



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

April 1st, 2024

09:00 a.m.

Location: 770 NE Midway Blvd
Oak Harbor, WA

Approved May 14th, 2024

Call to Order: Chairman Marvin Koorn called the meeting to order at 09:00 a.m. Also in attendance: Commissioner Gerald Smith, Commissioner Robert Miller, Chief Chris Swiger, Chief Dan Horton, Chief Steve Lacy, Chief Jobie Gause and Secretary Natasha Spydell.

Job Description Approval

a. Volunteer Firefighter

Chairman Koorn stated his concern for the education and training requirements not being inclusive of someone who is a tender operator.

Chief Swiger stated there will be a separate job description for a tender operator.

Chairman Koorn asked why only a small percentage of volunteers make pension if it is part of the job description requirement.

Chief Swiger stated a lot of volunteers come and go throughout the year, so they do not qualify for the pension.

Chairman Koorn asked why the requirement is even included in the job description.

Chief Swiger stated it can be removed.

Chairman Koorn asked if volunteer firefighters take a physical agility test.

Chief Swiger confirmed.

Chairman Koorn asked why the physical demands listed are what they are.

Chief Swiger stated it is what Commissioner Smith asked for previously and it is what is required under the NFPA 1582 physical.

Commissioner Miller motioned to approve the job description with the removal of the 30 points per quarter requirement; motion seconded by Commissioner Smith.

Motion carried unanimously.

b. Cadet

Chairman Koorn asked who was required to maintain automobile insurance under education and training requirements because many students fall under their parents' insurance.

Chief Lacy stated some cadets may not even have a driver's license.

Commissioner Smith stated to add *if applicable*.

Chairman Koorn stated he was good with that.

Chairman Koorn asked if cadets take the physical agility test.

Chief Lacy stated they do not.

Commissioner Smith motioned to approve the job description as amended; motion seconded by Commissioner Miller.

Motion carried unanimously.

Policy Approval

a. Policy 156 – Policy Development and Review, Form 156_1 and Form 156_2

Chairman Koorn asked if there were any comments on the policy.

Commissioner Smith stated he did not have any follow-up comments.

Chief Swiger stated there was some discussion about 1.6 and using the phrase *supersedes all previous policies*. He stated the rescinds portion will list the policy number(s) for the first two years.

Chairman Koorn asked how that would be tracked back, stating policies would somehow need to link back to the three-year window where the district could be sued.

Chief Lacy recommended archiving the policies.

Commissioner Miller motioned to approve Policy 156 and forms; motion seconded by Commissioner Smith.

Motion carried unanimously.

Policy Rescind

a. Policy 137 – Class A Dress Uniform

Chairman Koorn stated Policy 137 has been replaced by Policy 135 – Class A & B Uniforms and asked if there were any comments or concerns.

No comments were made.

Chairman Koorn motioned to rescind Policy 137; motion seconded by Commissioner Miller.

Motion carried unanimously.

b. Policy 138 – Uniform Provisions

Chairman Koorn stated Policy 138 has been replaced by Policy 135 – Class A & B Uniforms and asked if there were any comments or concerns.

Secretary Spydell stated she has a concern. She stated Policy 138 discusses uniform provisions and Policy 135 has provisions for firefighters and volunteers but does not include commissioners, chief officers, or office staff.

Commissioner Smith stated Policy 138 should not be rescinded until this is addressed.

Chairman Koorn and Commissioner Miller agreed.

c. Policy 401 – Recruit Training Program

Chairman Koorn stated Policy 401 has been replaced by Policy 147 – VOL Attendance and Certification Standard and asked if there were any comment or concerns.

No comments were made.

Commissioner Smith motioned to rescind Policy 401; motion seconded by Commissioner Miller.

Motion carried unanimously.

SOG 2200.2.1 – Duty Crew Shift Expectations

Chairman Koorn stated the SOG has been waiting for clarification from WhidbeyHealth on section 8.3.

Commissioner Smith asked Chief Swiger what WhidbeyHealth said regarding section 8.3.

Chief Swiger stated he emailed Chris Tumblin and WhidbeyHealth does not want the wear and tear on their apparatus, but we do not want it on ours either.

Chairman Koorn stated he recommends the district responds with A205 with one person.

Commissioner Smith agreed.

Commissioner Miller agreed.

Chief Swiger stated 8.3 will be changed to '*primary response apparatus is A205*'.

Chairman Koorn stated it must specify to report '*with one person*'.

Commissioner Smith stated he would like to see the amendment before approval.

Chairman Koorn stated to put the SOG on the agenda for the next meeting.

Security Cameras and Alarm System

Commissioner Smith stated he made contact with law enforcement agencies and their recommendation is to increase lighting around the building, and that cameras do very little to deter criminals. He stated we do not have a current issue with vandalism and burglaries, and unless cameras are monitored 24/7, there are better ways to spend the district's money. Commissioner Smith made a recommendation to improve lighting and not purchase security cameras.

Chief Swiger stated lighting was looked into a few years ago and the cost was around \$100,000.

