



## 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](mailto:Admin@nwfr.org)

### Workshop Minutes

January 19<sup>th</sup>, 2023 @ 9:00am

**Location:** 770 NE Midway Blvd  
Oak Harbor, WA

*Approved February 14<sup>th</sup>, 2023*

**Call to Order** Chairman Marvin Koorn called the workshop to order at 9:00 am. In attendance: Commissioner TJ Lamont, Commissioner Gerald Smith, Chief Chris Swiger, Chief Dan Horton, Chief Steve Lacy, and Secretary Natasha Spydell.

#### **Executive Session:**

Chairman Koorn moved the executive session to the end of the workshop.

#### **Workshop Discussion:**

##### **Audit**

Secretary Spydell stated that the State Auditor's Office (SAO) had reported back that the Annual Report for FY2020 was never completely submitted, and the Annual Report for FY2021 was missing the notes to the financial statements. Secretary Spydell said based on issues already being uncovered by the audit, the SAO will be sending an estimated cost adjustment due to the requirement of more hours to conduct the audit.

##### **Training Officer**

Chairman Koorn stated the topic will be moved to discussion after the executive session.

##### **Surplus**

Commissioner Lamont asked Chief Swiger if he had put a list together of the district's surplus items. Chief Swiger stated he had not completed a list yet. Commissioner Lamont stated once the list is complete, add it to the agenda for Board approval. Chief Swiger stated he will get started on it and add it to the agenda when complete.

##### **Apparatus**

Chief Swiger directed the Board to the apparatus worksheet provided with the workshop agenda. Chief Swiger explained his outlook on large equipment and staff vehicles, and their replacement schedules. Chief Swiger stated the Excursion that tows the boat has good mileage and should be replaced only when it is no longer usable or when we are putting more money into it than it is worth. Chief Horton stated when maintenance costs get to be around 40 percent of the vehicle value, it is a good general rule to start looking at replacing the vehicle instead.

Chairman Koorn stated if the vehicle starts to require more than just the minor repairs and maintenance, it is time to consider replacing the vehicle.

Chief Swiger stated the boat tubes are in good condition now but should be replaced in 2024 and would cost approximately \$20,000.

Chief Swiger stated the HME should be retired in 2028, according to the rating bureau it will be at the end of its lifecycle.

Commissioner Lamont asked if the department would replace the HME with something.

Chief Swiger responded it depends on what decisions are made regarding the stations.

Chief Swiger discussed the canceling of the brush truck that was on order. He stated the other brush trucks are still usable and there is not a current need to spend money towards a new one.

Commissioner Lamont asked if the department has a software system that tracks what each vehicle costs the department per year.

Chief Swiger stated the department previously did not have a tracking system but with the new system, and use of maintenance numbers for each vehicle, the department can track every piece of equipment.

Chief Swiger stated he called Firetrucks Unlimited regarding refurbishing the 2008 Pierce. He explained that the representative stated the department needs to figure out exactly what work they want to do and call back. Chief Swiger stated he would like to have the vehicle refurbished and it would be 50%-60% the cost of a new truck.

Chief Swiger discussed replacing the PUCS (Engine 22 and Engine 27) in the future depending on how and when their maintenance expenses increase.

Chairman Koorn stated a lot of money has been put into Engine 22 (old) and asked if the department intends to keep it or put it into reserve.

Chief Swiger stated the PUCS are more high-tech than the volunteer department needs and suggests replacing it in the near future.

Commissioner Lamont asked when Chief Swiger would like to see the PUCS replaced.

Chief Swiger stated the PUCS hit their fifteen-year lifecycle in 2024. If re-rated in 2024, they are good for another five years, until 2029.

Commissioner Lamont stated looking ahead there needs to be a timeline.

Chief Swiger responded in two years the department should budget for replacing both PUCS before 2029. The department should refurbish Engine 26 in 2025, which will cost between 300K-400K. The two tenders should be refurbished when they approach the end of their lifecycle. Chief Swiger stated they are very good trucks.

Commissioner Smith stated he is not in favor of replacing the PUCS.

Chairman Koorn stated the department needs to plan and prepare for these costs in the future. The district will need another lid levy tax to afford the vehicle maintenance and replacement costs.

Chairman Koorn suggested Chief Swiger call Firetrucks Unlimited back to discuss refurbish costs and consider going in person to see what they actually do to refurbish and drill them with questions.

Commissioner Lamont stated he would like to see a list of what work is needed for a refurbish.

Chief Swiger stated he would call Firetrucks Unlimited to further discuss refurbish.

