



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Administration Building, 770 NE Midway Blvd., Oak Harbor, WA

Phone: 360-675-1131 Email: Admin@nwfr.org

Minutes

March 8th, 2022, at 6:30pm

Approved April 12th, 2022

Call to Order: Chairman Marvin Koorn called the meeting to order at 6:30pm. Also, in attendance was Commissioner TJ Lamont, Commissioner Gerald Smith, Fire Chief John Clark, Division Chief Chris Swiger, and Secretary Brenda Ibarra.

Additions to agenda: Ibarra requested to add item g) Office Temporary Assistance under New Business to the agenda.

Public Comment: No public comment.

Executive Section: RCW 42.30.110

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

Chairman Koorn called executive section until 6:50pm (19minutes) at 6:31am.

Chairman Koorn called the meeting back to session at 6:50pm. No decisions were made in executive session.

Consent agenda: Minutes: Regular Meeting, February 8th, 2022

Vouchers for payment approval or denial for the month of February. Review of Investment, Financial report to match Island County Treasurer for January 2021.

General Batch #07G for Vouchers 220107001-220107010-dated 02/02/2022 in the amount of \$11,906.82

General Batch #08G for Vouchers 220108001- dated 2/2/2022 in the amount of \$21589.43

General Batch #09G for Vouchers 220201001-220201019- dated 2/09/2022 in the amount of \$17,497.65

General Batch #10G for Vouchers 220202001 -dated 2/9/2022 in the amount of \$221.50

General Batch #11G for voucher 220203001-220203018 dated-02/16/2022 in the amount of \$7,8745.74

General Batch #12E for Vouchers EFPTS dated 2/23/2022 in the amount of \$12521.88

General Batch #13G for Vouchers 220205001-220205011 dated 2/23/2022 in the amount of \$30,661.52

General Batch #14P for Vouchers 220206001-220206008 dated 2/23/2022 in the amount of \$19,604.37

General Batch #15D for Vouchers 210-276 dated 2/23/2022 in the amount of \$60,147.51

Commissioner Lamont moved to approve the Consent Agenda Section; seconded by Commissioner Smith.

Motion carried unanimously.

Unfinished Business:

Personnel Leaving:

Miranda Engle, Lindsay Chaffee, and Matthew Creagan

Division Chief Position: Commissioner Koorn recommended to table the Division Chief Position until the Organization Chart was finalized.



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Commissioner Smith recommended to include in the job description certificate required for Fire Instructor and Fire Office 1.

All Commissioners in consensus agreed to table this item until the Organizational Chart was finalized.

Chief Clark requested all changes and recommendations for the organizational chart be submitted to him before March 21st, 2022.

Dogs: Chief Clark mentioned this item was table the last two meetings. Chief asked if the board wishes to keep SOG or convert into a Policy? Leave the SOG in place or remove completely?

Commissioner Koorn inquired if the SOG applied to all stations? Commissioner Koorn does not agree but does not object the SOG. Commissioner Koorn shared concern regarding individuals coming to the office who may have dog allergies. As well inquired regarding process if a new employee is allergic or does not like dogs at the workplace, what will occur. Chief Clark Chief Clark respond the SOG applies to non-responsive personnel, and the district attorney recommended that dogs should not impact another employee.

Commissioner Lamont inquired re-opening again to the public if dogs would remain. Chief Clark responded that dogs would remain a longest the dog's had no effect on the public.

Commissioner Koorn inquired for a motion on keeping the SOG as a trial basis and would come back to reevaluate if there was a concern/situation in the future.

Commissioner Lamont made the motion to keep the SOG as a trial basis; Commissioner Smith seconded.

Motion carried unanimously.

Generator Bid award: Chief Clark informed the board only one bid was submitted. Bid submitted was form Legacy Power System \$47,980 plus taxes, 45 KW size generator. Legacy is also recommending installing a new gas line.

