



## 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)

### Meeting Minutes

October 8<sup>th</sup>, 2024

6:30 p.m.

*Approved November 12<sup>th</sup>, 2024*

**Call to Order:** Chairman Marvin Koorn called the meeting to order at 6:30 p.m. Also in attendance: Commissioner Gerald Smith, Commissioner Robert Miller, Fire Chief Chris Swiger, Deputy Fire Chief Ray Merrill, and Secretary Natasha Spydell.

### Additions to the Agenda

None

### Public Comment

None

### Correspondence

The board was given a letter from VFIS notifying the district they are taking legal action against the uninsured driver that ran into Chief Swiger's duty vehicle last year.

The board was given copies of thank you cards addressed to Chief Swiger in appreciation of the time he spent at a Pondilla Estates community event.

**Consent Agenda:** Meeting Minutes for Regular Meeting, September 10<sup>th</sup>, 2024, Special Meeting September 24<sup>th</sup>, 2024, Special Meeting September 30<sup>th</sup>, 2024, expenditure approval for the month of September 2024, and Treasurer's Report for August 2024.

*General Batch #36G for Vouchers 240901001-240901017 dated 09/04/2024 in the amount of \$33,706.60.*

*General Batch #37G for Vouchers 240902001-240902011 dated 09/11/2024 in the amount of \$7,359.86.*

*Payroll Batch #0912P for Transaction 1621 dated 09/12/2024 in the amount of \$2,844.69.*

*Payroll Batch #0924P for Transactions 1624-1708 dated 09/16/2024 in the amount of \$76,402.23.*

*Payroll Batch #38E for EFT Transactions dated 9/16/2024 in the amount of \$29,074.24.*

*Payroll Batch #38B for Vouchers 240904001-240904005 dated 9/18/2024 in the amount of \$9,281.45.*

*General Batch #38G for Vouchers 240905001-240905024 dated 9/18/2024 in the amount of \$11,098.01.*

*Payroll Batch #0920E for EFT Transactions dated 09/20/2024 in the amount of \$37.65.*

*Payroll Batch #0924OT for Transaction 1762 dated 09/24/2024 in the amount of \$139.62.*

*General Batch #39G for Vouchers 240907001-240907015 dated 09/25/2024 in the amount of \$17,494.44.*

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

Commissioner Miller asked about the unauthorized Visa charges on 9/18/2024.

Secretary Spydell stated the firefighters who went out on a wildland mobilization had some unauthorized Visa charges for food and they both have already paid the district back.

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

**Motion carried unanimously.**

**Personnel**

Chief Swiger stated the board had previously approved the hiring of the three per diem firefighters. He stated Troy Gilbert and Kadin Gazy-Delap have already started their time with Whidbey Health. Chief Swiger stated Jules Von Doom was still in the onboarding process and Human Resources Specialist Karissa Camejo has completed onboarding and her first day is scheduled for 10/15/2024.

**Unfinished Business:**

**Budget**

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

No questions or comments were presented.

**Budget 2025**

Chairman Koorn announced the first public hearing on the proposed budget for 2025 and opened the floor to the public to make comments during the hearing.

Chief Swiger made comments on the 2025 budget proposal as follows:

**300 Revenue:**

- 342 21 00 001 - The district can only collect on fire levy, not EMS, for state parks.
- 362 00 50 000 – A new contract is in work to increase rent next year.
- 362 00 50 001 – Rent increases to \$5,422 per month next year.
- 362 00 50 004 – 3% annual increase per contract.

**522 Fire Control:**

- 522 20 10 021 – New pass-through line item to track what is spent for payroll on wildland mobilizations and what is reimbursed.
- Sub Dept 010 Salaries & Wages and 020 Benefits - Slight percentage increase.
- 522 20 27 001 and 522 20 28 001 - BVFF rates per member for volunteer disability fees increase to \$50.00 and pension fees to \$90.00 in 2025.
- 522 60 30 004 - \$5,000 increase for vehicle equipment.
- 522 60 30 005 – Increase for MSAR PPE to start gradually replacing mustang suits.
- 522 10 40 004 – Increase for computer/IT professional services due to contract increase.
- 522 20 40 001 – Increase operations professional services \$7,000 to get hose/ladder testing by a professional company.
- 522 45 40 001 and 522 45 40 002 – Employee training travel and registration should have been flipped in 2024. Registration will decrease \$7,000 and travel will increase \$7,000.
- 522 50 40 001 – Increase building professional services to cover generator service contract.
- 522 10 50 019 – Increase for the district’s two elections next year.
- 522 10 50 020 – Increase for the 2022-2023 audit next year.
- 522 20 40 013 – Increase for expected ICOM fees next year.

**594 Capital:**

- 594 22 60 001 – Increase \$400,000 for land acquisition.
- 594 22 60 002 – Decrease buildings/structures repairs and upgrades.
- 594 22 60 005 – Decrease grounds improvements.
- 594 22 60 006 – Decrease capital equipment.

**999 Ending Balance:**

- 508 91 00 000 – Balance of \$692,815.82 for operations reserved.

**SAFER Grant**

- Budget limits were calculated for year 2/3 of SAFER grant line items based on FEMA grant funding allowance.

Chairman Koorn asked if there were any comments or questions from the board or public on the 2025 proposed budget.

No comments or questions were presented.

**Apparatus Refurbishment**

Chairman Koorn stated he plans to go down to Firetrucks Unlimited next month.

Commissioner Smith asked about Rescue 25.

Chief Swiger stated the slide-out is still being built.

**Enterprise Rental**

None

**Whidbey Health Contract**

Chief Swiger stated there is an upcoming meeting to discuss the contracts.

