



## **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](mailto:Admin@nwfr.org)

### **Special Meeting Agenda**

February 25<sup>th</sup>, 2022 @ 10:00am

**Location:** 770 NE Midway Blvd  
Oak Harbor, WA

*Approved on April 12, 2022*

**Call to Order:** Chairman Marvin Koorn called the meeting to order at 10:02 am. In attendance was Commissioner TJ Lamont, Commissioner Gerald Smith, Chief John Clark, Division Chief Chris Swiger, and Secretary Brenda Ibarra.

**Executive Session: RCW 42.30.110 (g)** To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee

(i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party.

Chairman Koorn called executive section for 20 minutes at 10:03am.

Chairman Koorn called for an extension on executive meeting until 11:15am.

Chairman Koorn called the meeting back to session at 11:15am. No decisions were made in executive session

Chairman Koorn called executive section for 3 minutes at 11:17am for litigation topic.

Chairman Koorn called the meeting back to session at 11:20am. No decisions were made in executive session

### **Administration Positions:**

Chief Clark notified the board of Miranda, Office Manager, departed early, her last day was February 22<sup>nd</sup>. The district has two positions available: Office Manager and Chief Division – Admin,

Commissioner Koorn stated the options: 1) more hours should be given to Laura “Lolly” Titherington; 2) reaching out to a Temporary Agency to see if we could get a 2-month commitment; 3) waiting to hire someone which not an option. Koorn also suggested to have volunteers come in to support with telephone or assist any in form they can assist.

Commissioner Lamont suggested to give five days to Lolly.

Commissioner Smith agreed an invitation should be made to see if they are any volunteers, who could assist the office.

The Board of Commissioner agreed in consensus to allow Chief Clark to reach out to a Temporary Agency if interviews are not successful.

### **Strategic Planning:**



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Chief Clark notified the board that the survey postage may indeed be paid by the district according to Snure our district attorney, the Advisory Committee was an extension of the district. Chief Clark

presented to the Commissioner a survey packet from the Citizen Advisory Committee, which would be mail to district residents.

Commissioner Koorn requested to have figures checked on Fire District Levy Comparisons section.

Commissioner Koorn inquired regarding the Average Response Times by Response Zones graph, if the response times included Whidbey Health response time? If there was a way to get a breakdown on responses between EMS and Fire response. Chief Clark mentioned, he would reach out to I-Comm to see if they could assist getting EMS response times for 2020 and 2021 for Whidbey Health and NWFR.

Commissioner Koorn expressed the example used in question #3 may be misleading and did not represent our district. Commissioner Lamont agreed with Commissioner Koorn, the public may not know the districts. Commissioner Smith suggested to use our neighboring districts as a comparison. Chief Clark mentioned he will go back to the committee to reword question 3, and to use Central and South Whidbey Fire as an example.

Chief Clark announced the district will be opening its doors once again on March 21<sup>st</sup> to the public, so the survey will be mailed out to all residents. Residents will either mail them back to us or drop off their survey at the district office or nearby station.

Chief Clark requested if the Commissioner Board could meet at least once a month, at a different time then Board of Commissioner Meeting, to focus on Strategic Planning.

Next meeting will be March 21<sup>st</sup>, 2022, at 9:00 am, location Headquarters.

### **Chain of Command:**

Commissioner Koorn informed he has been approached with some frustration regarding our Chain of Command being too board. People have multiple individuals to report too and suggested we need a clearer define/straight line of Chain of Command.

Commissioner Koorn presented an organization chart used previous by the district. Commissioner Koorn inquired if we need Station Captains? How many station Officers/Leads are needed? Chief Clark suggested many combining stations to make North and South Volunteer Captains.

Chief Division Swiger suggested Training Captain should be taken out of supervisor responsibility, making them report directly under OPs. Commissioner Koorn inquire about having Training Officer at the station instead of headquarters if there are no supervisor duties. Giving the opportunity for the duty crew going to Training Captain instead of the Chief OPs for direction. Commissioner Lamont suggested if the duty crew goes to the Training Captain, the Training Captain should refer them to their

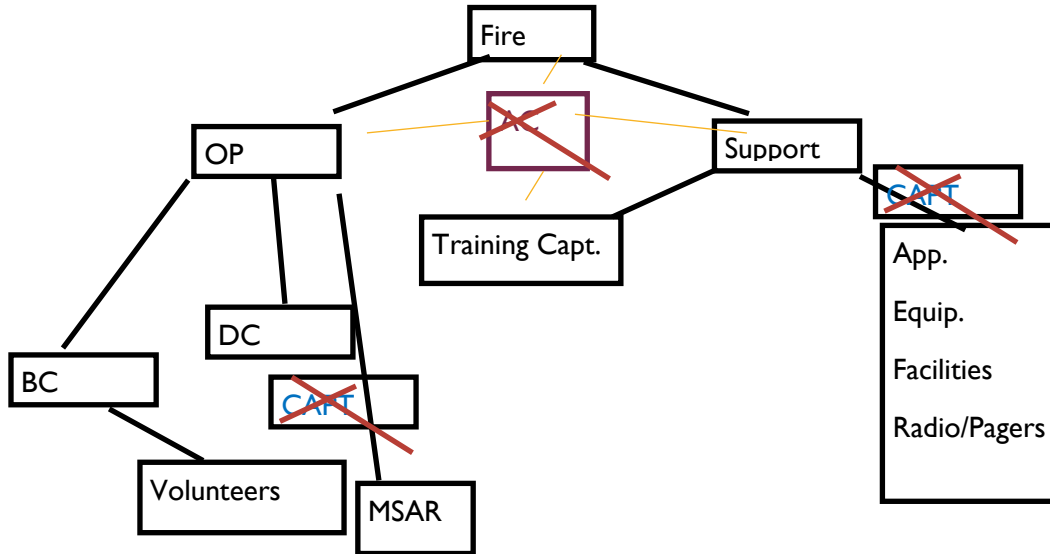


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station Captain or Chief Officer. Training Captain needs to find a balance between stepping away, referring to their supervisor and maintaining an open-door policy.



Commissioner Koorn requested to lay out a plan to adjust the Organizational Chart so the personnel has more of a clear understanding who they should be reporting too.

Commissioner Koorn inquired to the board if Office Manager should go back under Finance. Chief Clark mention job description will have to be revisit, currently position is posted as Office Manager, the pay range is \$35,000 to \$42,000. Discussion regarding changing position back under Finance need to be discuss with more detail as well maybe adjusting the pay range.

Chairman Koorn called executive section for 10 minutes at 1:10pm. Chairman Koorn called the meeting back to session at 1:20pm. No decisions were made in executive session.

**Adjourn Meeting:** Commissioner Lamont made a motion to adjourn the meeting; Commissioner Smith second. **Motion carried unanimously.**

The Special Meeting of the Board adjourned at 1:22pm.

Attest:

Brenda Ibarra  
Board Secretary/Accounting Manager