Commissioner Koorn inquired if it would be inexpensive to put two 125-gallon propane tanks instead? Chief Clark mentioned he would reach out to Skagit Farms Propane to see if two 125 gallons could be rented instead of purchasing and what would the rent fee for them.

Commissioner Smith asked regarding warranty. Chief Clark mentioned the bidder included a 2-year warranty.



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Commissioner Smith made a motion to award Legacy Powers the bid for Station #22; Commissioner Lamont seconded.

Motion carried unanimously.

Covid: Chief Clark announced NWFR will be opening to the public all stations and district office on March 14, 2022, now that the mask mandate ending on March 11th, 2022, at midnight. As well, the mask requirement will be removed for both non-vaccinated/vaccinated personnel. Personnel will no longer be required to test, only when they are feeling any symptoms. Personnel responding to medical incidents will still be require wearing a mask.

New Business:

Skid for New Brush Truck: Chief Clark presented set of bids on the purchasing of the skid for the new brush truck for Wildland Operations. Quotes are from Cascade Fire, National Fire Fighter, and Curtis. Cascade's quote included complete built of the skid and box. National Fire Fighter Corp.'s quote only included the skid. Curtis's quote included the skid unit.

Commissioner Smith inquired if the skid on current brush truck could be removed and installed into the new brush truck. Chief Clark explained that the current skid had been fixed three-time last year.

Commissioner Koorn inquired if the brush truck will be a four-door vehicle? As well he was under the impression that Camano Fire was going to build the skid. Chief Clark confirmed the truck will be a four-door vehicle as well clarify that Camano Fire will be building the box where the skid will be placed on. Commissioner Koorn inquired if a quotes from Camano we available to review: 1) to build the box to install the skid on top 2) charge for installing the entire unit (box and skid). No quote was available at the time was indicated by Chief Clark but would have then for the next meeting to present.

Commissioners agreed in consensus to table this item until next regular meeting.

Admin part-time benefits – Policy revision: Chief Clark presented a revision to Policy 02-05 Annual Leave Holidays and Sick Leave

5.1.4. ~~Part-time staff positions that work a minimum of 120 hours per month will be eligible for an HSA, HRA or other health contribution of \$100/month for months that they meet or exceed 120 hours. Part-time staff positions that work a minimum of 24 hours per week will receive a prorated reimbursement of 50% of the full-time employee contribution rate.~~

Chief Clark mentioned a full-time employee receives \$900 monthly toward their healthcare benefits, as well part-time employee will need to work a minimum of 24 hours per week to meet the requirement.

Commissioner Lamont made a motion to accept the revises to Policy 02-05: Annual Leave Holidays and Sick Leave; Commissioner Smith seconded.

Motion carried unanimously.



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Void Warrant: Resolution 503 Cancel Warrant 610320: Ibarra explained Warrant No. 00610320 was issued to Island Disposal, Inc. on February 09, 2022, in the amount of \$59.55 instead of Waste Disposal.

Commissioner Smith made a motion to approve the Resolution 503: Cancel Warrant 610320;
Commissioner Lamont seconded. **Motion carried unanimously.**

Staff vehicles: Chief Clark presented the commissioners with a written justification on in the importance for take home vehicles for Captain Chris Geiger and Lieutenant Michael Reinstra. Capt. Geiger reports to the scene as our Safety Officer and can response directly to the scene which reduces his response time to the incident. Lt. Reinstra as well can response directly to the scene or can be diverted enroute to pick-up an additional apparatus if a response station is not staffed by volunteers.

Commissioner Koorn advised that Capt. Geiger lives on the south end of the district and the Chief Officers live in the Northern portion of the district. Allowing Capt. Geiger to take his vehicle home, gives the southern portion of the district an advantage in reducing respond time in that area. An inquire was made on how many vehicles are being taken home at this time. Chief Clark answered there are 5 vehicles, his, Chief Swiger, Chief Lacy, Capt. Geiger, and Lt. Reinstra, but will go back to 6 once the Division Chief #2 position is filled. Chief Clark mentioned Capt. Zimmerman is covering 200 certain days but is not taking a vehicle home. All personnel taking home vehicles are not using district vehicles for personal use.

