



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Station 25, 2720 Heller Rd., Oak Harbor, WA

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

Meeting Minutes

May 14th, 2024

6:30 p.m.

Approved June 14th, 2024

Call to Order: Chairman Marvin Koorn called the meeting to order at 6:30 p.m. Also in attendance: Commissioner Gerald Smith, Commissioner Robert Miller, Interim Fire Chief Chris Swiger, Battalion Chief Steve Lacy and Secretary Natasha Spydell.

Additions to the Agenda

None

Public Comment

North Whidbey Fire and Rescue Firefighter Mike Pelzer stated he was curious as to when the board is going to make a decision on the fire chief position. Mr. Pelzer stated it has been almost two years that Chief Swiger has been an interim fire chief.

Correspondence

a. IRS Notice

Secretary Spydell stated in 2023 she received a notice from the IRS that the district did not submit W-2s for 2021. She stated the accounting manager at the time was not able to get the online submission authorization in time because she had recently been hired. Secretary Spydell stated the forms were sent into the IRS instead of submitted online. After two appeals and with supporting documentation, the IRS removed the penalty of \$29,960.00. The matter has been closed.

b. Leasehold Tax Audit

Secretary Spydell stated she received an email from Washington State Department of Revenue notifying the district that an audit on Leasehold Tax from 2020-2024 is being conducted. Secretary Spydell stated she was gathering the information to send to the auditor and an in-person meeting has been scheduled for 09:00 a.m. on June 11th, at the district office.

Consent Agenda: Meeting Minutes for Special Meeting, April 1st, 2024, Regular Meeting, April 9th, 2024, Special Meeting, April 15th, 2024, Special Meeting, April 19th, 2024, expenditure approval for the month of April 2024, and Treasurer's Report for March 2024.

General Batch #14G for Vouchers 240401001-240401020 dated 04/03/2024 in the amount of \$31,360.48.

Payroll Batch #0409OT for Transaction 581 dated 04/09/2024 in the amount of \$139.62.

General Batch #15Q for Vouchers 240402001-240402004 dated 04/10/2024 in the amount of \$15,533.08.

General Batch #15G for EFT Transaction dated 04/10/2024 in the amount of \$539.71.

General Batch #15G for Vouchers 240403001-240403019 dated 04/10/2024 in the amount of \$17,406.06.

Payroll Batch #0415P for Transactions 620-698 dated 04/15/2024 in the amount of \$70,956.52.

General Batch #16G for Vouchers 240405001-240405027 dated 04/17/2024 in the amount of \$11,528.66.

Payroll Batch #16B for EFT Transactions dated 04/17/2024 in the amount of \$24,655.34.

*Payroll Batch #16B for Vouchers 240404001-240404005 dated 04/17/2024 in the amount of \$9,127.72.
General Batch #17G for Vouchers 240406001-240406021 dated 04/24/2024 in the amount of \$11,654.88.*

Chairman Koorn asked if there were any questions on the consent agenda. No questions were presented.

Commissioner Smith motioned to approve the consent agenda; motion seconded by Commissioner Miller.

Motion carried unanimously.

Personnel

Chris Kohfield was sworn in by Chief Swiger and took the oath of office as North Whidbey Fire and Rescue's Recruitment and Retention Coordinator.

Unfinished Business:

Budget

Chief Swiger asked if the board wanted the first draft of the budget amendment prepared for first review at the regular meeting in June for board approval in July.

Commissioner Koorn confirmed.

No other questions or comments on the budget were presented.

Panic Alarm & External Lighting

Lieutenant Reinstra stated he is still working on getting quotes. He has received one quote and is waiting on others before presenting the information to the board.

Apparatus Refurbishment

Chairman Koorn stated after multiple phone calls to Fire Trucks Unlimited he was able to make contact and received some information on their refurbishment packages.

Chief Swiger stated he contacted Snohomish and a refurbish costs around \$425,000 each. Chief Swiger stated he is also contacting a volunteer fire department out of Arizona to research further.

