



## NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Administration Building, 770 NE Midway Blvd., Oak Harbor, WA

Phone: 360-675-1131 Email: [Admin@nwfr.org](mailto:Admin@nwfr.org)

### Minutes

February 8<sup>th</sup>, 2022

6:30pm

*Approved March 8<sup>th</sup>, 2022*

**Call to Order:** Chairman Marvin Koorn called the meeting to order at 6:29pm. Also, in attendance was Commissioner TJ Lamont, Commissioner Gerald Smith, Chief John Clark, Division Chief Chris Swiger, and Secretary Brenda Ibarra.

#### **Additions to agenda**

Chairman Koorn requested to make an addition to Old Business item E: 2022 Budget Position

#### **Public Comment**

#### **Executive Section: RCW 42.30.110:**

(i)Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party.

Chairman Koorn called executive section for 20 minutes at 6:50pm.

Chairman Koorn called for an extension on executive meeting until 7:00pm due to technical difficulties.

Chairman Koorn call the meeting back to session at 7:00pm. No decisions were made in executive session

#### **Consent agenda: Minutes:**

Regular Meeting, January 11<sup>th</sup>, 2022, Special Meeting, January 19<sup>th</sup>, 2022, and Special Meeting, January 24, 2022.

Vouchers for payment approval or denial for the month of December. Review of Investment, Financial report to match Island County Treasurer for December 2021.

*General Batch #01G for Vouchers 220101001-220101013 dated 01/12/2022 in the amount of \$23,391.27*

*General Batch #02G for Vouchers 220102001-220102023 dated 01/19/2022 in the amount of \$31,201.74*

*General Batch #03P-Q4 for Vouchers 220104001-220104002 dated 01/20/2022 in the amount of \$13908.37*

*General Batch #04E for Vouchers EFTPS -dated 01/20/2022 in the amount of \$13,071.09*

*General Batch #05P for Vouchers 220105001-220105008 dated 01/20/2022 in the amount of \$19,753.50*

*General Batch #09D for Voucher 48-117 dated-1/20/2022 in the amount of \$62,245.02*

*General Batch #06G for Vouchers 220106001-220106013 dated 1/26/2022 in the amount of \$16,717.11*

Commissioners requested a report on HQ remodeling expenses.

Commissioner Lamont moved to approve the Consent Agenda Section; seconded by Commissioner Smith.

**Motion carried unanimously.**

#### **Unfinished Business:**

#### **Personnel Leaving:**

Jim O'Connor & Jon Lacy - Retirement

Joshua Koorn- Relocation

Ian Walton & Dale Esperum-Resignation/Personal

Joseph Benevento – Transition military to civilian job out of area



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Hayden Gresli – Resigned/FT- Navy Fire

### Policy 100.4.7- Volunteer Attendance and Certification Standard Revision:

**Revision: PURPOSE:** *North Whidbey Fire and Rescue provides fire suppression, water rescue, cliff rescue, extrication, and contractual EMS with Whidbey Health, as well as responding to other emergencies within the boundaries of North Whidbey Fire and Rescue. It is paramount that the Fire District personnel be properly trained and available to answer calls.*

Section 2.3: All firefighters hired after January 1, 2022, are required to obtain their WA EMR certification within one (1) year of finishing the Island County Fire Academy or equivalent; or within one (1) year of joining the department as a lateral FF. Additionally, all firefighters hired after the above date are required to obtain their WA EMT certification within three (3) years of finishing the academy or within three (3) years of joining the department as a lateral FF. An extension may be granted at the Chief's discretion for extenuating circumstances. The EMR & EMT certification requirement does not apply to MSAR only and/or support personnel; however, these personnel are eligible to complete EMR or EMT training, at which time they would transition to applicable requirements for that position.

#### *Section 3.2 Certification*

*Personnel that do not meet certification requirements as required in 2.1 and 2.2 for their promotional rank may be returned to their previous (lesser) rank at the discretion of the Fire Chief.*

Commissioner Smith moved to approve the Policy 100.4.7 with correction/amendments; seconded by Commissioner Lamont.

**Motion carried unanimously.**

### Division Chief Position:

Chief Clark stated his plan was going to purpose the position to be transition into a full-time position next year. The position would consist of Human Resources, Data, and Policy updating duties. Chief present the Commissioner's with a job description for reviewing.

Chief Clark presented three options:

1. Transition position to Full-time Position
2. Maintain position as a Part-time Position
3. Keep position vacant for now and revisit later in time possible in Budget 2023

Commissioners agree to review job description and table the discussion or action for next meeting.

### Dogs:

Chief Clark presented to the Commissioners a SOG regarding Dogs in the Workplace. The staff has taken actions within the office to make sure all dogs are contained within an area.

Commissioner Smith mentioned was amazed asking around the public, how they felt about dogs in the workplace, individuals expressed against it. He agreed with boundaries and actions that have been placed, he did not object to dogs in the workplace. Commissioner Smith asked if there was a dog biting



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incident, who would be liable, the owner or the district? Chief Clark mentioned according to WAC, the owner is liable as well the employer.

Chairman Koorn requested if to reach out to our insurance to determine liability and coverage if there is a dog incident.

Commissioner Lamont requested to inquire about dog breeds, if there were any breeds not allowed or suitable. He recommended for now to maintain the dogs contained within an area.

Chairman Koorn recommend leaving it as is until, insurance response to the district's questions.

Discussion was table until next meeting pending insurance response.

