



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Administration Building, 770 NE Midway Blvd. #1 Oak Harbor, WA

Phone: 360-675-1131 Email: Admin@nwfr.org

Special Meeting Minutes

October 2nd, 2023

1:00 p.m.

Location: 770 NE Midway Blvd
Oak Harbor, WA

Approved November 17th, 2023

Call to Order: Chairman Marvin Koorn called the meeting to order at 1:00 p.m. Also in attendance was Commissioner Smith, Chief Chris Swiger, Secretary Spydell, and Human Resources Specialist Crystal Swanson.

Resolutions

- a. 540 – Cancel Warrant #629411
- b. 541 – Cancel Warrant #629412
- c. 542 – Cancel Warrant #629413

Chairman Koorn stated all three warrants are from the same company who has had issues with losing payments previously.

Chairman Koorn motioned to approve Resolutions 540, 541 and 542; motion seconded by Commissioner Smith.

Motion carried unanimously.

- d. 543 – Cancel and Reschedule Regular Meeting

Chairman Koorn stated the regular meeting needed to be rescheduled from October 10th, 2023, to October 9th, 2023, so all fire commissioners can attend. Chairman Koorn stated the meeting would still be held at Station 25.

Chairman Koorn made a motion to approve Resolution 543; motion seconded by Commissioner Smith.

Motion carried unanimously.

Policy Updates

- a) Policy 105 – Open Public Records

Chairman Koorn asked if there were any corrections or suggestions from the board.

Commissioner Smith stated he would like rescinds to state, '*supersedes all previous policies.*' He also had corrections to sections 3.1, 5.1, 5.1.6, 6.2 in addition to some formatting changes.

Human Resources Specialist Crystal Swanson made the corrections.

Commissioner Smith asked for clarification on what 'index' the policy was referring to.

Secretary Spydell stated she would clarify what index the policy is referring to and follow-up with the board at the next meeting.

Chairman Koorn stated the board was good with the changes, but the index still needed to be clarified before adopting the policy.

- b) Policy 127 – Insurance Benefit Distribution



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Chairman Koorn asked for clarification on section 3.1.5 and 3.1.6.

HR Specialist Swanson explained that VEBA can be used for dental and vision only during employment, but after an employee separates it can be used for medical and prescription as well to help use up the benefits.

Commissioner Smith motioned to approve Policy 127; motion seconded by Chairman Koorn.

Motion carried unanimously.

c) Policy 134 – Standards for Dress and Appearance

Chairman Koorn asked if this policy has been reviewed by the district's attorney Brian Snure.

Secretary Spydell confirmed it has.

Commissioner Smith stated #9 and #10 cover chief admin staff but should be inclusive of other ranks such as captains in an administrative position.

Commissioner Smith asked the board if they want to require office administration to wear clothing with the district logo daily.

Chairman Koorn stated he would like something to identify them as a district employee daily, whether an identification card or a uniform shirt.

Commissioner Smith agreed he was good with those requirements.

Chairman Koorn motioned to approve Policy 134; motion seconded by Commissioner Smith.

Motion carried unanimously.

d) Policy 135 – Uniform Dress Code Class A & B

Chairman Koorn asked for board suggestions on changes to the policy.

Chairman Koorn asked what timeframe there is for a Class A uniform for chiefs.

Chief Swiger stated it should specify upon completion of probationary period.

Chairman Koorn stated he was good with that.

Chairman Koorn stated he was not in favor of the district paying for a Class A uniform for volunteers after five years.

Commissioner Smith stated he was good with five years.

Chairman Koorn stated he would prefer ten years.

Commissioner Smith asked Chairman Koorn if he would compromise at eight years.

Chairman Koorn stated he was good with eight years for volunteers.

Chairman Koorn stated 3.4.8 should include the phrase *unless on official business*.

Chief Swiger stated 4.5.2 should be removed because duty jackets do not have badge holders.

Commissioner Smith stated marine rescue badges should be included in section 6.

