



## NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

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

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### Meeting Minutes

September 10<sup>th</sup>, 2024

6:30 p.m.

*Approved October 8<sup>th</sup>, 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, Fire Chief Chris Swiger, Deputy Fire Chief Ray Merrill, Battalion Chief Dan Horton, Battalion Chief Jobie Gause, Battalion Chief Steve Lacy and Secretary Natasha Spydell.

### Additions to the Agenda

1. Executive Session: RCW 42.30.140(4)(b)
2. Executive Session: RCW 42.30.110(1)(b)
3. New Business: Appreciation Dinner 2024
4. Personnel: Human Resources Specialist Position

### Public Comment

None

### Correspondence

None

**Consent Agenda:** Meeting Minutes for Regular Meeting, August 13<sup>th</sup>, 2024, Special Meeting August 27<sup>th</sup>, 2024, expenditure approval for the month of August 2024, and Treasurer's Report for July 2024.

*General Batch #32G for Vouchers 240801001-240801018 dated 08/07/2024 in the amount of \$14,841.56.*

*Payroll Batch #33B for EFT Transactions dated 08/14/2024 in the amount of \$24,469.14.*

*Payroll Batch #33B for Vouchers 240802001-240802006 dated 08/14/2024 in the amount of \$9,385.98.*

*General Batch #33G for EFT Transactions dated 08/14/2024 in the amount of \$34.05.*

*General Batch #33G for Vouchers 240803001-240803018 in the amount of \$20,805.24.*

*Payroll Batch #0824P for Transactions 1424-1503 dated 08/15/2024 in the amount of \$71,475.33.*

*Payroll Batch #0816W for Transactions 1536-1537 dated 08/16/2024 in the amount of \$14,141.04.*

*Payroll Batch #0827OT for Transaction 1569 dated 08/27/2024 in the amount of \$139.62.*

*General Batch #34G for EFT Transaction dated 08/21/2024 in the amount of \$5,628.92.*

*General Batch #34G for Vouchers 240804001-240804020 dated 08/21/2024 in the amount of \$6,987.16.*

*General Batch #35G for EFT Transaction dated 08/28/2024 in the amount of \$4.56.*

*General Batch #35G for Vouchers 240805001-240805011 dated 08/28/2024 in the amount of \$2,173.52.*

Chairman Koorn asked if there were any questions on the consent agenda.

Secretary Spydell stated she received a suggestion from Commissioner Smith regarding the meeting minutes. Commissioner Smith suggested the regular meeting minutes should state that Chief Swiger was excused from the meeting for training. Secretary Spydell made the change and sent an updated copy to the commissioners for review.

By consensus, the board agreed with the update.

Commissioner Smith also stated that in the special meeting minutes, he did not like the word *offered* used under the Fire Chief Position agenda item. Commissioner Smith stated he remembered the board agreeing to enter into contract negotiations.

Secretary Spydell stated her notes from the meeting showed the two separate statements of (1) offering the position, and (2) entering into contract negotiations.

Chairman Koorn stated he remembers using the word *offered* in his motion. He stated he agreed the motion could have been worded better, but the meeting minutes should state the motion accurately.

By consensus, the board agreed to leave the special meeting minutes as-is.

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

**Motion carried unanimously.**

### **Personnel**

Chief Swiger stated the human resources specialist position was open again. Chairman Koorn, Secretary Spydell and Chief Swiger met with a previous applicant to discuss the position. The applicant had declined interest in the position due to an upcoming relocation. Chief Swiger stated the position will be advertised again and he would like to advertise with the salary range between the entry-level annual salary of \$49,857.60 and the 1-year annual salary of \$55,411.20, depending on experience.

By consensus, the board agreed to advertise the job at the requested annual pay range.

### **Unfinished Business:**

#### **Budget**

Chairman Koorn asked if there were any questions on the budget.

No questions or comments were presented.

#### **Budget 2025**

Chairman Koorn stated the 2025 budget will be reviewed during public hearings in October and November. Chairman Koorn asked the board if they had any questions or comments on it at this time. Commissioner Miller referenced BARS 362 00 50 000 – Building Use Long Term Rent (WH) asking if the contract has been finalized for the rent increase.

Chief Swiger stated the updated contract is in the process of being finalized right now.

Commissioner Miller referenced BARS 522 10 40 008 – Employee Assistance Program.

Chief Swiger stated it is a new program that costs \$1.48 per month per employee.

Chairman Koorn asked if it is a new line item that needs to be approved by the board.

Chief Swiger confirmed.

No other comments or questions were presented.

### **Apparatus Refurbishment**

None

### **Enterprise Rental**

Chief Swiger stated he had a Zoom meeting where he received some numbers, and he was not impressed. He stated he has another meeting on September 19<sup>th</sup>, but it does not look promising.

### **Whidbey Health Contract**

Chief Swiger stated the ambulance contract is still in limbo because of the State.

Chairman Koorn stated Whidbey Health went into a new contract with Central and they have to be in the same situation. Chairman Koorn stated the district should at least push to match Central's contract in the meantime.