### **2022 Budget Position:**

Chairman Koorn had questions on some Bars accounts and their expenditures.

Ops L&I was showing \$10,794.60 charge to the Bars; Ibarra explained L&I is paid by quarterly; the payment showing is 2021 Oct through Dec L&I. Equipment BLS medical supplies is showing 65%. Chief Clark mentioned we had AED and batteries replacements. Training Employees Supplies is at 42.5%. Ibarra mentioned this was purchases made for the FF1 academy class, EMR, Fire Instructor and Officer classes be held this year. Computer/Professional Services is showing 110.8% of usage, making over budget already; Ibarra mention this the annual contract for Whidbey Tech; showing the encumbrance for the year. Chairman Koorn mentioned we are over for the year with just this particular contract. On Contract Services bars, it was asked why Whidbey Tech was not be under Contract Services? Ibarra explained Contract Services contains all the software programs used within the district. Chairman Koorn mention the bars item will be over funds this year because some contracts are bi-annually payments.

Commissioner Smith requested if they could receive a report of propane usage per month per station. As well propose a question about Capital Miscellaneous Equipment amount showing \$26450.73? Ibarra explained it was the replacement of boat motors.

### **New Business:**

**Levy 2022:** There was no discussion on topic. Commissioners review the report. Levy rate is .7185

### **EMT Training- Ride-a-longs:**

Commissioner Lamont asked regarding EMS ride-a-long? Chief Clark explained the Skillbridge interns are doing ride-a-longs with our duty crew when they are on shift, so there are times when we have three personnel on the ambulance. Normally, the Skillbridge interns will drive the ambulance allowing the two EMTs to be in the back with the patient.



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### **Policy 100.4.1-Revision:**

*1.2.1. A selection committee of three personnel (Chief Officer, Captain or Lieutenant, Firefighter or EMT/Firefighter, or MSAR Team member if outside MSAR hire) shall serve on the interview panel and selection committee. The purpose of the selection committee is to provide a recommendation(s) for hire to the Fire Chief.*

*1.2.4. Candidates will be scheduled for Firefighter or EMT/MSAR-Only physical agility test (PAT) which are defined in the PAT SOG, depending on their level of hire. (Support Services and Fire Cadets are not required to complete a PAT)*

Commissioner Smith moved to approve revision of the Policy 100.4.1; seconded by Commissioner Lamont.

**Motion carried unanimously.**

### **Policy Revision - Harassment (replaces 05-94)**

Chief Clark informed the Commissioners the policy was sent to Brian Snure, the district's attorney, for review and recommendations. The Board all agreed the policy could be issued with Snure's approvals and recommendations.

Commissioner Smith moved to approve Policy Revision – Harassment (replaces 05-94) with all Snure's recommendations and approval of our policy; seconded by Commissioner Lamont.

**Motion carried unanimously.**

Commissioner Koorn announced that the MSAR program and Executive Section will be moved to after the Reports.

### **OPS Chief's Report:**

Chief Swiger had no report at this time.

### **Fire Chief's Report:**

Chief Clark reported AFG grant had been submitted, results will be announced sometime in May 2022. Generator Bid was extended to next month, there was a typo on the bid with a wrong date. We still have a loan machine with Canon at no charge to the district. Once the new copier arrives then we will be charged. There were a couple of accidents this past month; Swiger backed up into a mailbox; the duty crew hit the garage door at Station 25 with the ambulance. Safety committee will be reviewing both accidents. Chief Clark stated he will be reinstating the MERV program as a 2<sup>nd</sup> Medical Response unit. Volunteers will sign up for the MERV vehicle and response from home to the incident scene if necessary.



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**Commissioner Report:** Chairman Koorn reported I-Comm is advertising for a New Director, nationally. Interim Director Slowik will remain until May 2022 as the interim director. There is no current supervisor but there are promotions in the process. There are looking to have 2 supervisors: one on each shift.

Commissioner Smith had no report at this time.

Commissioner Lamont had no report at this time.

Chairman Koorn announced that MSAR program will be moved to after executive section.

Chairman Koorn called for 20-minute executive session.

### **Executive Section: RCW 42.30.110**

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

Chairman Koorn called for an additional 20 minutes of executive session.

Chairman Koorn called the regular meeting back into session at 8:28pm. No decisions were made.

### **MSAR program:**

Chairman Koorn gave praise to the MSAR personnel on the outstanding work they have done and contributed to the district. Wishes the program to continue its path.

Commissioner Lamont also gave praise to the MSAR program and shared that he would not like to see the program dismantle. He requested to see training reports of the program, information about the program, as well as a marine incident breakdown of how many personnel respond to an incident.

Chairman Koorn announced he is grateful for all the hard worker Chief Jim O'Conner did with the program and maintaining it over the years. He is greatly appreciated it!

Chairman Koorn requested to have a 6-month evaluation on the MSAR program to make sure we are meeting all marine rescue standards.

### **Good of the Order:**

Commissioner Smith asked for the floor, he stated that there is a recurring theme in the district of not enough volunteers. He asked regarding the district's efforts on advertising/recruiting new



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members. He mentioned he would like to see more effort being made, to use the resources we have, for example social media, posting recruitment signs.

**Adjourn Meeting** Commissioner Lamont motioned to adjourn the meeting, Commissioner Smith second.

**Motion carried unanimously.**

The Regular Meeting of the Board adjourned at 8:38pm.

Attest:

Brenda Ibarra

Board Secretary/Accounting Manager