



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

February 13th, 2024

6:30 p.m.

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

Additions to the Agenda

Chief Swiger stated he would like to add approval for a turnout purchase under New Business. Chairman Koorn stated agenda topic Turnout Purchase would be added as item (g.) under New Business.

Public Comment

North Whidbey Fire and Rescue Firefighter Mike Pelzer stated he would like to ask the board if there is any movement on the interim fire chief position. He stated Chief Swiger has been interim fire chief for a year and a half, which is twice the amount of time the previous fire chief was held in an interim position.

Correspondence

None

Consent Agenda: Meeting minutes for Special Meeting, January 3rd, 2024, Regular Meeting, January 9th, 2024, Special Meeting, January 30th, 2024, expenditure approval for the month of January 2024, and Treasurer's Report for December 2023.

General Batch #01G for Vouchers 240101001-240101010 dated 01/03/2024 in the amount of \$8,923.12.

General Batch #02G for Vouchers 240103001-240103018 dated 01/10/2024 in the amount of \$38,237.59.

Payroll Batch #02Q for Vouchers 240102001-240102004 dated 01/10/2024 in the amount of \$12,971.09.

Payroll Batch #0124P for Transactions 33-111 dated 01/15/2024 in the amount of \$60,412.77.

Payroll Batch #03B for EFT Transactions dated 01/17/2024 in the amount of \$21,498.77.

Payroll Batch #03B for Vouchers 240104001-240104005 dated 01/17/2024 in the amount of \$8,374.05.

General Batch #03G for Vouchers 240105001-240105017 dated 01/17/2024 in the amount of \$17,987.34.

General Batch #04G for Vouchers 240106001-240106018 dated 1/24/2024 in the amount of \$9,999.27.

General Batch #05G for Vouchers 240107001-240107016 dated 1/31/2024 in the amount of \$9,331.55.

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

Commissioner Smith addressed Secretary Spydell and stated the last paragraph under Good of the Order for the January 9th Regular Meeting needs to be changed. He stated he did not *suggest* a policy on updating policies, he *wants* a policy on updating policies.

Secretary Spydell stated she would make the requested change to the meeting minutes.

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

Motion carried unanimously.

Personnel

None

Unfinished Business:

Budget

2024 Budget

Chairman Koorn asked Secretary Spydell to look into the water expenses. He stated half of the amount budgeted for that line-item has already been used.

Secretary Spydell stated she would look into it and report back to the board.

Chairman Koorn asked if the election expenses were from Island County just now getting around to invoicing the district for the 2023 election.

Secretary Spydell confirmed.

Chairman Koorn asked why contract services expenses were already above the budgeted amount.

Secretary Spydell stated she had emailed the commissioners regarding this line-item. She stated she had made an error in calculating the yearly expenses due to mixing up the First Due start-up fees and annual fees. Secretary Spydell stated Chief Swiger originally had the budget amount set higher, but she had gone over the expenses and erroneously convinced him that it could be lowered.

Apparatus Replacement Plan

Chief Swiger stated there are no updates currently and it is still in the works.

New Business:

Resolution #551 – Cancel Warrant #644730

Chairman Koorn stated Secretary Spydell informed the board about the warrant being issued to the wrong vendor in error.

Chairman Koorn motioned to approve Resolution #551; motion seconded by Commissioner Smith.

Motion carried unanimously.

Conference Schedule

Secretary Spydell stated she provided the board with the upcoming conference schedule including room reservations and conference registrations that have already been paid for. She stated the last day to cancel conference registration with a full refund is February 20th for the Northwest Leadership

Seminar, and February 22nd for the Washington Fire Commissioners Association Spring Education Series in Tulalip.

Chairman Koorn stated he is planning to attend both conferences.

Commissioner Smith stated he is planning to attend both conferences.

Chairman Koorn asked Chief Swiger if he was planning to attend.

Chief Swiger stated he was not planning to attend the Northwest Leadership Seminar but will look into sending another district chief to the conference.

Appreciation Dinner

Chief Swiger stated all the plans and details have been finalized.

Commissioner Smith asked how many attendees RSVP'd.

Chief Swiger stated approximately 119 people RSVP'd.

Heater Replacement

Chief Swiger stated he will defer the details for the discussion to Lieutenant Reinstra.

Lieutenant Reinstra stated as a result of the freezing temperatures in January, the heater at Station 26 went out. Island Heating came out and determined the heater needs to be replaced. Lieutenant Reinstra stated he received three quotes from different companies for heater replacement, including adding an additional heater in the smaller bay of Station 26. He stated the quotes also include heater replacement at Station 24, which went out a couple of years ago but Chief Clark did not want to replace it at that time. Lieutenant Reinstra stated at a minimum, the heater at Station 26 needs to be replaced. He stated it got so cold recently that the brush truck would not start. Lieutenant Reinstra stated that last week he received an email to look into the cost of installing switches for the heaters to turn off when the bay doors are opened. Additional quotes for the switches were provided to the commissioners for review from Barron Heating and Nordic Temperature Control, Inc.

Commissioner Smith asked if the quotes were for the same units or basically similar units.

Lieutenant Reinstra stated the heaters quoted were basically the same. They have the same BTU output.

Chairman Koorn stated Barron Heating quoted almost \$11,000.

Lieutenant Reinstra stated Nordic installed the furnace at Station 22 a couple years ago.

Chairman Koorn asked if we are waiting on a third quote.

Lieutenant Reinstra stated he received a third quote from Island Heating for the heater, but they do not install turn off switches. They told him to contact an electric company for a quote.

Chairman Koorn asked if he was reading the quotes correctly that the Nordic quote for the unit is \$4700, and the switches are an additional \$3700.

