



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

July 5th, 2023

09:00 am

Location: 770 NE Midway Blvd
Oak Harbor, WA

Approved July 19th, 2023

Call to Order: Chairman Marvin Koorn called the meeting to order at 09:00. Also in attendance was Commissioner TJ Lamont, Commissioner Gerald Smith, Chief Chris Swiger, Chief Dan Horton, Chief Steve Lacy, Secretary Spydell, and Human Resources Specialist Crystal Swanson.

Policy Updates

a) Policy 102 – Purchase Policy

Chairman Koorn asked why 2.2.1 was italicized, bold and indented. He stated it should be a second sentence in 2.2.

Chief Swiger suggested it could be a separate item numbered 2.3.

Chairman Koorn asked the board if moving 2.2.1 to 2.3 and removing italic and bold formatting was good.

Commissioner Lamont and Commissioner Smith stated they were good with those changes.

Commissioner Smith stated the board needs a copy of all other policies and SOGs referenced in any policy they are reviewing.

Human Resources Specialist Crystal Swanson gave the board copies of SOG 1001.1 referenced in policy 102.

Commissioner Smith stated the amounts stated in SOG 1001.1 does not match policy 102. He suggested removing lines 1.4 and 1.13 and adding signature lines for the fire chief and board chairman on every policy.

Chairman Koorn stated SOG 1001.1 needs to be rescinded because it is outdated and accurate.

Commissioner Smith stated using a comma with a conjunction when items are listed looks cluttered.

Secretary Spydell stated it is an optional comma and asked what the board preferred.

Chairman Koorn stated to remove the comma.

b) Policy 152 – Conduct for All District Personnel

Commissioner Smith stated 1.5, 6.1, 7.2 and 2.2 should say '*the fire chief's designee*' and all commas with items listed should be removed prior to the conjunction. Commissioner Smith stated 5.2 should be removed because it does not fit the topic of conduct.

Chairman Koorn stated he would like to change the word '*nexus*' in section 1.3. He suggested using the word *link* instead.

The board stated they were good with the changes discussed.

c) Policy 127 – Insurance Benefit Distribution

Chairman Koorn asked why full-time and part-time firefighters are listed when they are covered by the CBA.

Chief Swiger stated they have to be listed regardless but the policy can be changed to say '*reference the CBA*' for those sections.



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Chairman Koorn asked why the district pays the premium for life insurance.

Chief Swiger stated it was something the district signed up for a few years ago.

Chairman Koorn asked if employees receiving medical coverage are required to have life insurance. He also would like to verify if all employees are required to have life insurance and if the decision was board approved.

Commissioner Smith suggested changing the wording of the scope.

Chief Swiger suggested changing it to '*personnel designated in this policy*'.

Commissioner Smith stated *ELIGIBILITY* should not be capitalized and HRA should be spelled out.

The board agreed to the changes suggested but stated the policy will not be approved until life insurance premium requirements are verified.

d) Policy 134 – Standards for Dress and Appearance

Chairman Koorn asked if the policy has been sent to Snure Law for review.

Secretary Spydell stated it has not been sent out for review yet.

Chairman Koorn stated the fire chief should be the one approving or denying religious accommodations, not being notified of them and the statement allowing jeans on Fridays should be removed. Chairman Koorn referenced the last paragraph of the policy and stated that any member representing the district in any capacity should be in a Class B uniform.

Chief Lacy stated depending on the type of event, sometimes a district t-shirt with uniform pants is worn.

Chief Swiger stated duty crew are required to be in a Class B uniform and if anyone is driving around in a district vehicle, they need to be in a Class B.

Commissioner Smith stated he prefers a t-shirt and dress pants because the district logo is more visible.

Commissioner Lamont stated it depends on the event and if they are in front of the public.

Chairman Koorn stated policy 135 and 103 are referenced in policy 134 and the board will need to see copies.

Commissioner Smith stated members in a non-operational level such as support, will never wear an SCBA and the policy should separate their standards for facial hair etc. Commissioner Smith stated line #1 discusses hair, not hygiene like the title suggests. He stated he does not see a section for fragrances and that has been an issue in the past so he would like it addressed in the policy. The word *manual* should be removed in #5 and replaced with *policy*. Under jewelry, letter (a) should state *shall not*. He asked if section (c) is necessary.

Chief Swiger stated the size of the stud should be addressed. He also stated under the tattoo section, line #4 should state *sole* instead of *sold*.

Commissioner Smith stated he would like section 10 to state clothing with a district logo should be worn daily and *or* should be added before the final item listed.

Chairman Koorn stated the board would like to go through the other suggestions Commissioner Smith submitted but were not in today's draft, and before approval the policy needs to be sent to Snure Law for review.

e) Cadet Program

Chief Swiger stated the policy needs to list the required parent signature form and high school approval form. He also stated the acceptable schools should be listed under General Information.

Commissioner Smith referenced the Response section and asked how anyone knows cadets are there at the station.



