



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

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

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

Minutes

February 14th, 2023

6:30 p.m.

Approved March 14, 2023

Call to Order: Chairman Marvin Koorn called the meeting to order at 6:30 pm. Also in attendance: Commissioner TJ Lamont, Commissioner Gerald Smith, Interim Fire Chief Chris Swiger, Battalion Chief Dan Horton, Battalion Chief Stephen Lacy, Secretary Natasha Spydell and Administrative Assistant Titherington.

Additions to the agenda

The possible hiring of a full-time firefighter was moved to agenda item #12, after the executive session concludes. The subsequent items will move down to #13 and #14 respectively.

Swear In

None

Public Comment

A public comment was made by the director of I-COM, Sofia Kohfield. Mrs. Kohfield wanted to recognize Chief Swiger for his valuable partnership with I-COM. Mrs. Kohfield presented Chief Swiger with an award.

Consent Agenda: Minutes: Regular Meeting, January 10th, 2023, and Workshop Meeting, January 19th, 2023. Vouchers for payment approval or denial for the month of January 2023, and Treasurer's Reports approval for the months of September, October, November, and December 2022.

General Batch #01G for Vouchers 230102001-230102011 dated 01/04/2023 in the amount of \$14,265.02.

Payroll Batch #01D for Voucher 230101001 dated 01/04/2023 in the amount of \$80.35.

General Batch #02G for Vouchers 230103001-230103015 dated 01/11/2023 in the amount of \$27,169.71.

General Batch #03G for Vouchers 230105001-230105014 dated 01/18/2023 in the amount of \$28,655.24.

Quarterly Batch #03Q for Vouchers 230104001-230104003 dated 01/18/2023 in the amount of \$10,340.52.

General Batch #04G for Vouchers 230106001-230106021 dated 01/25/2023 in the amount of \$14,507.06.

Payroll Batch #0123P for Transactions 69-129 dated 01/27/2023 in the amount of \$49,848.43.

Chairman Koorn stated he will meet with Secretary Spydell to make a few corrections to the meeting minutes for January 10th. Chairman Koorn stated he would approve the consent agenda considering the changes to the meeting minutes.



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Chairman Koorn asked Chief Swiger if there was any update on Station 23 and Station 24 facility costs for 2022.

Chief Swiger stated it had not been completed yet.

Chairman Koorn stated that Chief Horton was looking into Kelly Day requests for 2023 and asked for a report back.

Chief Horton stated he had looked into it and the Kelly Day requests were good and did not leave the district without staffing on holidays for 2023.

Chairman Koorn asked Chief Swiger about the Survey Monkey Turnover.

Chief Swiger stated the turnover had been completed earlier that day.

Chairman Koorn asked about the \$15,000 cost for First Due set-up fees and what the yearly cost will be after setup.

Chief Horton stated the yearly cost will be \$1,358.

Commissioner Smith asked why the quote for the new engine decals was \$6,700, but we paid \$7,000.

Chief Swiger stated some extra charges accrued due to the changes in the decal design.

Chairman Koorn asked about a bill for dirt from a local nursery.

Chief Swiger stated NWFR responded to a structure fire and one of the emergency vehicles got stuck in the yard and dirt was purchased to fill the tire indentations left on the lawn.

Chairman Koorn asked if there were anymore questions, or if there was a motion to approve the consent agenda.

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

Motion approved unanimously.

Personnel

Chairman Koorn moved the new hire for full-time firefighter to item #12 on the agenda.

Unfinished Business:

Budget

Chairman Koorn stated he had gone over the budget position totals for 2022. There were a few over spent BARS accounts, but there was not anything major. He stated the 2022 budget position would remain as-is.

Training Officer

Chief Swiger stated there has not been any movement on the training officer position. He stated the position is still being discussed with the union.

Appreciation Dinner



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Chief Swiger stated the dinner is Friday evening, February 17th. The event begins at 5:00pm, dinner will be at 6:00pm, and the awards will follow.

Chairman Koorn asked what the expected attendance count is.

Administrative Assistant Titherington stated there were 118 RSVPs.

Chairman Koorn thanked Administrative Assistant Titherington for all the time and effort she has put into planning and preparing the appreciation dinner.

New Business:

Resolutions

530 – Cancel Warrant #619356

Warrant was sent to vendor but was not received until five months later. The invoice has since been paid.

Commissioner Smith motioned to approve Resolution 530; motion seconded by Commissioner Lamont.

Motion carried unanimously.