Commissioner Lamont inquired about how the district is tracking usage and purchasing of gas? The district is now using WEX gas card, which allows us to purchase gas pretty much anywhere in the island.

Commissioner Koorn stressed to the Chief that all personnel should not be using district vehicles at any time for personal usage no matter the time of day. Commissioner Lamont and Smith both agreed with Commissioner Koorn.

Commissioner Smith, also shared a concerned which was bought to his attention from the public and some personnel regarding the Mechanic position was allowed to take his vehicle home? Commissioner Smith posed the question, could Lt. Reinstra drive to St. 22 to leave his vehicle at the end of the day? He agreed having Capt. Geiger taking his vehicle home benefits the district in south end.

Fire Alarm at HQ- Comparison:

Capital Expenditures/Adjustment: Chief Clark recommended making a budget adjustment to move funds from Capital Land BARs to Capital Building Repairs, to cover the roof repairs need for the district office building.



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All three Commissioners agreed in consensus to table this item until the roof bids come in to see the cost of the roof would be before making any adjustments to the budget. Commissioners requested for Chief Clark to open roof bid to the public as soon as possible.

Admin Temporary Assistance: Chief Clark informed currently we have no interviews and temporary agency has no candidates. Lolly Titherington has been working more hours. Gina Clark has offered to come in to assist the Admin. staff. Chief Clark mentioned he is bringing this request to the board due to her being his wife. She would be hired at \$30 an hour with no benefits. Gina assisted in office after Monica Torgerson's departure last year.

Commissioner Smith mentioned he did not object to Gina assisting in the office. Commissioner Lamont inquired what the timeframe would be for her to assist the office. Commissioner Koorn suggested to place a timeframe of 2-months, no more than 16 hours a week, and revisit topic in May's board's regular meeting if position has not been filled by this time.

Commissioners agreed in consensus to allow Gina Clark to work as a temporary worker to assist the Administration Office.

OPS Chief's Report: Chief Swiger - No report at this time.

Fire Chief's Report:

Staff: Chief Clark notified the board part-time FF/EMT Allen Craig, has voluntarily changed his employment status from part-time to part-time per diem. Craig has accepted a full-time position with Northwest Ambulance.

There will be interviews and PAT test for Part-time employment on March 15th, 2022, we currently have two candidates. Chief stated we are completing with so many other departments who are currently hiring, with great benefits and signing bonuses.

Commissioner Koorn inquired how many part-time positions currently the district has available. Chief Clark respond currently we have 6 positions, have three open vacancies.

Annual Report: Chief Clark reported he is currently working on Annual Report for 2021, goal is to release at the end of the month of March.

MSAR Eval: Chief Ryan Shaughnessy from Tulalip Bay Fire Department has agreed to conduct the evaluation in late Spring/early Summer.

Officer Promotions: will be on April 9th, 2022.

Chief informed the board that he has accepted to speak at conference on Recruitment/Retentions, April 1st to 3rd, all expense will be paid by conference.



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Appreciation Dinner will be on April 8th, 2022, at the Elk's Lodge.

Firefighter Recruit Class will be graduation tentative date is June 4th at 6:30pm in Coupeville.

Commissioner Report:

Commissioner Smith: No report at this time.

Commissioner Lamont: The horse rescue went well. Back County Horse would like to meet with Chief on June 20th to regarding usage of rescue equipment for future incidents.

Commissioner Koorn: attended I-COMM meeting, application for directors is open until April 18th. Both supervisor positions have been filled, by Kimberly May and Sarah Reinstra.

Good of the Order

Adjourn Meeting Commissioner Lamont motion to adjourn the meeting, Commissioner Smith second.

Motion carried unanimously.

The Regular Meeting of the Board adjourned at 8:02pm

Attest:

Brenda Ibarra

Board Secretary/Accounting Manager