Commissioner Smith agreed that the district should continue pushing forward with the contract regardless.

Chief Swiger stated the Whidbey Health rental contract is being drafted and he should have it back next week.

### **SOG 2200.2.1 – Duty Crew Shift Expectations**

Chairman Koorn stated the SOG was discussed last month, and the board had a few questions.

Chairman Koorn stated he met with Chief Horton and his questions were answered. He asked if the board had any further questions or concerns.

Commissioner Smith stated all of his questions were answered.

Commissioner Miller motioned to approve SOG 2200.2.1; motion seconded by Commissioner Smith.

**Motion carried unanimously.**

### **New Business:**

#### **WFCA Conference**

Chairman Koorn stated Secretary Spydell is requesting confirmation on who is attending.

Chairman Koorn stated he is attending.

Commissioner Smith stated he is planning to go but will let Secretary Spydell know by September 19<sup>th</sup>.

Commissioner Miller stated he is planning to go.

Secretary Spydell stated she signed Commissioner Smith and Commissioner Miller up for the Zoom webinar for the Snure Law Seminar. She stated if Commissioner Smith and Commissioner Miller do attend the conference in person, she will change their Snure Law Seminar registrations to in-person. Secretary Spydell asked if the commissioners do not attend in-person would they still want to attend the Zoom webinar.

Commissioner Smith and Commissioner Miller confirmed they would do the Zoom webinar if they do not attend in-person.

#### **Fire Chief Contract**

Chairman Koorn stated this item is still in negotiations.

#### **Initial Policy Review**

Chairman Koorn stated the board has been given the policies for initial review and they will be on the agenda for the special meeting scheduled September 24<sup>th</sup>. He asked if the board had any questions at this time.

Commissioner Smith asked why the policies are in front of the board now when some have recently been approved.

Secretary Spydell stated she had asked the human resources specialist for a policy on disciplinary action and conflict resolution, and they needed to be referenced in the code of conduct. She stated the human resources specialist made some additional recommended changes to the code of conduct because it was missing some areas worthy of being in a code of conduct policy. Secretary Spydell stated the performance reviews policy was unclear whether annual reviews are performed on admin staff and the formatting was wrong, so it was updated for approval as well.

Commissioner Smith asked why the pet policy was submitted for approval.

Chief Swiger stated it was an SOG but not a policy and he requested a policy on it.

### **Fire Chief Report**

Chief Swiger stated he attended Fire Rescue International and there were a lot of strategic planning courses that will help out a lot.

### **Deputy Fire Chief Report**

None

### **Ops Chief Report**

Chief Horton went over the call reports for the month of July.

Chairman Koorn asked why on the personnel report people are listed as *2024 Academy Non-IFSAC*.

Chief Horton stated because no one has passed all tests, except one who is no longer here.

Chief Swiger stated the academy class reported the hazmat class was not a good class, and the group just needs hazmat retesting.

Chairman Koorn stated 50% of the districts personnel are non-firefighters and according to the policy the limit is 10.

Chief Swiger stated he previously could not find it in the policy.

Chief Lacy stated it is in the policy and he will go back and find it and take a look at support numbers.

Chairman Koorn stated the bulk of overlapping calls are medical and there were only four while an incident requesting fire response occurred. He suggested negotiating with the hospital further on the matter.

Chief Horton stated the physical agility test, written test, skills test, and interviews for part-time firefighter applicants are being held on September 19<sup>th</sup>, with the chief's interview on the 20<sup>th</sup>.

### **Battalion Chief of Volunteers Report**

None

### **Battalion Chief of Training and Safety Report**

Chief Gause stated the first safety committee meeting was held yesterday and the group is forming to start the process of implementing some changes.

**At 7:00 p.m. Chairman Koorn called the meeting into executive session until 7:30 p.m.**

**1. Executive Session:**

**a. RCW 42.30.110(1)(g)**

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

**b. RCW 42.30.140(4)(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 the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

**c. 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.

**At 7:30 p.m. Chairman Koorn extended the executive session until 7:40 p.m.**

**At 7:40 p.m. Chairman Koorn extended the executive session until 7:50 p.m.**

**At 7:50 p.m. Chairman Koorn called the meeting out of executive session into regular session.**

**No decisions were made.**

**Good of the Order:**

Chairman Koorn stated a special meeting is scheduled for 9:00 a.m. on September 24<sup>th</sup>, at the district office.

Chairman Koorn stated the additional agenda item Appreciation Dinner 2024 was not discussed under New Business. He stated Administrative Assistant Jessica Fisher sent out an email to the commissioners asking if they had a preference for the date.

Secretary Spydell stated the commissioners had responded stating whatever date works best for planning purposes is fine and she believed the date settled on was February 28<sup>th</sup>, 2025.

Chief Swiger stated he believed the date settled on was March 7<sup>th</sup>, 2025.

Chairman Koorn stated the date will be announced once confirmed definitively.

**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 7:52 p.m.

Attest:



Natasha Spydell

Board Secretary/Accounting Manager