



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

September 12th, 2023

6:30 p.m.

Approved October 9th, 2023

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

Additions to the Agenda

- a. Engine 26
- b. Union Contract

Chairman Koorn stated agenda addition (a) will be added under New Business (f) and the union contract will be moved for discussion after the executive session.

Public Comment

Roberta Hartley introduced herself and her mother Gloria Hartley. Roberta Hartley stated her mother had generously donated \$10,000 last year. The donation was intended to go to the North Whidbey Firefighters' Association after the pancake breakfast last year, but the check was written to North Whidbey Fire and Rescue due to the association not currently being a 501(c). Roberta Hartley stated her mother would like the money to be redistributed to its intended location.

Gloria Hartley stated the money was given in memory of her late husband Bruce Hartley who served as a volunteer firefighter for many years. Mrs. Hartley stated volunteer firefighters were of major importance to him and he regularly made donations to firefighters. Gloria Hartley stated she appreciates everything the district can do to shift the money to the North Whidbey Firefighters' Association, and she has another contribution to make once the transfer is complete.

Chairman Koorn stated the district will look into the matter and get back to Roberta Hartley.

North Whidbey Fire and Rescue Firefighter Ben Bauer stated he spoke at the last meeting and subsequently had a good conversation with Commissioner Lamont and Chief Swiger separately regarding the current state of the district. Mr. Bauer stated it is obvious that blame is being passed from one side to the other. Mr. Bauer stated one medical call should not tap the district's entire resources. With locations like Hoffman Road developing within the district, the world is changing, and the district cannot rely mainly on volunteers to serve our community anymore. Mr. Bauer stated the district needs to obtain more firefighters at a career-level status and a long-term plan needs to be laid



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out. He stated other districts and departments are more transparent to their communities. Mr. Bauer asked the board as residents if they feel like they can rely on a 911 response to their homes with the current manning.

Commissioner Smith stated he is confident in the 911 response to his home and understands the district's resources and use of mutual aid.

Chairman Koorn stated he would like to sit down and talk with Firefighter Bauer, as there seems to be a lot of misconceptions about the district.

No other public comments were made.

Correspondence

Chairman Koorn shared the notice stating the Oak Harbor Elks Lodge First Responder Dinner is September 22nd and RSVPs need to be in by September 16th.

Consent Agenda: Meeting Minutes: Special Meeting, August 1st, 2023, Regular Meeting, August 8th, 2023, Special Meeting, August 14th, 2023, expenditure approval for the month of August 2023 and Treasurer's Report for July 2023.

General Batch #31G for Vouchers 230801001-230801020 dated 8/02/2023 in the amount of \$15,463.89.

General Batch #32G for Vouchers 230802001-230802014 dated 8/09/2023 in the amount of \$11,093.08.

General Batch #33G for Vouchers 230803001-230803017 dated 8/16/2023 in the amount of \$5,893.03.

Payroll Batch #33B for Vouchers 230804001-230804008 dated 8/16/2023 in the amount of \$15,886.96.

General Batch #34G for Vouchers 230805001-230805020 dated 8/23/2023 in the amount of \$7,910.80.

Payroll Batch for 941 EFT dated 8/25/2023 in the amount of \$10,910.51.

Payroll Batch #0825P for Transactions 1318-1395 dated 8/25/2023 in the amount of \$54,910.38.

Payroll Batch #0829OT for Transactions 1399-1400 dated 8/29/2023 in the amount of \$271.74.

General Batch #35G for Vouchers 230807001-230807015 dated 8/30/2023 in the amount of \$3,619.52.

Chairman Koorn stated he had already talked to Secretary Spydell regarding a correction to the consent agenda and asked if anyone else had any questions or concerns.

No questions or comments were presented.

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

Motion carried unanimously.

Personnel

Chief Swiger stated Administrative Assistant Laura Titherington had left and her replacement Jessica Fisher started on August 29th. Chief Swiger stated Firefighter Jenna Chapman was offered a job with



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Wildland shortly after being hired by the district and she chose that position instead and Firefighter Joseph Henigsmith rescinded his resignation and is no longer relocating to Florida.

Unfinished Business:

Budget

The board did not have any questions or comments regarding the budget.

2024 Budget

Chief Swiger addressed the board stating the preliminary budget proposal for 2024 was submitted to the board for review and next month will be the first reading of the proposal.

Engine 24

Lieutenant Mike Reinstra stated the repairs were completed and the engine is back in service.

Chairman Koorn asked if the bill was sorted out with Camano Fire.

Chief Swiger stated we have not received the bill yet.

Lieutenant Reinstra stated the NFPA will be one bill and there will be a separate bill for the driveline.

Engine 23 Refurbish

Chairman Koorn stated the board will wait to discuss this agenda item further due to Commissioner Lamont being absent.

Commissioner Smith agreed the discussion should be postponed.

Engine 25 Decals

Chief Swiger stated the missing decal on the front of the engine has been completed.

Training Officer

a. Job Description

Chief Swiger stated the job description was previously presented to the board, but it was never approved.

Chairman Koorn asked why *establishing a safety committee* was marked out.

