



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

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

Special Meeting Minutes

January 3rd, 2024

10:00 a.m.

Location: 770 NE Midway Blvd
Oak Harbor, WA

Approved February 13th, 2024

Call to Order: Chairman Marvin Koorn called the meeting to order at 10:00 a.m. Also in attendance: Commissioner Gerald Smith, Chief Chris Swiger, Chief Dan Horton, Chief Steve Lacy, Chief Jobie Gause, Secretary Natasha Spydell and Human Resources Specialist Crystal Swanson.

Engine 23 Refurbish

Chief Swiger directed the board to a spreadsheet that shows district apparatus refurbish and replacement dates based on NFPA rating bureau recommendations. Chief Swiger recommended to the board that the district refurbishes Engine 23 stating it is a great engine and he would like the district to get more time out of it.

Commissioner Smith asked what it costs the district to maintain the engine and what it saves on the tax dollar.

Chief Swiger stated there is no way to know that second part, it is up in the air.

Chairman Koorn asked when the district will be re-rated next.

Chief Swiger stated next year and gave the board a handout of the district costs to maintain Engine 23, including lifetime maintenance. In addition, he gave them lifetime costs for the district's two PUCs and Engine 26. Chief Swiger stated the costs were the district's total cost since day one of owning the apparatus.

Commissioner Smith asked if \$53,000 is the total district cost since we owned it and asked how long the district has owned it.

Chief Swiger confirmed the cost and stated the district has owned it since 2013.

Chairman Koorn asked if the board could get copies of all this information for the next meeting.

Chief Swiger stated he would provide copies, a full report and a strategic plan for the board at the next meeting.

Pay Raises

Chief Swiger directed the board to a spreadsheet in their agenda binders that showed a breakdown of all district costs including benefits for a six percent administrative wage increase for 2024.

Chairman Koorn stated it is the same wage increase the district agreed upon for full-time firefighters.

Chairman Koorn motioned to approve an administrative wage increase of 6%; seconded by Commissioner Smith.

Motion carried unanimously.

Resolution 548

Chairman Koorn stated the resolution is to cancel a warrant to WhidbeyHealth that Secretary Spydell had already given the board information on.

Commissioner Smith motioned to approve Resolution 548; motion seconded by Chairman Koorn.
Motion carried unanimously.

SOG 2200.2.1 – Duty Crew Expectations

Chief Swiger stated the presented SOG lays out the shift expectations for duty crew.

Commissioner Smith went through and made grammar and formatting requests to HR Specialist Swanson.

Commissioner Smith asked why 7.1.1 has the duty crew responding non-code.

Chief Horton stated marine rescue is usually already enroute and going in code is not worth the risk for duty crew.

Chief Lacy stated there was a wreck a few years ago that warranted making the change.

Chief Swiger stated the SOG is a guide and command can tell duty crew to step it up if necessary and go code.

Commissioner Smith stated as a taxpayer he struggles understanding why this is not important enough to go code.

Chief Swiger stated he would rather have the safety of not going code first.

Chairman Koorn stated he agreed with Chief Lacy as to why the district originally made the change and tends to agree with the chief officers to go non-code unless command says to go code.

Commissioner Smith moved onto section 8.3 and asked why the district is not responding to calls with one person in A205.

Chief Swiger stated it is the law.

Commissioner Smith stated he has asked to see the law previously.

Chief Swiger stated it was sent.

Secretary Spydell stated she cannot confirm that at this time.

Commissioner Smith stated he will not approve the SOG until the board sees an RCW stating that law.

Chairman Koorn moved onto section 8.4 asking why the district is moving equipment from one apparatus to another. He asked what it takes to certify our people and stated a rescue truck should be fully equipped without having to move kits.

Commissioner Smith stated cost is not a good excuse, it is a non-factor.

Chairman Koorn stated if it was every vehicle, he can see how it becomes a factor, but this is one vehicle that we need properly equipped.

Commissioner Smith stated section 17 needed to be rewritten, he does not like the flow.

Chief Horton agreed stating 17.4 specifically, needs better clarification.

Commissioner Smith stated section 19 should just state '*refer to CBA*'.

Chairman Koorn stated it does not change the CBA but expands it.

Commissioner Smith stated the district already has a policy on it and if that policy ever changes, we must remember to come back and change the SOG as well.

Chief Swiger suggested referring to the CBA and our sick leave policy under that section.

Chairman Koorn stated the board should look at the policy and verify what it says.

Chairman Koorn stated SOG 2200.2.1 will be moved to the next meeting because there are still some questions that need to be answered before approving.

SOG 2003.2 – Emergency Operating Command and Area Command Procedures

Commissioner Smith stated he is not comfortable calling this an EOC, as it is essentially just setting up an area command.

Chief Swiger explained an EOC is a place, and an area command is a function.

Commissioner Smith stated the county has an EOC policy.

Chief Swiger stated this is ours, not a policy, just a guide.

Chairman Koorn stated he does not have a problem calling it an EOC. He stated the district has called it that before and as long as it specifies it is for NWFR, it is not an issue.

Commissioner Smith stated the title should be spelled out.

Commissioner Smith asked if we only accept FEMA incident safety officer certifications as stated in section 1.2.3.

Chief Swiger stated that should be removed.

Commissioner Smith asked if ICOM was aware of the statement involving them in section 2.0.

Chief Swiger confirmed ICOM is aware and on board with section 2.0.

Cadet Job Description

Chairman Koorn suggested changing the wording from *civilian employees* to *volunteers*.

Commissioner Smith stated he would like the question answered as to how homeschool is graded and change the wording in our policy to include homeschooled students.

Commissioner Smith stated that under *Physical Demands* an individual can be color-blind in the fire service and asked what is considered “*good vision*”.

Chairman Koorn stated the qualification should be specified as *correctible vision* etc.

Commissioner Smith suggested removing the entire bullet and just accepting a physical from a physician to qualify an individual as fit for duty.

Chairman Koorn stated he does not like how it reads either.

Commissioner Smith asked if the job description should be revisited at a later date and stated the same issue is under all job descriptions.

Commissioner Smith stated *HWY* under the work environment section should be spelled out and he would add the requirement to pass a department physical.

Volunteer Firefighter Job Description

Commissioner Smith stated every bullet should not reference volunteer firefighter since the document is the Volunteer Firefighter Job Description.

Chairman Koorn stated there can be a volunteer who can operate a tender but is not a firefighter and this job description does not leave room for those types of instances.

Chief Swiger stated it is in a policy, not part of a job description.

Chairman Koorn stated the district needs a job description for each volunteer type then.

Commissioner Smith suggested the physical demands section should take the requirements from a 1582 physical and mirror it. He suggested at least reviewing it and asking for opinions on it.

Volunteer Captain Job Description

Commissioner Smith made grammar and formatting correction suggestions.

Chairman Koorn stated all job descriptions will be revisited at a later date.

Chairman Koorn called the meeting into executive session at 11:40 a.m. until 11:55 a.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 11:55 a.m., Chairman Koorn extended the executive session until 12:20 p.m. At 12:20 p.m. Chairman Koorn called the meeting out of executive session. No decisions were made.

The board reviewed SOG 2003.2 after HR Specialist Swanson made the requested changes.

Chairman Koorn motioned to approve SOG 2003.2; motion seconded by Commissioner Smith.

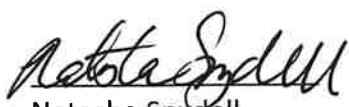
Motion carried unanimously.

Adjourn

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

The Special Meeting of the Board adjourned at 12:47 p.m.

Attest:



Natasha Spydell

Board Secretary/Accounting Manager