Chief Annual Report

Chief Swiger stated he would like to get the report online if there are no other suggested changes.

Chairman Koorn stated he appreciates Chief Swiger creating the report and the effort put into it.

Chief Swiger stated the report will go online tomorrow.

Whidbey Health Contract

Chairman Koorn stated he would like to set up another meeting with Chris Tumblin.

Chief Swiger stated Whidbey Health was supposed to contact the district, but he will call.

Commissioner Smith stated the rent contract for Station 27 expires at the end of the year and notice can be given regardless.

New Business:

SAO Annual Report

Secretary Spydell stated she prepared the annual report to submit to the Washington State Auditor's Office and gave each commissioner and Chief Swiger a copy to review. She asked if anyone had any questions or corrections.

No questions or comments were presented.

The board approved the annual report for submission.

Wildland Pay Rate

Chief Swiger stated he prepared a proposal for an increase in wildland pay rates for crews mobilized for North Whidbey Fire and Rescue. Chief Swiger compared rates from other mobilizing districts to create a proposal. He stated the pay is fully reimbursed by the state and believes raising pay rates would attract more people to increase the district's personnel response pool. Chief Swiger stated he is asking the board if they would be willing to approve a rate increase before he makes changes to the policy, drafts new contracts, and sends them the Snure Law for review.

Lieutenant Reinstra stated many districts are meeting Skagit County Fire District 14 (Alger, WA) rates at \$40.00 per hour and they are given overtime after 40 hours per week instead of 53 hours and even DNR does not recognize the 53-hour work week for firefighters.

Chief Swiger stated he checked with the union and wildland pay is not a concern for them.

Chairman Koorn stated he does not have an issue with matching Skagit County.

Commissioner Smith stated he is fine with increasing the pay rates, just find a pay scale the district likes and use it.

Lieutenant Reinstra asked the board if they were interested in using the scale Chief Swiger proposed.

Chairman Koorn stated his only question would be why these rates.

Chief Swiger stated with Lieutenant Reinstra's current pay, if the district has to send a senior resource boss, that would be about what he makes.

Commissioner Smith stated he supports matching Skagit County's pay and rewarding wildland firefighters for being on a team.

Commissioner Miller stated he would support matching Skagit County as well.

Chief Swiger stated he will begin rewriting the policy and contract to present to the board for approval.

Fire Chief Report

Chief Swiger stated last week was Fire-Wise at Pondilla Estates. North Whidbey Fire and Rescue had four volunteers out helping and Teri Jo Summer was very happy with the support and assistance.

Commissioner Smith asked how the district assisted.

Chief Swiger stated volunteers helped with clearing brush, feeding a woodchipper, and anything else DNR asked them to do.

Ops Chief Report

None

Battalion Chief of Volunteers Report

Chief Lacy stated the second entry-level firefighting (ELF) class starts Wednesday evening and nine people will be going through the program.

Battalion Chief of Training and Safety Report

None

At 6:49 p.m. Chairman Koorn called the meeting into executive session until 7:20 p.m.

1. Executive Session:

a. RCW 42.30.110(1)(b)

To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

b. 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 7:20 p.m. Chairman Koorn extended the executive session until 7:40 p.m.

At 7:40 p.m. Chairman Koorn called the meeting out of executive session into regular session.

No decisions were made.

R&R Coordinator Pay

Chairman Koorn stated Secretary Spydell gave the board information regarding what FEMA will allow with the SAFER Recruitment and Retention Coordinator grant. The salary proposal was reviewed by the board.

Commissioner Smith motioned to approve the R&R Coordinator starting salary pay at \$54,521.17 per year; motion seconded by Commissioner Miller.

Motion carried unanimously.

Good of the Order:

None

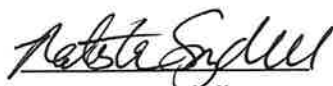
Adjourn Meeting

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

Motion carried unanimously.

The Regular Meeting of the Board adjourned at 7:42 p.m.

Attest:



Natasha Spydell

Board Secretary/Accounting Manager