



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Station 25, 2720 Heller Rd., Oak Harbor, WA

Phone: 360-675-1131 Email: Admin@nwfr.org

Meeting Minutes

December 10th, 2024

6:30 p.m.

Approved January 14th, 2025

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, Fire Chief Chris Swiger, Deputy Fire Chief Ray Merrill, Battalion Chief Dan Horton, Battalion Chief Steve Lacy and Secretary Natasha Spydell.

Additions to the Agenda

Chairman Koorn stated a letter prepared to the Island County Commissioners will be added under New Business (8.i.) and an email from Senator Muzzall's office will be added under Correspondence.

Public Comment

None

Correspondence

The board received an email from Senator Muzzall's assistant asking NWFR commissioners to attend a summit to discuss suicide prevention on Deception Pass Bridge. Commissioner Koorn and Commissioner Miller both stated they plan to attend the meeting at the Cornet Bay Retreat Center Function Hall at 09:00 on Wednesday, December 18th, 2024.

Consent Agenda: Meeting Minutes for Regular Meeting, November 12th, 2024, expenditure approval for the month of November 2024, and Treasurer's Report for October 2024.

General Batch #45G for Vouchers 241101001-241101009 dated 11/06/2024 in the amount of \$2,025.34.

Payroll Batch #46B for Vouchers 241102001-241102005 dated 11/13/2024 in the amount of \$9,212.66.

Payroll Batch #46B for EFT Transactions 2013-2015 dated 11/13/2024 in the amount of \$24,230.48.

Payroll Batch #46B2 for EFT Transaction 2112 dated 11/13/2024 in the amount of \$4,141.23.

General Batch #46G for Vouchers 241104001-241104019 dated 11/13/2024 in the amount of \$46,066.06.

Payroll Batch #1124P for Transactions 2022-2111 dated 11/15/2024 in the amount of \$82,465.51.

Payroll Batch #1119OT for Transaction 2147 dated 11/19/2024 in the amount of \$139.62.

Payroll Batch #1119E for EFT Transactions 2145-2146 dated 11/19/2024 in the amount of \$26.31.

General Batch #47G for Vouchers 241106001-241106022 dated 11/20/2024 in the amount of \$12,024.89.

General Batch #48G for Vouchers 241107001-241107016 dated 11/27/2024 in the amount of \$3,608.85.

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

Motion carried unanimously.

Personnel

Deputy Fire Chief Merrill submitted a class request to attend the 2025 Fire Investigation Training Program June 9th – June 12th in Tempe, AZ.

Commissioner Smith motioned to approve the class request; motion seconded by Commissioner Miller.
Motion carried unanimously.

Chairman Koorn stated the board had received a letter of resignation from Accounting Manager/Board Secretary Spydell and it would be discussed further in executive session.

Unfinished Business:

Budget

None

Building Maintenance

Chairman Koorn stated Chief Swiger provided a list of building maintenance needed at the stations.

Chairman Koorn asked Chief Swiger how many repairs the district can do with its own members.

Chief Swiger stated quite a bit can be done internally. He stated he needs to sit down with Lieutenant Reinstra and discuss it further.

Commissioner Smith stated one thing missing from the list is the nails or screws coming out of the roof at Station 23.

Chief Swiger stated Lieutenant Reinstra had already fixed it.

Chairman Koorn asked how the district got to where it is with this and why these repairs/maintenance issues are not handled as they come up.

Chief Swiger stated the station officers should notice these things during inspections and the chiefs will have a talk with them.

Chairman Koorn stated the fire alarms and CO₂ alarms not working should be a top priority, especially at the stations the district rents out.

Chief Horton stated Station 27 has been fixed.

Chairman Koorn stated he would like progress to be tracked, and updates given to the board.

Fire Chief Contract

Chairman Koorn stated the board is ready to sign the contract. He asked Chief Swiger if he was ready to sign the contract.

Chief Swiger stated he was ready to sign.

The fire chief contract was signed by the board members and Chief Swiger.

Chairman Koorn stated an official pinning ceremony will be held in January.

Station 22 Heater Replacement

Chief Swiger stated the original R&H Mechanical quote did not have prevailing wages and the cost for the door switches has been added to all the original quotes as well. He stated R&H Mechanical is still coming in the lowest with the door switches included.

Commissioner Smith motioned to approve R&H Mechanical with the switches for the heater replacement; motion seconded by Commissioner Miller.

Motion carried unanimously.

Whidbey Health Contract

Chairman Koorn stated the Whidbey Health station rental contracts were up for renewal and the only change is the cost. Station 22 will be rented for \$2,2497.03 per month, and Station 27 will be rented for \$3,046.79 per month.

By consensus, the board agreed the fire chief could sign the contract.

EMS License

Chief Swiger stated that while Chief Horton was applying for the district's EMS license, there is a VIN requirement which means the district would have to purchase an ambulance prior to applying for the license.

Chairman Koorn stated the district should reach out to some larger cities to see what they have for options and willingness to work with smaller agencies. He stated he is in favor of putting the license application on hold while the district looks into vehicles.

Commissioner Smith stated he would like to shop around and see what is out there as well.

New Business:

Resolution 559 – Cancel Warrant #658663 All Island Lock & Key

Chairman Koorn stated the warrant was damaged and could not be deposited.

