



## NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Station 25, 2720 Heller Rd., Oak Harbor, WA  
Phone: 360-675-1131 Email: [Admin@nwfr.org](mailto:Admin@nwfr.org)

### Minutes

April 11<sup>th</sup>, 2023

6:30 p.m.

*Approved May 9<sup>th</sup>, 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, and Secretary Natasha Spydell.

#### Additions to the agenda

- a. E23 Refurbish
- b. Rehab Trailer
- c. Phone Request
- d. Policy 102 – Purchase Policy

Chairman Koorn stated additions (a) and (d) will move to old business and (b) and (c) will go under new business.

#### Swear In

None

#### Public Comment

None

**Consent Agenda:** Minutes: Regular Meeting, March 14<sup>th</sup>, 2023, vouchers for payment approval or denial for the month of March 2023, and Treasurer's Reports approval for the months of January and February 2023.

*General Batch #09G for Vouchers 230302001-230302015 dated 03/01/2023 in the amount of \$6,588.96.*

*General Batch #10G for Vouchers 230303001-230303021 dated 03/08/2023 in the amount of \$14,762.81.*

*General Batch #11G for Vouchers 230304001-230304015 dated 03/15/2023 in the amount of \$10,245.81.*

*General Batch #12G for Vouchers 230305001-230305019 dated 03/22/2023 in the amount of \$18,765.91.*

*Payroll Batch #0324P for Transactions 396-469 dated 03/24/2023 in the amount of \$48,734.27.*

*Payroll Batch #13B for EFT/Vouchers 230306001-230306008 dated 3/29/2023 in the amount of \$22,979.25.*

*General Batch #13G for Vouchers 230307001-230307016 dated 3/29/2023 in the amount of \$3,871.09.*

*ACH Direct Deposit Transaction for 2022 Annual Use Tax dated 3/31/2023 in the amount of \$358.15.*

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



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No questions or comments were presented.

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

**Motion approved unanimously.**

### **Personnel**

None

### **Correspondence**

None

### **Unfinished Business:**

#### **Budget**

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

Commissioner Smith asked if the administrative assistant expenses are so high due to Brenda Ibarra helping train the new accounting manager.

Secretary Spydell stated she would verify expenses under administrative assistant BARS code.

Commissioner Smith asked how much more is expected to come out of contract services this year.

Secretary Spydell stated she would look into the expected contract services expenses.

Chairman Koorn stated the credit in operations travel BARS code needs to be moved. Chairman Koorn asked Secretary Spydell to look into payroll clearing BARS expenses as well.

No other questions or comments were made.

#### **Training Officer**

Chairman Koorn stated this topic will be tabled until further progress is made.

#### **Policy Updates**

Chairman Koorn stated the corrections to the policies had just been released this afternoon and he did not have time to review them. Chairman Koorn stated the policy updates would be tabled until the next meeting unless Chief Swiger needed something reviewed immediately.

Chief Swiger stated he would like the board to go over Policy 121 – Performance Review.

Chairman Koorn stated he just asked for the last page to be removed and it has been, so he is fine with the policy update.

Commissioner Lamont stated he was fine with the policy update.

Commissioner Smith stated he was fine with the policy update.

Commissioner Lamont motioned to approve Policy 121; motion seconded by Commissioner Smith.



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**Motion carried unanimously.**

Chairman Koorn stated Policy 154, 134, and 102 would be tabled until the next board meeting.

### **E23 Refurbish**

Chief Swiger stated the Engine 23 refurbishment has been a topic of discussion for awhile and would like some direction on how the board would like to move forward. Chief Swiger stated that Chairman Koorn had previously discussed going to Henderson, Nevada to visit Firetrucks Unlimited. Firetrucks Unlimited is currently looking at a year out for scheduling purposes.

Chairman Koorn stated he would like to go to the facility prior to scheduling work for a face-to-face meeting where specifications are laid out and discussed.

Commissioner Lamont asked how soon Chairman Koorn could go.

Chairman Koorn stated he would like to go the first or second week in May.

Commissioner Smith asked if there are any mechanical issues currently with Engine 23.

Chief Swiger stated there were no current issues with Engine 23.

Commissioner Smith stated he was interested in going to Firetrucks Unlimited as well.

Chairman Koorn asked the board to email Chief Swiger their schedules for availability in May.

Commissioner Smith asked Chief Swiger to contact Firetrucks Unlimited and ask about their availability in May.

Chief Swiger stated he would contact the company.

### **New Business:**

#### **Resolutions**

**532 – Cancel and Reissue Warrant #608052**

**533 – Cancel and Reissue Warrant #623445**

**534 – Cancel and Reissue Warrant #609791**

**535 – Cancel and Reissue Warrant #611156**

Chairman Koorn asked if the board was okay approving all resolutions at once because they were all for the same vendor.

Secretary Spydell explained that the union president had asked for an audit due to some internal concerns, and as a result four warrants were discovered to have never been cashed.

The board stated they were fine with approving all the resolutions with one vote.

Commissioner Lamont motioned to approve Resolution 532, 533, 534, and 535; motion seconded by Commissioner Smith.

**Motion carried unanimously.**



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### **SAFER Grant**

Chief Swiger stated the grant has been officially accepted by the district. The district must start reporting ninety days from March 14<sup>th</sup>. Chief Swiger stated the updated job descriptions were sent to the commissioners for review.

