



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

June 14th, 2024

9:00 a.m.

Location: 770 NE Midway Blvd
Oak Harbor, WA

Approved July 9th, 2024

Call to Order: Chairman Marvin Koorn called the meeting to order at 9:00 a.m. Also in attendance: Commissioner Gerald Smith, Commissioner Robert Miller, Interim Fire Chief Chris Swiger, Deputy Chief Ray Merrill, Battalion Chief Dan Horton, Battalion Chief Steve Lacy and Secretary Natasha Spydell.

Additions to the Agenda

None

Public Comment

None

Correspondence

None

At 09:01 a.m. Chairman Koorn called the meeting into executive session until 09:30 a.m.

1. Executive Session:

a. RCW 42.30.110(g)

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

At 09:30 a.m. the meeting was called out of executive session and into regular session. No decisions were made.

Consent Agenda: Meeting Minutes for Regular Meeting, May 14th, 2024, Special Meeting, May 22nd, 2024, expenditure approval for the month of May 2024, and Treasurer's Report for April 2024.

General Batch #18G for Vouchers 240501001-240501015 dated 05/01/2024 in the amount of \$16,138.92.

Payroll Batch #0507OT for Transaction 794 dated 05/07/2024 in the amount of \$129.53.

General Batch #19G for Vouchers 240502001-240502018 dated 05/08/2024 in the amount of \$74,857.78.

Payroll Batch #0524P for Transactions 815-898 dated 05/15/2024 in the amount of \$76,993.08.

General Batch #20G for Vouchers 240504001-240504017 dated 05/15/2024 in the amount of \$11,511.20.

Payroll Batch #20B for EFT Transactions dated 05/15/2024 in the amount of \$27,683.18.

Payroll Batch #20B for Vouchers 240503001-240503005 dated 05/15/2024 in the amount of \$9,312.66.

General Batch #21G for Vouchers 240505001-240505021 dated 05/22/2024 in the amount of \$7,798.97.

General Batch 22G for Vouchers 240506001-240506010 dated 05/29/2024 in the amount of \$29,291.02.

Chairman Koorn asked if there were any questions on the consent agenda. No questions were presented.

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

Motion carried unanimously.

Personnel

Chief Swiger stated Human Resources Specialist Crystal Swanson has moved out of state, and per diem firefighters Anthony Jennings and Allen Craig did not meet the requirements of the new collective bargaining agreement.

Unfinished Business:

Budget

No questions or comments were presented.

2024 Budget Amendment

Chief Swiger stated the board has been given the proposed budget amendment to review prior to requesting board approval at the regular meeting in July.

Panic Alarm & External Lighting

Lieutenant Reinstra stated he received two quotes for a panic alarm and three quotes for external lighting around the district office. The lighting quotes are for improved lighting around the front and back walls, and an angled-down light for the alley way so neighbors are not disturbed, and improved can lights.

Commissioner Smith asked if there was a plan to get any more quotes.

Lieutenant Reinstra stated he did not hear back from the other two companies he reached out to.

Chairman Koorn asked if the quotes were all for the same setup noting that Island Heating was much more expensive.

Lieutenant Reinstra stated Island Heating gave a quote for employing more people. The owners are able to do the work at reduced cost, but the quote used prevailing wages to be safe.

Commissioner Smith asked Lieutenant Reinstra for his recommendation.

Lieutenant Reinstra stated Westside is local and costs less. Also, the work can be completed in July.

Lieutenant Reinstra stated for the panic alarm he recommends going with the district's current provider, Commercial Alarm.

Commissioner Miller asked if there are mobile devices that can be put on keys.

Lieutenant Reinstra stated he would have to look into it.

Commissioner Smith stated he would like the panic alarm to be looked into further prior to purchasing.

Commissioner Smith motioned to approve external lighting purchase through Westside and tabling the panic alarm; motion seconded by Chairman Koorn.

Motion carried unanimously.

Apparatus Refurbishment

Chairman Koorn asked Chief Swiger if he had the prices on the equipment listed at the special meeting. Chief Swiger stated he thought he sent it out but will look into it.

Whidbey Health Contract

Chief Swiger stated he has sent a couple of messages out to Whidbey Health, but he has not heard anything back. He stated he will meet with Chris Tumblin at the upcoming TAC meeting.

Wildland Pay

Chief Swiger stated he has proposed an updated job description, wildland firefighter contract, and policy to the board for approval. He stated the old policy had a lot of repetitive information that would be in an SOG, not a policy.

Chairman Koorn asked if the board wants to approve a policy before a new SOG is written.

Chief Swiger stated the information could be an SOG but does not have to be. The information is how the district responds to wildland.

Commissioner Smith stated he would like to see everything at one time.

Chief Swiger stated he is not writing an SOG, he was merely stating the information is more fitting for an SOG, and not something required in a policy.

Chairman Koorn asked if there is information on what gear firefighters wear when responding to specific scenarios.

Chief Swiger stated no, but there is not an SOG that states what they wear in a structure fire either.

Chairman Koorn stated it is covered under NFPA.

Chief Swiger stated it is covered under NFPA and the WAC.

Commissioner Smith asked what the difference is in the policies.

Chief Swiger stated the old policy discusses turnouts and specifics already covered by the NFPA and the WAC. He stated it is very repetitive and has been reduced down.

Chairman Koorn stated the policy has been changed to seasonal firefighters and he wants to ensure employees that are sent out on wildland mobilizations are covered as well.

