



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

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

Special Meeting Minutes

January 30th, 2024

9:00 a.m.

Location: 770 NE Midway Blvd
Oak Harbor, WA

Approved February 13th, 2024

Call to Order: Chairman Marvin Koorn called the meeting to order at 9:00 a.m. Also in attendance: Commissioner Gerald Smith, Chief Chris Swiger, Secretary Natasha Spydell and Human Resources Specialist Crystal Swanson.

Uniform Purchase

Chief Swiger stated the purchase is to restock the district's depleted supply of uniform items and is above the \$2500 dollar threshold, so it requires board approval.

Chairman Koorn asked if these are uniform items the district sells.

Chief Swiger stated it includes issued items and items that can be purchased by members.

Commissioner Smith motioned to approve the uniform purchase; motion seconded by Chairman Koorn.

Motion carried unanimously.

Radio Purchase

Chief Swiger stated Lieutenant Reinstra is getting low on pagers and would like to order ten more to cover the current need and have a few extras on hand.

Chairman Koorn asked if the supply was low because the older ones are going bad.

Lieutenant Reinstra confirmed.

Commissioner Smith stated he is good with ten if it is enough.

Commissioner Smith motioned to approve the purchase; motioned seconded by Chairman Koorn.

Motion carried unanimously.

Computer Purchase

Chief Swiger stated the workstation computer is for Lieutenant Reinstra who is currently working off of a laptop at his workstation and the laptop purchase is for Chief Horton.

Commissioner Smith asked if the laptop was for working from home.

Chief Swiger confirmed.

Commissioner Smith asked if Lieutenant Reinstra's laptop can go to Chief Horton.

Chief Swiger stated it is an old commissioner's laptop that is outdated.

Chairman Koorn motioned to approve the computer purchase; motion seconded by Commissioner Smith.

Motion carried unanimously.

2024 Pay Rates

Chairman Koorn stated he is hesitant to approve an increase for volunteer pay rates because he still has concerns about the twenty percent threshold.

Chief Swiger asked what his concerns are.

Chairman Koorn stated he is concerned about the rates and how they calculate with the points and what is allowable to pay volunteers.

Chief Swiger stated the time for volunteers who pull 200 Duty just need to be closely monitored the way it is currently structured. He stated he is looking into changes to make to the current volunteer points system.

Chairman Koorn stated the policy and pay rates should be reviewed and approved at the same time.

Chairman Koorn stated he would like a new policy and pay scale written up and sent to Snure Law for review prior to approval.

Secretary Spydell stated the current policy does not specify how the district calculates the twenty percent threshold.

Chairman Koorn stated the total should include salary and benefits and take rank into account.

Chief Swiger stated the policy will need to be rewritten.

Chairman Koorn requested that the policy be rewritten and submitted to Snure Law prior to approval.

PFML

Secretary Spydell stated when she made the Paid Family and Medical Leave payment for the fourth quarter of 2022, she noticed a balance of approximately \$300 outstanding on the account. She stated she has researched it for the year and has had finance compliance tickets in with PFML to try to trace the source of the outstanding balance. The balance was originally thought to be from the third quarter of 2019 according to PFML, but Secretary Spydell has matched invoices with payments received from PFML records and the district records and that does not appear to be where the balance came from. Secretary Spydell stated the district records show two payments to PFML that PFML records did not show, and she verified with Island County that the payments were cashed. Secretary Spydell is continuing to research the balance but wanted to let the board know that she did pay the balance, so it does not sit on our account collecting interest or penalties.

Chairman Koorn stated he does not have a problem with the balance being paid.

Commissioner Smith stated he appreciates the honesty and information.

SOG 2200.2.1 – Duty Crew Expectations

Chairman Koorn stated there are two sections that the board still want to discuss, one is Section 8.3, and the other is Section 19.

Commissioner Smith stated he discussed Section 19 with Chief Swiger last week and still does not see the need for redundancy, but he is okay with it being left in if that is the preference overall.

Chairman Koorn stated he agrees with the section being in the SOG to reiterate the sick leave policy already in place as long as administration understand it will need to be updated if the sick leave policy changes.

Chairman Koorn switched the focus to Section 8.3 and stated he is not okay with Rescue 25 being used if there is only one person on duty.

Chief Swiger stated it is a county preference.

Chairman Koorn stated the district should not be spending money on gas and mileage when we have other resources available, and we can just report as a non-transport that day.

North Whidbey Fire and Rescue member Bill McArthur stated when this was done in previous years, the aid vehicle had a different identifier. For example, Aid205 became Aid25 when it was non-transport.

Chairman Koorn stated he vaguely recalls that and is a good way to identify as non-transport for the day.

Commissioner Smith stated the ambulance should be the response vehicle regardless of what it is staffed with.

Chief Swiger stated he disagrees but will go with the board's preference. He stated he would like to discuss the topic with Chris Tumblin at WhidbeyHealth since it is their vehicle.

Chairman Koorn stated the board will wait until Chief Swiger talks with Chris Tumblin. He stated there is a scheduled meeting in two weeks so see what he says and go from there.

Chairman Koorn called the meeting into executive session at 9:25 a.m. until 9:40 a.m.

1. 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)(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 9:40 a.m. Chairman Koorn called the meeting out of executive session. No decisions were made.

Chairman Koorn stated the business of the agenda has been concluded.

Adjourn

Commissioner Smith motioned to adjourn the special meeting; motion seconded by Chairman Koorn.

The Special Meeting of the Board adjourned at 9:41 a.m.

Attest:



Natasha Spydell

Board Secretary/Accounting Manager