Commissioner Smith stated he had sent out some corrections that still needed updating.

Chief Swiger stated he would get a cleaned-up version sent out.

Chairman Koorn stated a special meeting can be scheduled once the corrections are made.

Chief Swiger stated he would complete the corrections immediately.

### **Longevity Pay Step Increases**

Chairman Koorn stated he would like to see some changes before it is adopted. Chairman Koorn would like 1/2/3-year, or 1/3/5-year incremental increases.

Commissioner Lamont asked why entry and six month pay rates were the same.

Chief Swiger explained our administrative employees are all right around the six-month mark and there is no pay increase expected at this time.

Chairman Koorn stated the employees should get a raise after six months.

Commissioner Smith stated he would prefer larger pay rate increases.

Commissioner Lamont stated cost-of-living wage increases need to be considered on top of the pay step increases as well.

Chairman Koorn suggested the commissioners give their feedback to Chief Swiger and the accounting manager and go from there.

### **Apparatus Decaling**

Commissioner Smith stated he had made it a point in previous discussions that he would like the rescue truck decaling to match the fleet. Commissioner Smith stated he thought the board was all in agreement on the topic and would like to see some forward progress.

Commissioner Lamont asked what the cost would be.

Chief Swiger stated stripping and decaling would need to be performed and would cost around \$2500 to \$3000 using the same company as before.

Commissioner Lamont asked Chief Swiger to get a quote ready for the next meeting.

Chief Swiger agreed.

### **Survey Monkey**

Commissioner Smith stated the district has already paid for survey monkey and he would like to put it to use and get some general feedback from members.

Chief Swiger stated the subscription ends June 30<sup>th</sup>, 2023.

Commissioner Lamont asked what the subscription cost is.

Chief Swiger stated it is around \$900 for 3 users.

Commissioner Smith reiterated that the district currently has a subscription so it should be utilized.



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Chairman Koorn stated he is fine with a survey going out. He stated the district had a long list of questions in 2017/2018 timeframe that could be used as a guide.

Chief Swiger stated he would look for any previous survey questions.

Chairman Koorn asked the board to submit questions to Chief Swiger so staff can prepare questions for the next board meeting.

Commissioner Lamont and Commissioner Smith agreed.

### **Phone Request**

Chairman Koorn stated the board received a request from Administrative Assistant Laura Titherington to be issued a district cell phone.

Chairman Koorn asked how many district cell phones are currently issued.

Chief Swiger stated himself, Chief Lacy, Lt. Reinstra, and the duty crew all have district cell phones.

Chairman Koorn motioned to approve the issuance of a district cell phone; motion seconded by Commissioner Smith.

**Motion carried unanimously.**

### **Rehab Trailer**

Chief Swiger stated Lt. Reinstra has been working with Cascade Fire to look into making the 5x8 trailer a rehab trailer. He stated the trailer was initially purchased to be used as an investigation trailer, but the district does not have a current need for that.

Chairman Koorn asked if this was the hazmat trailer.

Chief Swiger stated it is a different, smaller trailer.

Chairman Koorn stated he does not object to either trailer being used for rehabilitation.

Chief Swiger stated there are a couple of quotes for the work, and he wanted to make the board aware of what Lt. Reinstra has been working on.

Commissioner Lamont asked what the estimated cost is.

Chief Swiger stated the lowest quote received for four bottles, a boom box, valving etc. is \$16,000.

Chairman Koorn stated it is a good start, and to keep the board informed on the subject moving forward.

### **Fire Chief Report**

Chief Swiger stated the new SCBAs are being shipped by the end of the month and Lt. Reinstra and the chiefs have a plan to get them into service. Chief Swiger stated the district is scheduling a time with SeaWestern to set up training, and if individuals are not fully trained on the new SCBAs they will not be permitted to perform interior firefighting tasks.

Chairman Koorn stated the old bottles will need to be surplus.

Commissioner Smith recommended verifying all the new bottles are fitted to sit in current seats and a new bracket is not required.



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Chief Swiger stated the district is testing volunteers and part-time firefighters this weekend. Chief Swiger asked the board if they would prefer staff having the ability to contact him while overseas on vacation.

Commissioner Smith stated he does not see the necessity and would like Chief Swiger to enjoy his vacation.

Chairman Koorn stated he would like the option to be there.

Chief Swiger stated an international plan will cost approximately \$200 for the time he is overseas.

Chairman Koorn stated he agrees with Commissioner Smith but agrees that as the interim fire chief, he would want to have the option.

Commissioner Smith stated he was fine with the cost.

Chairman Koorn stated the board approves the \$200 expense for an international phone plan.

### **Operations Chief Report**

Chief Horton stated that First Due is still a work-in-progress.

Commissioner Smith asked if the district was able to cancel other contracts yet.

Chief Swiger stated other contracts have been canceled.

### **Battalion Chief Report**

No Report.

**At 7:19pm Chairman Koorn called the meeting into Executive Session from 7:20pm until 7:50pm.**

### **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.

#### **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.



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**Chairman Koorn called the meeting out of executive session at 7:50 pm. No decisions were made.**

**Good of the Order**

No comments were made.

**Adjourn Meeting**

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

**Motion carried unanimously.**

Meeting Adjourned at 7:52 pm.

Attest:

Natasha Spydell

Board Secretary/Accounting Manager