Lieutenant Reinstra confirmed stating he called Nordic to verify what he was reading and understanding was accurate as well.

Commissioner Smith asked Lieutenant Reinstra, after having time to review the quotes and companies, who he would recommend.

Lieutenant Reinstra stated he would recommend Nordic because they have good service, prioritize us and are easy to work with. He clarified that he is not speaking badly about Barron Heating, but they can be difficult to get a hold of and in getting technicians out to a location.

Commissioner Smith asked if the Station 24 quote was for one bay.

Lieutenant Reinstra confirmed.

Commissioner Smith asked how many bays the Station 26 quote was for.

Lieutenant Reinstra stated the quote is for both bays at Station 26. He stated that the quotes are broken down by each unit and station. The district can do one unit, all units, or something in between. He stated the quotes also include the cost of new piping for outside. Cenex was on location servicing recently and stated the pipes will need to be replaced within the next year or two.

Commissioner Smith verified that Chief Swiger would like to do two heaters at Station 26.

Chief Swiger confirmed stating one heater needs to be purchased for sure, but he would prefer two at Station 26.

Chairman Koorn asked Commissioner Smith his thoughts on the heater purchase.

Commissioner Smith stated he would like to go ahead and approve the purchase of heaters and switches. He stated it will give a good evaluation of whether the switches are worth installing at other locations.

Lieutenant Reinstra added that no firefighters are assigned to Station 24 and the district can save money by not doing a limit switch at that location.

Chairman Koorn asked if it would cost more to have someone come back and install the switch later.

Lieutenant Reinstra stated it would be around the same price.

Commissioner Smith asked Chief Swiger for his recommendation.

Chief Swiger stated he does not see the need for a limit switch at Station 24.

Commissioner Smith motioned to approve the purchase of two new heaters at Station 26 with limit switches and a new heater at Station 24 without a limit switch; motion seconded by Chairman Koorn.

Motion carried unanimously.

Treasurer's Report 2023

Secretary Spydell stated the first page and second page totals of the Springbrook generated Treasurer's Reports did not match at the year-end. She stated the difference between the totals is a result of how direct deposit returns from payroll were being entered. The first mismatch went back to January 2023, so all of the reports were off and needed to be corrected. She has made the corrections to the reports and the totals are now in balance. She stated all the Treasurer's Reports for 2023 will need to be re-signed by Chairman Koorn and Chief Swiger.

Chairman Koorn asked if the board had any questions.

No questions were presented.

Schedule Special Meeting

Chairman Koorn stated the board will come back to this item at the end of the meeting.

Turnout Purchase

Chief Swiger stated the district has five volunteer firefighters who have completed NFPA 1582 physicals and under the grant the district can purchase new turnout gear for those firefighters. He stated the price point for turnouts under the grant is not enough, but Recruitment and Retention Coordinator Gottih may be able to do an amendment or work something in the future with FEMA. Chief Swiger stated he would like to purchase five sets through the SAFER grant and five sets purchased by the

district. He provided a list of what the district currently has and stated the district needs more sets before the next firefighter testing in April.

Commissioner Smith asked if a discount is applied if the district orders more.

Chief Swiger stated it is all the same pricing regardless of quantity ordered.

Commissioner Smith verified that Chief Swiger would like to purchase five sets through the SAFER grant and five from the district.

Chief Swiger confirmed.

Commissioner Smith motioned to approve the purchase of ten turnouts, five through SAFER and five from the district; motion seconded by Chairman Koorn.

Motion carried unanimously.

Fire Chief Report

Chief Swiger stated Chief Horton has been accepted to attend the National Fire Academy.

Chairman Koorn asked when the academy is.

Chief Swiger stated the academy is May 11th – May 18th. He stated he is still waiting to hear back whether Chief Gause has been accepted to attend the training officer course.

Ops Chief Report

Chief Horton stated last month the district responded to 258 calls and there was a significant increase in overlapping calls. He stated the number of overlapping calls went from 40 in December to 75 in January.

Commissioner Smith asked if most of the overlapping calls were medical.

Chief Horton stated at least six of the calls were fire, MVA or MSAR.

Chief Horton added that all of the preplans he had prior to switching to First Due have now been entered into First Due and duty crew will start to go out and verify them. He explained that when the data was transferred from lamResponding to First Due, the map of the hydrants was inaccurate, so he is working on getting all the information verified.

Commissioner Smith asked how First Due is working out.

Chief Horton stated it is good and he is learning about the assets and inventory module next in order to begin implementation.

Commissioner Smith asked if the district has a scanner for inventory.

Chief Horton confirmed.

Battalion Chief Report

None

At 6:57 p.m. Chairman Koorn called the meeting into executive session until 7:30 p.m.

1. 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)(h)

To evaluate the qualifications of candidate for appointment to elective office.

At 7:30 p.m. Chairman Koorn called the meeting out of executive session into regular session. No decisions were made.

Appoint Commissioner

Chairman Koorn stated the appointment for commissioner position #1 will be delayed until the next meeting.

Schedule Special Meeting (Continued)

Chairman Koorn and Commissioner Smith checked their schedules for availability.

Chairman Koorn stated a special meeting will be scheduled for 9:00 a.m. on March 4th, 2024, at the district office.

Chairman Koorn stated to put the special meeting on the calendar and if nothing is ready to go on the agenda, the meeting can be canceled.

Good of the Order

None

Adjourn Meeting

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

Motion carried unanimously.

The Regular Meeting of the Board adjourned at 7:34 p.m.

Attest:



Natasha Spydell

Board Secretary/Accounting Manager