Chairman Koorn stated he thinks we can improve the lighting around the building, but the parking lot would be costly. He stated he is not interested in spending money on cameras that are not monitored, and a Ring camera can be used by people who have district phones.

Commissioner Miller recommended looking into a panic alarm as well stating it would be a simple fix to give staff an added sense of security. He stated people up to no good do not stick around places where there is a lot of noise and lighting.

Chairman Koorn stated the cost for a panic alarm could be looked into.

Chairman Koorn asked the board if everyone is in agreement to not go forward with the cameras and alarm system and look into better lighting and a panic alarm.

Commissioner Miller stated Ring cameras give access to video as well.

Chairman Koorn stated they are more economical.

Lieutenant Reinstra stated data storage is around 30 days he believes, but he is not sure how erased data would comply with retention laws.

Chief Gause stated videos can be downloaded for a cost.

Lieutenant Reinstra stated state laws do not allow cameras with audio recording as well.

Commissioner Smith stated the audio feature can be turned off.

Lieutenant Reinstra asked the board if they were interested in the security alarm for the doors.

Commissioner Smith stated he rejects the proposal as a whole.

By consensus the board rejected the proposal and requests information and costs associated with improving exterior lighting and installing Ring cameras and a panic alarm.

Engine Replacement

Chairman Koorn stated the district has been talking about buying new versus used, vehicle rehabilitations, air trailers, etc. and would like to have a decision made on which direction the district is going in. Chairman Koorn stated new engines are not as expensive as initially thought. He stated the district has received estimates on rehabilitation costs, and looking at the used market, refurbishing appears to be better than the current used market. Chairman Koorn reiterated that he would like the district to have a plan moving forward.

Commissioner Smith stated he would like to see some numbers on paper.

Commissioner Miller stated the board would need to review all the equipment the district is interested in buying and has a need for and put a list together. He stated he is interested in good equipment, not new equipment.

Chief Swiger stated he presented the board with an apparatus replacement plan several months ago and his recommendations were in there.

Chairman Koorn asked if Chief Swiger could send the board something that was by year and not scattered around.

Commissioner Smith stated he does not remember the plan listing values.

Chief Swiger stated the information is in the plan.

Chairman Koorn stated to place schedule meeting or workshop for apparatus replacement plan on the agenda for the next regular board meeting.

Snure Procurement Law Webinar

Chairman Koorn stated Snure Seminars is hosting a procurement law webinar and he recommends closing the office from 0900-1200 on April 19th so everyone can be in the conference room on the webinar. According to Brian Snure, three of the categories have major changes to them. Chairman Koorn stated if the other commissioners want to attend, a special meeting can be held for the webinar. Commissioner Smith and Commissioner Miller agreed.

Chairman Koorn motioned to approve closing the office and holding a special meeting for the webinar; motion seconded by Commissioner Smith.

Motion carried unanimously.

SAFER Grant

Chairman Koorn asked Chief Swiger where he was at in the application process.

Chief Swiger stated there was a chief officer meeting to run some number and there was a consensus of submitting for either two or eight firefighters. He stated two firefighters would allow for two firefighters per shift right now, and eight would be additional firefighters to put on.

Chairman Koorn asked why the district is not going for six firefighters as previously submitted.

Chief Horton stated there is concern over what the district would do with the additional bodies.

Chairman Koorn stated ideally it was better when there were firefighters at Station 27 and Station 22.

Chief Horton stated the number depends on what stations we want manned, and how many firefighters we want manning each station.

Chairman Koorn stated ideally, we would want both stations manned, but the district would have to be able to keep that manning after grant funding ends.

Chief Horton stated eight firefighters are needed for that.

Chief Swiger stated the district is not financially prepared to pay for six even.

Chief Horton stated the best option is three firefighters.
Commissioner Smith asked if two stations could be staffed with six people.
Chief Horton stated eight people would be needed.
Chief Swiger stated it is easier to absorb two firefighters than six.
Commissioner Smith stated the district should plan as-is and not depend on SAFER.
Chief Swiger stated a strategic plan is needed.
Chairman Koorn stated he would like to know the percentages for certain on what portion the district is responsible for. If we do not do a levy lid lift to support wages, the district would need to eliminate positions. He recommended going for six positions for three years and absorbing two in the end.
Chief Swiger stated he would have to look into whether or not it is all or nothing for layoffs.
Chairman Koorn stated historically FEMA would not back a SAFER grant with a SAFER grant, but lately it has been happening.
Commissioner Smith and Commissioner Miller stated they support going for six positions as well.
Chief Swiger stated he would apply for six positions.
Commissioner Smith asked Chief Swiger to get back to the board on what the percentages are.
Chief Swiger stated he would find out the information.

Engine Replacement (Cont'd)

Commissioner Smith stated going back to the refurbishment document, if there is a replacement, he would like a breakdown of numbers as far as new, used, refurbished, and yearly costs.
Chairman Koorn stated he will get with Chief Swiger and show him how to do a breakdown for the board.

Adjourn

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

The Special Meeting of the Board adjourned at 10:12 a.m.

Attest:



Natasha Spydell

Board Secretary/Accounting Manager