



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

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

Minutes

October 11th, 2022

6:30 p.m.

Approved December 13th, 2022

Call to Order: Chairman Marvin Koorn called the meeting to order at 6:30 pm. Also, in attendance were; Commissioner TJ Lamont, Commissioner Gerald Smith, Division Chief Chris Swiger, and Secretary Kathryn Nguyen.

Additions to the agenda

Interim Fire Chief pay

Training Captain

Division Chief

Job description- Accounting Manager/Board Secretary

Fire Officer training

Appreciation dinner

Swear In

Zero Lualalo.

Chief Swiger swears in Zero Lualalo.

Public Comment

None

Consent agenda: Minutes: Regular Meeting, September 13, 2022. Vouchers for payment approval or denial for the month of August and September 2022. Review of Investment, Financial report to match Island County Treasurer for August 2022.

General Batch #58G for Vouchers 220902001-220902017 dated 09/8/2022 in the amount of \$6,298.03

General Batch #59G for Vouchers 220903001-220903017 dated 09/21/2022 in the amount of \$88,293.18

General Batch #60G for Vouchers 220906001-220909020 dated 09/28/2022 in the amount of \$81,684.20

General Batch #61G for Vouchers 220907001-220907002 dated 09/28/2022 in the amount of \$9,725.06

General Batch #62G for Vouchers 220905001-220905003 dated 09/22/2022 in the amount of \$4,539.58

General Batch #63G for Vouchers 221001001-221001020 dated 10/05/2022 in the amount of \$124,739.57

Chairman Koorn asks if there are any questions.

Commissioner Smith moved to approve the motion; seconded by Commissioner Lamont.

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.



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Executive Section moved to the end of the meeting.

Executive Section: RCW 42.30.140(4)

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 any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress."

Executive Section moved to end of the meeting.

Personnel Leaving

Kathryn Nguyen

Unfinished Business:

Sta#25 Tree Trimming

Waiting to get on the schedule

E-22 Update

Lt. Mike Reinstra states we have one part of the wiring harness and waiting on the rest of the part.

Receptionist Benefits

Moved to executive session.

Budget

This is a public hearing; questions are allowed to be asked along the way.

Chief Swiger goes through budget presentation.

Breakdown of revenue and expenditures.

Property tax will increase by 1% for next year.

Added line-item Grant DOHS to better track individual grants.



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Building long term rent has been separated into individual line items.

Cost recovery has been decreased by \$5,000.

Revenues are at \$5,805,798.15.

Commissioner Lamont asks why we are budgeting some line items based on speculation and others on fact.

Chairman Koorn explains that it is impossible to know for sure what amount of revenue we will receive except for property tax, rent, and BLS contract.

The discussion is moved onto expenditures.

Wages have increased to reflect competitive wages.

Administration overtime has been reduced by \$2,500.

Volunteer training increased.

Admin L&I, Ops L&I Ops decreased.

Office supplies split into admin office supplies and Ops office supplies.

Several line items renamed to reflect more accurate names.

Gasoline fuel increased by \$5,000. May need to increase depending.

Operation equipment renamed from operations miscellaneous small tools.

BLS medical equipment reduced by \$1,000.

Merchandise purchase reduced. Chairman Koorn stated that it should be used to purchase merchandise to resell to employees.

Public education supplies have increased by \$2,000.

External training supplies and external training miscellaneous removed. Commissioner Koorn asked if it should stay in case it is needed.

Administration professional services increase due to increase in employees.

Administration travel/per diem increase by \$500.

Administration tuition increase by \$1,500.

Firefighter appreciation increase by \$1,000.

Training employee - professional services increase by \$4,000.



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Training employee - registration increase by \$3,000.

Utility-natural gas increase by \$1,500.

Building repair/maintenance decrease by \$10,000. May increase due to station position.

Capital computer and IT equipment increased by \$2,000.

Capital phone upgrade increase by \$5,000. Headquarters office needs phone upgrades.

Union Contract

Will be discussed during executive session.

New Business:

Payroll Policy

The department would like to change payroll from once a month to twice a month.

Commissioner Smith states he has no objection. That is normal for most departments.

Chief Swiger explains that it will require no extra time.

Treasurer's Report

The previous reports have been reconciled and updated to reflect the correct amount in each account.

Server Refresh

Chief Swiger explains that the server is in need of major repairs and may not last much longer.

Chairman Koorn moved to approve motion; seconded by Commissioner Smith.

Firewall Upgrade

Chief's Report

Chief Swiger:

Interim pay

Chief Swiger would like to increase pay to \$110,000 from \$107,460.



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Chairman Koorn moved to approve the motion; seconded by Commissioner Smith.

Trainer

Chief Swiger would like to know if can announce and hire.

Floor the motion until executive session.

Accounting Manager job description

Announcement needs to be more descriptive of the actual duties performed.

Fire Officer training

Chief Swiger states the training is in Port Angeles. Chief Swiger would like to send three men to the training. Chief Swiger would like to open the training to senior officers.

Commissioner Smith asks does the budget allow for it?

Chief Swiger states the budget allows for the training.

Chairman Koorn asks how much for the hotels?

Chief Swiger states it is \$250 per person for both nights.

Chairman Koorn moved to approve the motion; seconded by Commissioner Smith.

Appreciation dinner

Chief Swiger states that reservations need to be made at the Elks.

Chairman Koorn states he would like the reservation for the beginning of the year.

Chief Swiger states we can do 17th of February.

Good of the Order

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Adjourn Meeting

No decisions made. Adjourn at 8:45

Attest:

Natasha Spydell

Board Secretary/Accounting Manager