**Fire Chief Contract**

Chairman Koorn stated negotiations are still in progress.

**New Business:****NFPA 1720 Report**

Chief Swiger stated he asked Chief Merrill to complete a report when he got hired to see how the district measures up to the NFPA 1720 standards.

Chief Merrill presented his findings of the 1720 report to the board and public via PowerPoint presentation.

Chairman Koorn thanked Chief Merrill and stated it was a lot of food for thought.

Commissioner Smith asked when the rating bureau is scheduled to come.

Chief Swiger stated he signed up for June/July.

**Executive Summary/Strategic Planning**

Chief Swiger stated he wrote a summary to present to the board and he and other staff truly believe an outside company should come in to help create a strategic plan for the district, so the district does not continue to fly blind. Chief Swiger stated an outside company would be unbiased and do the work to develop a much better product compared to completing one in-house. Chief Swiger stated he has never seen an NWFR strategic plan. He included a request for proposal (RFP) outline describing the district's wants and needs including a specific timeline to send out to companies who would like to bid on it. Chief Swiger stated the completion target date is May 2025 to present the plan to the board and public.

Commissioner Smith stated he was all for it.

Commissioner Miller stated the district definitely needs this.

Commissioner Smith stated he agrees that it is better to have a third party complete the work given the amount of time something like this would take.

Commissioner Miller stated he would like to see the district move forward and get on with a plan.

Commissioner Smith asked how much a service like this generally costs.

Chief Swiger stated the cost can be anywhere from \$30,000 to \$50,000.

Chairman Koorn stated the timeline proposed is pretty compressed.

Chief Swiger stated dates can be changed, he just mimicked what was generally done throughout the nation.

Chairman Koorn asked if Chief Swiger had the request for the proposal.

Chief Swiger stated it was not completed yet, he wanted to present the idea to the board first.

Chairman Koorn stated he would like to see the total package of all the documentation that goes along with calling for proposals before the board agrees to it.

Chief Swiger ensured the strategic plan would be a living document and not just sit on the shelf.

Chairman Koorn stated the board will call a special meeting once a package is put together.

Chairman Koorn instructed Chief Swiger to proceed and get all of the paperwork ready to go out, then schedule a special meeting.

### **Generator Maintenance Contract**

Chief Swiger stated the board has been presented with a contract for Legacy Power Systems to come in and perform regular service and maintenance on all district generators.

Commissioner Miller asked why Station 23 shows two prices and what the difference is.

Chief Swiger stated one generator is smaller.

Commissioner Smith asked if any other companies are doing generator service contracts.

Chief Swiger stated no.

Lieutenant Reinstra stated Legacy Power Systems is who the district has used for the last four years, and the price has basically stayed the same. He stated the company is not new to the district and has better quality service and is more dependable than other companies which is why the district has stayed with them. Legacy has done two installations for the district as well.

Commissioner Smith asked if the generators are being started regularly.

Lieutenant Reinstra confirmed they are started once a month.

Commissioner Smith motioned to approve the Legacy contract; motion seconded by Commissioner Miller.

**Motion carried unanimously.**

### **Building Maintenance**

Chairman Koorn stated awhile back there were a lot of outstanding items as far as building maintenance goes and the board would like the list to be revisited.

Commissioner Smith stated he has brought it up year after year and it will be hard for the district to ask for levy money when there are stations in disarray.

Commissioner Miller agreed stating the stations need to be kept up to standards or the public will never give the district more money.

Chairman Koorn asked what the deadline is for the board to see the building information again.

Commissioner Smith stated he would like it at the next regular meeting.

Chief Swiger stated he would have the list at the next meeting.

### **Fire Chief Report**

None

### **Deputy Fire Chief Report**

None

### **Ops Chief Report**

None – Chief Horton was absent due to scheduled vacation time.

### **Battalion Chief of Volunteers Report**

None – Chief Lacy was absent for medical reasons.

### **Battalion Chief of Training and Safety Report**

None – Chief Gause was absent due to sick leave.

Chief Swiger went over the fire academy training plan Chief Gause developed for next year. Chief Swiger stated it is a plan that may change somewhat but the district is going to try to stick to it closely.

**At 7:26 p.m. Chairman Koorn called the meeting into executive session until 7:45 p.m.**

#### **1. Executive Session:**

##### **a. 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.

##### **b. RCW 42.30.140(4)(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.

**At 7:45 p.m. Chairman Koorn extended the executive session until 7:55 p.m.**

**At 7:55 p.m. Chairman Koorn called the meeting out of executive session into regular session.**

**No decisions were made.**

**Good of the Order:**

Chairman Koorn asked Volunteer Firefighter Dave Hanson to share about the drone class he recently attended.

Firefighter Hanson stated the class was very educational and a lot of information was covered in four days. The city of Lakewood has a really good program and gave the attendees information to go off of to put together a program at their own department/district.

Chairman Koorn asked if the program gave a recommendation on drones.

Firefighter Hanson stated they recommended if a drone program is funded through a grant, not to go with TGI because they are made in China and will not be grant approved. He stated a company in Woodinville makes a drone with U.S. made parts but recommends the district buys cheap to start with and practice.

Chairman Koorn asked if the class discussed ballpark prices on the cost of developing a program.

Firefighter Hanson stated the class did not cover costs. The information was mainly types, programs, maintenance logs, and policy. He stated the NWFR members that attended are close to coming up with a draft program proposal for Chief Swiger.

Chairman Koorn thanked Firefighter Hanson for sharing.

**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 8:00 p.m.

Attest:



Natasha Spydell

Board Secretary/Accounting Manager