Commissioner Smith stated support should get the same as volunteers.

Chairman Koorn stated a job shirt should be given to volunteers after five years of good conduct as an incentive.

HR Specialist Swanson made the changes as the board requested.

Chairman Koorn recommended this policy be pushed to the next meeting so Commissioner Lamont could give his input.

e) Policy 142 – Resource Use Policy



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Commissioner Smith asked for the rescinds section to state *supersedes all previous policies*. Commissioner Smith stated the approved by line should say *Marvin Koorn* to be consistent. HR Specialist Swanson made the corrections as requested.

Chairman Koorn motioned to approve Policy 142; motion seconded by Commissioner Smith.

Motion carried unanimously.

f) Form 142-1 – Resource Use Policy Agreement

Chairman Koorn stated this is a form that members need to sign as an agreement to the district's resource use policy.

Chairman Koorn motioned to approve Form 142-1; motion seconded by Commissioner Smith.

Motion carried unanimously.

g) Policy 143 – Social Media/Imagery Policy

Chairman Koorn asked if the policy has been reviewed by Attorney Brian Snure.

Secretary Spydell confirmed the policy has been reviewed by Snure Law.

Chief Swiger stated 6.1 should say *sites*, not *sires*.

Commissioner Smith stated 6.1 needed a period after the section number.

Commissioner Smith requested updating the rescinds section to match the rest.

Commissioner Smith stated there were some formatting issues in 1.4.1, and a run-on sentence in 1.6.

Chief Swiger asked to remove #2 from section 2.1.

Commissioner Smith asked for the extra space to be deleted from 2.3.1 and correct the indentation on section 9.5.1.

HR Specialist Swanson was not able to make immediate corrections to the policy.

Chairman Koorn stated the board will wait to see a final copy before approval.

h) Form 143 – 1 Media Acknowledgement/Release Form

Commissioner Smith asked to add a print line for the guardian's signature as well.

Chairman Koorn motioned to approve Form 143-1; motion seconded by Commissioner Smith.

Motion Carried unanimously.

Deputy Chief

Chairman Koorn stated that Commissioner Lamont had asked for the deputy chief job posting and description to be on the agenda. Since Commissioner Lamont is not in attendance, Chairman Koorn will put the deputy chief position on the agenda for the regular board meeting on Monday, October 9th.

Training Officer

a. Job Description

Chairman Koorn requested the statement *ensures all accidents are investigated* to remain in the job description.



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Chairman Koorn asked for *preferred qualifications* instead of *required*.

Chairman Koorn stated required qualifications were mixed in with preferred and should be separated.

Commissioner Smith stated he sees some duplicate sentences and overlapping of job roles.

Commissioner Smith stated POS function should include *policies*, not only SOGs.

Chief Swiger stated MSDS sheets should be SDS.

b. Job Posting

Commissioner Smith stated under experience and training, fire instructor III should not be required within one year.

Chairman Koorn asked that under physical requirements the term *finger* is removed, and it should state *lift*, not *life*.

Chairman Koorn stated approval of this agenda item will be moved to the next regular meeting.

Administrative Assistant

Commissioner Smith stated essential duties should include provisioner of inventory, and orders all uniforms, not only Class B.

Commissioner Smith suggested a couple of formatting changes where there were extra spaces and missing periods.

Chairman Koorn motioned to approve the job description with the requested changes; motion seconded by Commissioner Smith.

Motion carried unanimously.

Administrative Salaries

Chairman Koorn stated the full-time union contract has been signed and administrative salary increases should match the union contract salary percentage increase for 2023.

Chairman Koorn motioned to approve a 4% administrative salary increase for hours worked starting September 1st, 2023; motion seconded by Commissioner Smith.

Motion carried unanimously.

Adjourn Meeting:

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

Motion carried unanimously.

The Special Meeting of the Board adjourned at 3:42 p.m.

Attest:

A handwritten signature in cursive script that reads "Natasha Spydell".

Natasha Spydell
Board Secretary/Accounting Manager