Chairman Koorn asked for an estimate on when each vehicle will be 'no longer usable'.

Chief Swiger stated it is hard to determine but can use mileage to estimate.

Lt. Reinstra stated he had created a spreadsheet with mileage and estimated replacement costs.

Chairman Koorn stated the Board would like to see a copy of the spreadsheet. He stated we will need documentation to show proof of need when a levy request is submitted. The discussion on Apparatus concluded.

Chairman Koorn asked if there were any additional questions or comments.

Chief Swiger stated he has researched homes that would be outside of the five-mile radius from Station 23 if Station 24 was closed, and there are seven homes outside of that limit.

Commissioner Smith asked if the department planned to close stations.

Chief Swiger stated no plans were in place, it is just a discussion of *if* the department needed to close a station how it would look.

Commissioner Lamont stated he believes maintaining seven stations and all the equipment long-term will be difficult for the district.

Chairman Koorn agreed the equipment either gets outdated or we end up with stations without volunteers. The department needs more volunteers.

Chief Lacy stated there are three new volunteers from Station 23 going through the academy, and another two or three volunteers from Station 26.

Commissioner Smith asked if the Board could get a cost of Stations 23 and 24 for the last year, with the exception of equipment.

Chief Swiger stated the administration would write the costs up to present to the Board.

Commissioner Lamont asked the other board members what they think the plan is with the Van Dam Road property.

Chairman Koorn stated he would like to see it starting to develop. Chairman Koorn asked Chief Lacy how many volunteers are at Station 26.

Chief Lacy responded five volunteers.

Chairman Koorn stated if Station 26 is moved there are a few volunteers that would need to be moved.

Chairman Koorn stated there is equipment sitting outside currently, the district should do something with Van Dam.

Chief Swiger asked what the county regulations would be on a two-stall pole building on that property.

Chairman Koorn stated a permit would not be required for a two-stall on that property. He continued that septic would be \$40,000, the well is there, and materials for the base will be needed. Chairman Koorn stated it is something to consider discussing with prices at the next board meeting. He stated if structure is built close to the well, the groundwork should not be too expensive.

Chief Horton stated a structure cannot be built within 150 feet of a well.

Commissioner Lamont stated the needs for a layout and plan of what would be put on the property in order to start pricing it.

Chief Swiger Stated the structure would need to have 16-foot doors.

Chairman Koorn confirmed and added the structure could go double deep to store equipment that is not used during the winter. He stated there would not be a need to pave immediately, it would open Station 26 to use as a storage facility.

Commissioner Lamont questioned where the district would get money for new property and a new station, plus fixing up Van Dam property.

Chairman Koorn stated the district has the money to look into the purchase of property, but not the money to build.

Commissioner Lamont stated the district has talked about replacing Station 25 for years and would like to see it moving forward.

Chairman Koorn asked if there were any other questions or comments.

No questions or comments were made.

**Executive Session:** Chairman Koorn called the meeting into Executive Session until 10:20am.

**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.

**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.

**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 10:20am.

**No decisions were made.**

Chairman Koorn directed the discussion back to the Training Officer agenda item. Chairman Koorn stated the need for discussion of how and where the position will be advertised.

Chief Swiger stated the discussion should be delayed until after the next meeting with the union.

Commissioner Lamont asked if everything is ready to go so as soon as the decision is made, it can be posted.

Chief Swiger responded yes.

Commissioner Smith asked what the union filed against the district on that position.

Chief Swiger stated a ULP was filed, and the district has thirty days to reply to the state that we are still negotiating in good faith.

Chairman Koorn requested that Chief Swiger update the state on the status immediately.

Chairman Koorn stated if the district loses the argument with the union the job description will need to be changed. The district can have a battalion chief as training officer and have a captain position for ten-hour duty crew, for example.

Chief Swiger agreed.

Training Officer discussion concluded.

Chairman Koorn asked the chiefs why the department was approving Kelly Days during holidays. He stated there was no duty crew on shift over Christmas. Chairman Koorn stated the Kelly Days can be blocked out for holidays.

Chief Swiger stated with the previous union contract it would have been a grievance, but currently it would not be an issue.

Chairman Koorn stated Kelly day requests need to be looked at closer, and not all are required to be approved.

Chief Horton stated that the requests are made for a full year at a time. They have already been submitted for 2023, and he will look closely at what was submitted.

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

No comments were made.

### **Adjourn Workshop**

Chairman Koorn stated no decisions were made.

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

**Motion carried unanimously.**

Workshop adjourned at 1045am.

Attest:



Natasha Spydell

Board Secretary/Accounting Manager