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Chief Swiger stated their training tells them how to notify someone of their presence.

Chairman Koorn stated the sentence should state '*cadets will respond to their assigned station and follow instructions*'.

The board agreed to the suggested changes for policy approval.

f) Form 143-1 Social Media Release Form

Chairman Koorn stated the social media release form should be sent to Snure Law for review prior to approval.

g) Sample policy for Review

a. Drug and Alcohol Policy

Chairman Koorn asked if it has been sent to Snure Law for review.

Chief Swiger stated this policy is from the CBA and has already been vetted by our lawyers and the union's lawyers.

Chairman Koorn stated to put the sample in policy form so the board can review and approve at a later date.

b. Social Media Policy

Commissioner Smith stated the district should educate members on Section 2(g). He stated the policy references a record retention officer, district record custodian and a social media administrator.

Commissioner Smith asked if those are formally assigned or appointed titles within the district.

Chairman Koorn asked if they should be appointed by resolution.

Chief Lacy suggested using a letter of appointment.

Commissioner Smith stated it just needs to be recorded somewhere, somehow who these people are within the district.

Chief Swiger asked if the roles should be listed in specific job descriptions.

Chairman Koorn stated it can be in job descriptions, but a formal letter approved by the board should be kept on record as well.

Commissioner Smith asked if the district was currently compliant with section 5.1.

Chief Swiger stated the district is compliant in everything except the policy link.

Commissioner Smith stated section 8(c) references a resource use policy, and asked if the board could get a copy if there is one. He stated 9.6 should reference section 9.4b, not 4.49b).

Chairman Koorn stated the board would like to see corrections on policy 152, 102 and the cadet program to be approved today. The board will wait on policy 127 for clarification on the life insurance policy.

Policy 134 needs multiple changes and Snure Law review. The media acknowledgement form and social media policy need to be sent to Snure Law for review once all suggested changes are made.

Chief Swiger asked if the board would like signature pages to all policies that have been approved already this year.

Chairman Koorn stated yes.

Human Resources Specialist Crystal Swanson left the meeting to make the policy changes requested for board approval.

Resolutions

a) #538 – Reschedule Regular Board Meeting



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Chairman Koorn asked if there were any questions or concerns.

No questions were presented.

Commissioner Smith motioned to approve Resolution #538; motion seconded by Chairman Koorn.

Motion carried unanimously.

b) #539 – Agreement to Join SCFCA IQS

Chairman Koorn asked the purpose of the resolution.

Chief Swiger stated it gives the district the authority to say our wildland firefighters are good to go with their certifications.

Chairman Koorn asked if a firefighter has to already be a red card.

Chief Swiger stated yes.

Commissioner Smith asked for NWCG to be spelled out.

Commissioner Lamont motioned to approve Resolution #539; motion seconded by Chairman Koorn.

Motion carried unanimously.

State Audit Exit Meeting

Chairman Koorn stated he was good with the response letter besides the last line in the first paragraph.

Secretary Spydell stated she would edit the line prior to sending the audit response.

Chairman Koorn stated the exit meeting will be held in Bellingham at the State Auditor's Office as an open public meeting since all the commissioners would like to attend.

Chairman Koorn asked the board if they had availability the first week of August.

Commissioner Smith stated he would possibly be available in the first week of August.

Commissioner Lamont stated he had availability then.

Chairman Koorn asked Secretary Spydell to contact the auditors to find out their availability for the first week of August.

Recruitment and Retention Coordinator

Chairman Koorn stated Arica Goulet had declined the position and ask for recommendations moving forward.

Chief Swiger stated the position could be offered to the other final candidate Anthony Jennings. He stated if the job listing is open for applications again it would be two to three months before an individual is hired.

Commissioner Smith motioned to approve hiring Anthony Jennings for the position; motion seconded by Commissioner Lamont.

Motion carried unanimously.

Policy Updates (Continued)



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Human Resources Specialist Crystal Swanson incorporated the suggested corrections and updated policies were given to the board for review.

Chairman Koorn asked the board if Policy 102 – Purchase Policy was ready for approval.

Commissioner Smith motioned to approve Policy 102; motion seconded by Commissioner Lamont.

Motion carried unanimously.

Chairman Koorn asked the board if Policy 152 – Code of Conduct for District Personnel was ready for approval.

Commissioner Smith motioned to approve Policy 152; motion seconded by Commissioner Lamont.

Motion carried unanimously.

Chairman Koorn asked if the Policy 153 – Cadet Program with forms 153-1 and 153-2 was ready for approval.

Chairman Koorn motioned to approve Policy 153 including forms; motion seconded by Commissioner Smith.

Motion carried unanimously.

Adjourn Meeting:

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

Motion carried unanimously.

The Special Meeting of the Board adjourned at 11:24am.

Attest:

A handwritten signature in black ink, appearing to read "Natasha Spydell".

Natasha Spydell

Board Secretary/Accounting Manager