Commissioner Smith motioned to approve Resolution 559; motion seconded by Commissioner Miller.

Motion carried unanimously.

Designate ICOM Representative

By consensus, the board designated Commissioner Koorn as the district's ICOM representative.

Designate Board Chairman

Commissioner Miller motioned to designate Commissioner Koorn as the board chairman for 2025; motion seconded by Commissioner Smith.

Motion carried unanimously.

Early Closure Christmas Eve

Chairman Koorn stated the decision will be left up to the fire chief, but he recommends the district office closes at noon on Christmas Eve.

By consensus, the board approved the early closure of the district office on Christmas Eve.

2025 Pay Increase

Chairman Koorn motioned to approve a 6% wage increase effective January 1st, 2025, for admin to match the CBA; motion seconded by Commissioner Smith.

Motion carried unanimously

Chairman Koorn stated the volunteer rates would be discussed after the executive session.

Policy 163 – Unauthorized Entrance and Encampment

Chairman Koorn stated the recommendation to have an unauthorized encampment policy in place came from Attorney Brian Snure.

Commissioner Miller stated he would like some clarification or specifics on the storage of personal property.

Chairman Koorn agreed the policy contradicts itself on the storage of personal property and whether the district is required to store it and what standard is used to determine what is considered hazardous property.

Chairman Koorn stated he would like Secretary Spydell to reach out to Attorney Brian Snure to get some clarification on Section 9.

The board would like clarification on what the district is obligated to store, what standard is used for determining hazardous property, and if there are any specific storage requirements.

Secretary Spydell stated she would reach out to Snure.

Goals for 2025

Chairman Koorn stated Chief Merrill presented a list of district goals to the board and he would like the district to act on it.

Chief Swiger stated he recently went over the list with Chief Merrill and he will get the information out to the board.

Chairman Koorn asked if the board could receive it by the end of the year.

Chief Swiger confirmed.

Chief Merrill stated the list should be something to memorialize, track and prioritize. He stated he did recently meet with Chief Swiger to prioritize the list.

Letter to Island County Commissioners

Chairman Koorn stated a letter was drafted to send on behalf of the board to the Island County Commissioners in support of the county recreating a fire marshal position. Chairman Koorn stated there is a typo that he would like corrected before sending the letter out and the other county commissioners should be Cc'd in the email when it is sent out.

Chief Swiger stated he would make the correction and have it ready for commissioner signatures this week.

Drone Program – Power Point Presentation

MSAR Volunteer Jeff Halbrook presented the presentation to the board. The presentation was a proposal for an NWFR drone program and discussed the potential for drone use by the district, challenges the district may encounter, and a progressive plan for getting the program in place. Three NWFR members recently attended an FAA drone license course and are licensed to operate. The group is asking for some practice drones to fly and train on while working on implementing the program.

Lieutenant Valencic stated it would be six months to a year before everything is put in place.

Chairman Koorn stated he supports the district moving forward with a drone program.

Commissioner Smith stated he supports a program and would encourage the district to start applying for drone program grants.

Commissioner Miller agreed.

Chief Merrill added that drones are a huge tool for fire investigations.

Chairman Koorn stated he is in favor of purchasing a practice drone.

Chief Swiger stated he would like to purchase two. The price is \$719.00 including tax, so around \$800.00 each.

Chairman Koorn motioned to approve two drones under \$800.00 each to encourage rapid movement on the policy and program implementation; motion seconded by Commissioner Miller.

Motion carried unanimously.

Fire Chief Report

None

Deputy Fire Chief Report

Chief Merrill stated he is working with First Due to implement the fire investigation module. First Due said it will take up to 90 days, but it should be live today and ready to go by January 1st.

Ops Chief Report

Chief Horton went over the manning and incident response reports for the month of November.

Chief Horton stated he is working with First Due to implement the new modules and they should be ready by mid-January.

Battalion Chief of Volunteers Report

Chief Lacy stated he plans to meet with Chief Merrill to discuss volunteers responding/not responding and clearing the ranks a bit.

Battalion Chief of Training and Safety Report

None – Chief Gause was not in attendance due to approved leave.

At 7:30 p.m. Chairman Koorn called the meeting into executive session until 7:45 p.m.

1. Executive Session:

a. RCW 42.30.110(1)(b)

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.

b. RCW 42.30.140(4)(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.

At 7:45 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.

2025 Pay Increase (Cont'd)

Chairman Koorn stated he supports a volunteer pay increase but has concerns raising the officer pay.

Secretary Spydell asked if the board is okay with the rounded numbers shown on the spreadsheet, so the numbers are easier to work with.

Chairman Koorn stated he was good with rounding up as recommended.

Chairman Koorn motioned to approve the volunteer pay increase for entry through 10+ years and the stipends; motion seconded by Commissioner Miller.

Motion carried unanimously.

Chairman Koorn stated he would like to see a breakdown of how the 20% threshold is being calculated. Secretary Spydell stated she previously prepared a spreadsheet that shows the breakdown and shared it with the board.

Chief Swiger stated he would like to break up the lieutenant versus captain costs.

Commissioner Smith asked that the job descriptions for lieutenant and captain are sent also.

Chairman Koorn stated officer pay will be discussed at a later date.

Good of the Order:

None

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 8:02 p.m.

Attest:



Natasha Spydell

Board Secretary/Accounting Manager