Chief Swiger stated the new policy can be renumbered and policy 201 can remain current.

Chairman Koorn stated policy 201 is very wordy and repetitive, he just wants to be certain the employees are covered as well.

Commissioner Smith agreed the policy is very repetitive and has unnecessary information.

Chairman Koorn stated mutual aid is a separate policy and does not need to be included in a wildland mobilization policy.

Chairman Koorn motioned to approve the proposed changes to Policy 201; motion seconded by Commissioner Smith.

Motion carried unanimously.

Commissioner Smith stated the job description needed to have the word *stopped* changed to *stooped*.

Commissioner Smith motioned to approve the seasonal wildland firefighter job description with the change; motion seconded by Commissioner Miller.

Motion carried unanimously.

Commissioner Smith motioned to approve Form 201_1 Wildland Contract; motion seconded by Commissioner Miller.

Motion carried unanimously.

New Business:

Snure Policy Samples

Chairman Koorn stated Attorney Brian Snure sent examples for an updated MRSC Rosters resolution, procurement policy, and a small business utilization plan. Chairman Koorn stated if Brian Snure recommends them, he is good with all three.

Secretary Spydell stated she will prepare the documents in the proper format and resubmit them to the board for approval at the next meeting.

ICOM Storage Contract

Chairman Koorn stated the contract with ICOM expired in April of 2023.

Chief Swiger stated last September the board decided not to bill ICOM for the storage space.

Chairman Koorn stated it should be left up to Chief Swiger to meet with ICOM and negotiate.

Historically, the rent has been \$1200 annually.

Commissioner Smith and Commissioner Miller agreed.

Part-time Deputy Chief Job Description

Chief Swiger stated he had some changes to make to the job description. Chief Swiger asked why the requirement to attend one training per month is in the job description.

Commissioner Smith stated it was discussed as commissioners and allows for accountability but does not mind if it is included or not.

Chief Merrill stated he is fine leaving it out.

Chairman Koorn stated it was okay to strike.

Chief Swiger suggested changing the office hours from two days a week to a maximum of 70 hours per month.

Chairman Koorn stated it should match whatever the Department of Retirement Systems (DRS) states.

Chief Merrill stated DRS allows him to work without being put into another retirement system as long as he does not hit a 70 hours per month average over a five-month period.

Chief Swiger stated for budget reasons the hours are set.

Chairman Koorn suggested using the term *average*.

Commissioner Smith stated the board said two days per week to protect Chief Merrill.

Chief Swiger suggested giving Chief Merrill the option.

Commissioner Smith stated he just wants to ensure Chief Merrill gets what he was promised.

Chief Merrill stated the position has a flexible schedule and he may work the equivalent of two days per week sometimes.

Chairman Koorn suggested wording it as an average of 69 hours per month to clear it up.

Chief Merrill agreed.

Chief Swiger stated on the first page there are two bullets regarding *assuring compliance*.

Chairman Koorn stated to scratch the eighth bullet, it is the same thing.

Chief Swiger stated he has already readjusted run cards from what Chief Clark had so he is not sure why this is part of the job description.

Chairman Koorn stated chiefs will periodically do it.

Chief Swiger stated he does do it and all of the chiefs should without it being part of a job description.

Chairman Koorn stated it could be removed.

Chief Swiger stated there is a chief of training that oversees the training instructor duties.

Commissioner Smith agreed.

Chairman Koorn stated the deputy chief oversees automatically by position and it can be removed.

Chief Swiger stated the same goes for the overseeing of battalion chiefs and special ops.

Chairman Koorn stated the duty is automatic by position.

Chief Merrill stated he had the same question.

Chairman Koorn stated it could be removed.

Chief Swiger stated a Chief Horton's job description has the minimum qualification of a Fire Officer II, so the deputy chief position should as well. It currently includes Fire Officer I.

The board agreed to have the minimum qualification set at Fire Officer II.

Commissioner Smith motioned to approve the job description as amended; motion seconded by Commissioner Miller.

Motion carried unanimously.

Petty Cash Audit

Chairman Koorn stated he went through all the petty cash account documents from 2023 and the account was handled very well, and he did not see any issues or discrepancies within the account.

Human Resources Specialist Position Hire

Chief Swiger stated Jennifer Haith was interviewed and has a lot of experience and recommends hiring her for the position.

Chairman Koorn stated Jennifer Haith was interviewed back in 2023 when Crystal Swanson left, and he was impressed with her both times.

Commissioner Smith motioned to approve hiring Jennifer Haith; motion seconded by Commissioner Miller.

Motion carried unanimously.

Fire Chief Report

None

Ops Chief Report

Chief Horton reviewed reports with the board. Chief Horton stated there are multiple public education events coming up in the next few months.

Commissioner Smith stated he appreciated the detailed email.

Battalion Chief of Volunteers Report

Chief Lacy stated the district had nine fire academy graduates this week. He still needs to clarify who needs to retake some tests, if any. Chief Lacy stated test retakes are scheduled for July 13th.

Battalion Chief of Training and Safety Report

None

Good of the Order:

None

Adjourn Meeting

Commissioner Smith motioned to adjourn the meeting; motion seconded by Commissioner Miller.
Motion carried unanimously.

The Regular Meeting of the Board adjourned at 10:15 a.m.

Attest:

A handwritten signature in black ink, appearing to read "Natasha Spydell", written over a horizontal line.

Natasha Spydell

Board Secretary/Accounting Manager