Van Dam Property Build

Chief Swiger stated a quote was given to the commissioners for a two-stall building. The quote is for the building only, nothing else is included.

Chairman Koorn asked if it was a metal building.

Chief Swiger stated yes, it is a metal building with 12x14 roll-up doors.

Commissioner Lamont asked if the building could be erected without a concrete floor.

Chief Swiger stated he was not positive.

Chairman Koorn stated with the building still needing concrete, power, etc. the cost is at least \$100,000.

Chief Swiger stated he thinks the cost will be closer to \$150k-\$200k range.

Chairman Koorn stated good information was provided and the planning will go from there.

Turnout Purchase

Chief Swiger stated new volunteers were being fitted for turnouts and a couple volunteers did not fit any of the turnouts the department has in supply. The quote for the additional turnouts is \$5,479.

Commissioner Smith asked if we receive a discount if we order a certain amount.

Chief Swiger stated a lot more would probably need to be ordered to receive a substantial discount.

Commissioner Smith asked how many backup turnouts we have in supply.

Chief Swiger stated there are currently eight backup sets in supply.

Commissioner Smith motioned to approve the additional turnout purchase; motion seconded by Commissioner Lamont.

Motion carried unanimously.



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Fire Rescue International

Chief Swiger stated he provided the commissioners with a cost breakdown for him to attend the conference. The cost includes airfare, hotel, per diem and registration. The cost is \$2,388.

Commissioner Smith motioned to approve Chief Swiger attending the conference; motion seconded by Commissioner Lamont.

Northwest Leadership Conference

Chairman Koorn asked if the reservations for the hotel rooms have been made for the conference. Chief Swiger stated the hotel rooms have been booked, but the conference has not been booked yet. Chief Swiger stated he was planning to have an additional officer go, but it does not look like he will be able to attend. He stated so far Commissioner Koorn, Commissioner Lamont, and Chief Horton are confirmed.

Chairman Koorn asked if Commissioner Smith would be able to attend the Spring Conference in April. Commissioner Smith stated he would not be available to attend.

Chief Swiger verified that he only needed to reserve two hotel rooms for the Spring Conference.

Chairman Koorn confirmed only two hotel rooms were needed for the Spring Conference.

Fire Chief Report

Chief Swiger stated the new self-contained breathing apparatuses (SCBA) should arrive by the end of March. He stated time will be scheduled for personnel to get fit-tested and receive training on the use of SCBA.

Commissioner Smith asked if the bottles, packs, and everything will be received together.

Chief Swiger stated it is his understanding that everything will be received together, but he will verify.

Operations Chief Report

Chief Horton did not have anything to report.

Battalion Chief Report

Chief Lacy stated the academy was going very well.

Chairman Koorn asked if there were any questions or comments for the chiefs.

Commissioner Smith stated a check had been received as a donation from an estate and he would like to know if the money was set aside, used on anything specific, or put into the district's unreserved funds.

Chief Swiger stated he believes it was budgeted for when received.

Chairman Koorn asked Secretary Spydell to look into the matter and verify the money from the donation is accounted for.



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Secretary Spydell stated she would look into it.

At 6:50pm Chairman Koorn called the meeting into Executive Session from 7:00pm until 7:30pm.

Executive Session:

a. RCW 42.30.140(4)(a)

Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (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.

b. 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.

Chairman Koorn called the meeting out of executive session at 7:30pm. No decisions were made.

New Hire for Full-time Firefighter

Chairman Koorn stated the board had reviewed the qualifications for approval of hiring a full-time firefighter. Chairman Koorn asked if there were any recommendations.

Commissioner Smith stated his recommendation for hiring Benjamin Bauer; Commissioner Lamont seconded the recommendation for Benjamin Bauer.

Motion carried unanimously.

Chairman Koorn asked the board if there was a motion to authorize the hiring the second candidate for the part-time firefighter position.

Commissioner Smith motioned to authorize hiring the second candidate for part-time; motion seconded by Commissioner Lamont.

Motion carried unanimously.

Good of the Order

Chairman Koorn stated George Rector, who had been with the department for 30 years, passed away recently and flowers were sent to his wife. The department received a thank you card from Mrs.



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Rector. The department offered to be involved with the funeral service, but no service is being held according to family.

Chairman Koorn asked if there were any other comments or concerns.
No comments were made.

Adjourn Meeting

Chairman Koorn asked if there was a motion to adjourn the meeting.

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

Motion carried unanimously.

Meeting Adjourned at 7:37pm.

Attest:

Natasha Spydell

Board Secretary/Accounting Manager