



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Station 25, 2720 Heller St., Oak Harbor, WA
Phone: 360-675-1131 Email: Admin@nwfr.org

Meeting Minutes

March 11th, 2025

6:30 p.m.

Approved April 8th, 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 Jobie Gause and Secretary Natasha Spydell.

Additions to the Agenda

New Business: (f.) SAFER Grant, (g.) State Audit, (h.) District Website

Executive Session: RCW 42.30.110(g) - To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Public Comment

None

Correspondence

None

Personnel

None

Consent Agenda: Meeting Minutes for Regular Meeting, February 11th, 2025, expenditure approval for the month of February 2025, and Treasurer's Report for January 2025.

General Batch #05G for Vouchers 250201001-250201016 dated 02/05/2025 in the amount of \$56,943.52.

General Batch #06G for Vouchers 250202001-250202020 dated 02/12/2025 in the amount of \$17,652.68.

Payroll Batch #0211OT for Transactions 210-211 dated 02/11/2025 in the amount of \$310.42.

Payroll Batch #0211B for EFT Transaction 214 dated 02/11/2025 in the amount of \$10.14.

Payroll Batch #0225P for Transactions 215-293 dated 02/14/2025 in the amount of \$89,799.18.

Payroll Batch #07B for EFT Transactions 296-300 dated 02/14/2025 in the amount of \$32,422.42.

Payroll Batch #07B for Vouchers 250205001-250205005 dated 2/19/2025 in the amount of \$9,763.25.

General Batch #07G for Vouchers 250206001-250206020 dated 02/19/2025 in the amount of \$21,092.18.

General Batch #08G for Vouchers 250207001-250207016 dated 02/26/2025 in the amount of \$44,195.00.

Chairman Koorn asked about the credit card reimbursements for burn house items.

Secretary Spydell stated the Visa system was down on 1/15/2025 so Chief Gause used his personal card and submitted a reimbursement request for burn house items purchased that day.

Chairman Koorn asked about the large purchase of CPR masks.

Chief Swiger stated it is to cover the CPR classes for the year.

Chairman Koorn asked about line item 522 45 40 002 – *Training Employee Registration.*

Chief Horton stated there are registrations paid for that are for classes later in the year.
Secretary Spydell stated she reviewed the line item and noticed there are registrations for volunteers that could be moved to the SAFER grant.

Chairman Koorn asked about the CPR digital course.

Chief Horton stated HSI is moving to a digital course and the courses purchased were for district member recertifications.

There were no further questions or comments on the consent agenda.

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

Unfinished Business:

Budget 2025

Chairman Koorn asked if line item 369 10 00 000 – *Sale of Scrap and Junk* could be changed to *Sale of Surplus Property*.

Secretary Spydell stated she would make the title change.

Commissioner Smith asked if the chiefs had identified items or a BARS code for small tools.

Chief Swiger stated it has not been done yet.

Chairman Koorn stated over 50% of the budget has been spent for line item 522 20 10 016 – *Ops Overtime Duty Crew*.

Chief Swiger stated he is keeping a close eye on it.

Chairman Koorn asked about Computer/IT expenditures.

Secretary Spydell stated the contract for the IT professional services renewed and had increased quite a bit.

Chairman Koorn stated it might be a good idea to look at other options.

Chief Swiger stated there are not many local options.

Chairman Koorn asked about line item 522 45 30 001 – *Training Employees Supplies*.

Chief Swiger stated the majority of the expenditures were books for the academy.

Chairman Koorn asked about line item 522 50 40 001 – *Building Professional Services*.

Secretary Spydell stated a large portion of the budget was spent on the HVAC service and maintenance and annual fire extinguisher inspections.

Strategic Planning

Chairman Koorn asked if there were any new documents to support the strategic plan decision.

Chief Swiger stated he had sent the references he received.

Chairman Koorn stated a special meeting should be scheduled to further discuss the proposals.

Apparatus Replacement

Chairman Koorn stated some time needs to be dedicated to apparatus replacement and it will be on the agenda at the next scheduled special meeting.

Station 27 Building

Chairman Koorn asked if there were any updates.

Chief Merrill asked the board which direction they wanted to go, a separate building or addition.

Chairman Koorn stated he is not looking for an occupiable space.

Commissioner Smith stated he just wants a place to park a vehicle as needed to get it out of the weather.

Chairman Koorn stated the building would need to be heated for that.

Commissioner Smith disagreed, and stated vehicles can be moved around.

Commissioner Miller stated he would like to have heat in the building. Moving vehicles around for weather takes personnel and planning.

Commissioner Smith asked Chief Swiger what his thoughts are on the matter.

Chief Swiger stated he agreed with Commissioner Smith and that if the district is going to build something, he would rather put the money into building other stations.

Commissioner Smith agreed, and stated if the district is going to build, might as well build on Van Dam property. He stated he would still like to get vehicles covered.

Chief Merrill stated he will look at a couple of different options and bring them back to the board.

Maintenance Position

Chairman Koorn stated the board received the numbers on the maintenance position comparing costs of a firefighter position vs. a non-firefighter position.

Chief Swiger stated he would like a dedicated maintenance person that does not need to stop maintenance to respond to calls.

Commissioner Smith stated that for a few thousand dollars more, he would rather hire a firefighter.

Commissioner Miller agreed and stated you can have a firefighter than can perform maintenance, but you cannot have a maintenance person that can perform firefighting. He prefers another firefighter.