Chief Swiger stated because a safety committee is already established.

Chairman Koorn suggested stating *oversees the safety committee*.

Chief Swiger asked the commissioners to mark their copies with corrections and send them back to him to make the changes.

Commissioner Smith asked Secretary Spydell to send a copy that does not show the markups.

Secretary Spydell stated she would send an unmarked copy to the board.

b. Employment Opportunity Description

Chairman Koorn stated the job posting will be discussed once corrections to the job description have been made.



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New Business:

Pagers

Chief Swiger stated the district needs new pagers. The current ones are obsolete, and we cannot get parts to repair them. Chief Swiger stated he is asking for the board's approval to purchase ten new pagers.

Commissioner Smith asked if ten was enough for sure.

Chief Swiger stated ten is enough for now.

By consensus, Chairman Koorn and Commissioner Smith approved the purchase of ten new pagers.

ICOM Rent

Chief Swiger stated he received an email from ICOM explaining they would like to keep the storage room but would like to comp user fees and IT support in lieu of rent for the storage space. Chief Swiger stated there is nothing in the contract or bylaws that would prohibit us from accepting such terms. ICOM currently pays \$1200 per year for the storage room.

Commissioner Smith asked what kind of IT support ICOM provides for the district.

Chief Swiger stated they have done a lot of IT support work with setting up First Due, and the district receives more in IT support from them than \$1200 per year.

Commissioner Smith stated he would agree to the terms for one year and then reevaluate the agreement.

Chairman Koorn agreed that he would be good with a one-year term and then reevaluating.

By consensus, Chairman Koorn and Commissioner Smith approved to exchange IT support and user fees with ICOM for storage rent.

Personnel Training Requests

Chief Swiger stated there are some conferences and courses coming up that Chief Horton and Lieutenant Reinstra have requested to attend. Chief Horton has requested Exercising Leadership Within Communities and Exercising Leadership Through Difficult Conversations. Lt. Reinstra has requested to attend the PNW Fire Conference. Chief Swiger stated Firefighter William Cooper would like to attend the same one as Lt. Reinstra, but there is not currently a request in form him.

Chairman Koorn stated he does not have any problem with any of the training requests but would like to check the union contract regarding Lt. Reinstra.

Chief Swiger stated the conference is during the week so there is no issue.

Commissioner Smith asked that a recommendation be made on why someone should attend a course/conference when the approval is signed by a chief.

By consensus, Chairman Koorn and Commissioner Smith approved the training requests.

Administrative Assistant Job Description

Commissioner Smith asked Secretary Spydell to send an unmarked copy of the job description for review.

Secretary Spydell agreed to send an unmarked copy to the board for review.



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Schedule Special Meeting for Policy Updates

Chairman Koorn stated he would like to schedule a special meeting for the last week of September.

Commissioner Smith stated the 26th is the only day he is available.

Chairman Koorn stated the board will tentatively plan for a special meeting on September 26th at 09:00, and asked Secretary Spydell to check with Commissioner Lamont for his availability.

Engine 26

Lieutenant Reinstra stated after the apparatus went to get NFPA inspection the engine light came on and Camano Fire says it is an excessive crank engine pressure code. Cummins suggested performing a blow-by test and the first one was 17 and the second was 22. He stated the normal result is 12.

Cummins stated the worst-case scenario is it needs an engine rebuild and gave two quotes to the board for review. He stated the next step is to get the engine to Cummins to do an evaluation to know definitively. Lt. Reinstra contacted Firetrucks Unlimited at the request of Chief Swiger since the engine is already on the refurbishment list for next year. Firetrucks unlimited can do the engine rebuild and it will still be sufficient for NFPA rating. Lt. Reinstra asked the board for permission to get the apparatus towed to Sumner for evaluation at this time.

Chairman Koorn asked if the apparatus was completely dead.

Lt. Reinstra stated the engine runs with the stop engine light.

Commissioner Smith stated the quotes show replacing the block, but asked why in-frame is not an option.

Lt. Reinstra stated there is no way of knowing if it is a possibility without Cummins evaluating it first.

By Consensus Chairman Koorn and Commissioner Smith approved sending Engine 26 to Cummins for an evaluation.

Fire Chief Report

Chief Swiger stated the district received money from Washington State for a covid grant in the amount of \$8,814.83.

Commissioner Smith asked what the plan is for the money.

Chief Swiger stated the money can be used freely because it was reimbursement for money we have already spent.

Operations Chief Report

Chief Horton presented the board with the report for calls ran in August. Chief Horton also presented reports that show who still needs EMR, and the current district manning numbers.

Battalion Chief Report

None

At 7:10 pm Chairman Koorn called the meeting into Executive Session from 7:10 pm until 7:40 pm.



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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(1)(g)

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

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

Union Contract

Chairman Koorn stated this agenda addition will be tabled until Commissioner Lamont is in attendance.

Good of the Order

Chairman Koorn asked if there were any other questions or comments.

No questions or comments were presented.

Adjourn Meeting

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

Motion carried unanimously.

Meeting Adjourned at 7:41 pm.

Attest:

Natasha Spydell

Board Secretary/Accounting Manager