissioner Smith motioned to approve the job description with the changes; motion seconded by Commissioner Lamont.

**Motion carried unanimously.**

### **Brush Truck Refurbishment**

Chairman Koorn stated a brush truck refurbish quote had been sent to the board for review and asked Lt. Reinstra to explain the quote.

Lt. Reinstra stated the quote was received today and is the same price quoted and approved by the board last year. Lt. Reinstra stated Camano Fire Shop agreed to honor the previous quote.

Chairman Koorn asked if the radios were ones the district already purchased.

Lt. Reinstra stated the district had already purchased them from DNR.

Chairman Koorn asked why the light bar needs replacing.

Lt. Reinstra stated a light bar, sirens and body lights were donated by the Sherriff's office.

Chairman Koorn asked why the bed needs to be pulled off.

Lt. Reinstra stated the bed would be cleared and bigger boxes will be installed.

Chairman Koorn stated the extra items would need to be surplused.

Chairman Koorn asked if the quote was board approved already at this price.

Commissioner Smith stated the quote was initially approved for a brand-new truck.

Lt. Reinstra stated the board had requested an updated quote because of the time lapse since the initial quote.

Commissioner Smith asked if the initial truck bed had a different size.

Lt. Reinstra stated everything was the same, the only thing changing is the vehicle.

Commissioner Smith asked why perfectly good boxes were being changed.

Lt. Reinstra stated the current boxes are way too small for the equipment the district has.

Commissioner Lamont asked if the boxes could be sold.

Chairman Koorn stated an auction in Meridian has items like that for sale often.

Commissioner Smith stated he approves of moving forward with the refurbishment.

By consensus, the board approved moving forward with the refurbishment.

### **High-Visibility Coats (Hi-Vis)**

Commissioner Lamont asked if the board would like to continue buying Hi-Vis coats for all volunteers and support personnel or go back to break-away vests for traffic control purposes.

Chairman Koorn stated he sees the coats being used more often away from fires than fires and prefers not using the Hi-Vis coats.

Commissioner Lamont stated it is cheaper to give everyone a vest than a coat.

Chairman Koorn stated the turnout coat should be worn with a vest over it for non-firefighting duties.

Chief Lacy stated it is a requirement to have reflective gear on with the use of turnout gear.

Chief Lacy stated the district would need to purchase more vests, and asked the duty crew in the room how often they wear Hi-Vis coats.



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District Firefighters Taylor Crowe and Nicole Breaux gave multiple examples of when duty crew wears Hi-Vis coats such as: in the winter, poor weather conditions, public education events and marine calls. Commissioner Lamont asked if the district purchases a coat for everyone.

Chief Lacy stated the district has enough for everyone but not all personnel have been issued them.

Chairman Koorn asked when volunteers would wear the coats.

Chief Lacy stated the coats are worn during marine calls and medical calls, among other activities, and their price is around fifty to fifty-five dollars each.

Commissioner Lamont stated he was under the impression they were only worn for traffic control purposes.

Commissioner Lamont stated the district should not be buying equipment for people that only show up for one training night a month.

Chief Lacy stated this discussion goes back to the recruit and retention position, but the district needs to outfit members with compliant gear regardless.

Chairman Koorn stated the board would like to see a breakdown of what the district is buying for uniforms. Chairman Koorn stated every month the board sees coats being purchased, and he sees them being worn all around town.

Lt. Reinstra asked if the cost of the jacket is what is in question.

Chairman Koorn stated the cost and why so many are being purchased is in question.

Chairman Koorn asked Secretary Spydell to give the commissioners a breakdown of uniform and clothing items that have been purchased recently.

Secretary Spydell agreed.

### **Vouchers**

Commissioner Lamont stated under the current process, the board approves vouchers well after they have already been paid. He stated the board does not see them for sometimes three to four weeks after being paid. Commissioner Lamont stated it seems ridiculous to approve something that has already been purchased, received, and paid for.

Chairman Koorn agreed the process is faulted, but asked how the board gets around that. Chairman Koorn stated he would prefer approving vouchers before payments are made.

Chairman Koorn asked Secretary Spydell to research the issue and try to figure out a better process moving forward.

Secretary Spydell agreed to research a better process.

### **Fire Chief Report**

No Report

### **Operations Chief Report**

No Report

### **Battalion Chief Report**



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No Report.

### **Executive Session:**

Chairman Koorn asked the board if there was a need for an executive session.

By consensus, the board agreed there was no need for an executive session at this time.

### **Good of the Order**

Commissioner Smith stated he has been following other fire commissioner meetings for what fire chiefs report to the board and he would like to see more detailed reports every month. Commissioner Smith would like reports that include topics such as:

- Operations Reports
- Academy Report
- Upcoming Staff Hired/Leaving
- Operations Activities
- Up-to-date information on what testing and training is being conducted, along with what duty crews are working on
- Public Education Events
- Address Signs
- Program Reviews
- Facilities Updates
- Maintenance Updates

Commissioner Smith stated sharing this information will help hold accountability, but it is just a suggestion, and he is looking for feedback.

Commissioner Lamont stated it is a good list of information. Commissioner Lamont stated that only one chief is needed if the fire chief is tasked with reporting it.

Chairman Koorn gave the list to Chief Horton and asked to pass the information along to Chief Swiger that the board would like to see something like this implemented.

Commissioner Smith asked if the district does exit interviews when an employee resigns.

Chief Horton stated they have been done in the past but are not currently being done.

Commissioner Smith stated he would like them to be conducted.

Secretary Spydell stated she could send an example of the questions that were asked when exit interviews were previously conducted for the board to review and make recommendations for future questions.

### **Adjourn Meeting**

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

**Motion carried unanimously.**

Meeting Adjourned at 7:36 pm.

Attest:

Natasha Spydell

Board Secretary/Accounting Manager