Chairman Koorn stated it would have to be negotiated with the union and requested that the chief provides some information on how he would develop the direction in which the board wishes to go.

Chief Swiger stated he would put some information together.

Station Maintenance List

Chairman Koorn stated the board has been provided with an updated list of the work that has been completed.

Commissioner Smith stated he sent an email asking for the list to include the name of the person completing the task.

District Goals

Chief Merrill stated work is still being done to complete the goals.

Chief Swiger stated the list is being worked on and good progress is being made.

EMS License

Chairman Koorn asked if there were any updates on ambulances.

Chief Swiger stated he was waiting to hear back from a person he reached out to.

Chairman Koorn stated it can be discussed further at the special meeting.

New Business:

Policy 153 – Cadet Program

Chairman Koorn stated Human Resources Specialist Camejo suggested changing the wording from *men and women to students*.

Commissioner Miller and Commissioner Smith both agreed to that change.

Chairman Koorn asked who the program advisor is and if a chief oversees the program. He stated if so, it should be stated in the policy.

Chairman Koorn stated section 1.3 states cadets must *provide GPA*, he would like it to state *provide documentation of GPA*.

Commissioner Miller stated the policy should also state who the documentation is given to.

Chairman Koorn asked why the policy states cadets cannot work past 12:00 a.m.

Chief Merrill stated it is state law and calls are not exempt.

Chairman Koorn asked for the changes to be made and the policy ready to be signed at the special meeting.

a. Form 153-1 – Cadet Parent Consent Form

Commissioner Miller motioned to approve Form 153-1; motion seconded by Commissioner Smith.

Motion carried unanimously.

b. Form 153-2 – High School Program Consent

Commissioner Smith motioned to approve Form 153-2; motion seconded by Commissioner Miller.

Motion carried unanimously.

Policy 135 – Uniform Dress Code Class A & B

Chairman Koorn stated this policy came back up because recently a uniform needed a replacement, and the policy is not clear on uniform replacement.

Commissioner Smith stated the owner should be responsible for replacement but should discuss repairs.

Chairman Koorn and Commissioner Miller agreed.

Chairman Koorn requested Chief Swiger, or his designee, develops something on this.

Union Contract

Chairman Koorn asked for copies of the current CBA to be given to board members so they can begin review of it prior to the start of negotiations.

Secretary Spydell stated she would get copies out to the commissioners.

Levy Planning

Chairman Koorn stated planning needs to begin on this and asked the chiefs to start by coming up with what they think the increase should be and what the increase would do for the district.

Petty Cash Audit

Chairman Koorn stated he performed an audit of the petty cash account for 2024 and it was done very well. Chairman Koorn would like all class registrations to be done through the office instead of members paying themselves and being reimbursed.

Chairman Koorn asked if the district is being reimbursed if members do not pass a course.

Chief Swiger stated possibly for EMT course, but he does not believe it is in a policy.

SAFER Grant

Commissioner Miller asked if the process has been started.

Chief Swiger stated he looked and it and has started getting numbers ready but is not sure what will happen with federal funding programs or when it will open up.

Commissioner Miller asked Chief Swiger to send updates as it is completed.

Commissioner Smith asked Chief Swiger if the board could see a draft copy in May.

Chief Swiger stated he would try.

State Audit

Secretary Spydell stated the audit was completed this week and next week the auditor's office will start its review and discuss the level of reporting. She stated they are probably looking at scheduling an exit meeting within the next few weeks.

Website

Commissioner Miller stated there is a lot of information that should go out to the community that is not available on our website, and it does not appear to be updated regularly. He stated it needs to be improved, and the district should look into possibly hiring someone to work on it.

Chief Swiger stated the website was discussed a couple of months ago and Secretary Spydell and Recruitment and Retention Coordinator Kohfield are doing some research and getting some quotes.

Chief Swiger stated Coordinator Kohfield is looking into using some grant money for it.

Secretary Spydell stated four companies have been contacted and she is putting some numbers together and Coordinator Kohfield is working on a proposal. She stated the plan is to propose the information to the chiefs first, then to the board.

Fire Chief Report

None

Deputy Fire Chief Report

Chief Merrill stated Oak Harbor Fire Department no longer has paid on-call personnel, they are solely staffed by career firefighters. He also discussed a house fire that recently occurred due to cooking oil on the stove.

Battalion Chief of Operations/Support Report

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

Chairman Koorn stated the policy about volunteer numbers needs to be revisited to match more closely to what the district operates with currently and moving forward.

Battalion Chief of Training and Safety Report

Chief Gause stated the door has been started by Oak Harbor High School and he is working on acquiring a house for a live burn. He stated the academy is going well and the newspaper asked if someone could shadow him during the academy to take some photos and possibly do an article.

At 7:36 p.m. Chairman Koorn called the meeting into executive session until 7:46 p.m.

1. Executive Session:

a. 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 7:46 p.m. Chairman Koorn called the meeting out of executive session into regular session.

No decisions were made.

Good of the Order:

Commissioner Smith welcomed Chief Swiger back from leave and stated the banquet was nice and the staff did a great job.

Commissioner Miller stated the banquet was very good and asked if he could get copies of the slide shows that were presented at the dinner.

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 7:50 p.m.

Attest:



Natasha Spydell

Board Secretary/Accounting Manager