



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

Special Meeting Minutes

October 28th, 2024

09:30 a.m.

Location: 770 NE Midway Blvd
Oak Harbor, WA

Approved November 12th, 2024

Call to Order: Chairman Marvin Koorn called the meeting to order at 9:30 a.m. Also in attendance was Commissioner Gerald Smith, Commissioner Robert Miller, Chief Chris Swiger, Chief Ray Merrill, Chief Dan Horton, and Secretary Spydell.

At 9:30 Chairman Koorn called the meeting into executive session until 10:00 a.m.

1. Executive Session:

a. 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 10:00 a.m. Chairman Koorn extended the executive session until 10:30 a.m.

At 10:30 a.m. the meeting was called out of executive session into regular session.

No decisions were made.

Strategic Plan Request for Proposal (RFP)

Chief Swiger stated the board had all of the paperwork requested for the RFP and it just needs board approval so it can go out.

Chairman Koorn asked where the RFP states how much it is going to cost, estimated hours, etc.

Chief Swiger stated it does not state that, that is why it is going out for proposals. He stated he looked at over fifty (50) RFPs and none had cost in them.

Chairman Koorn asked how the district can figure out cost because he talked to another department that said their strategic plan cost between \$200,000 - \$300,000.

Chief Swiger stated the departments he talked to said theirs are around \$30,000 - \$50,000.

Chairman Koorn stated he just does not understand how the board will weigh the proposals if there is no idea what the cost is. He asked how much the cost is for district stations, apparatus, staffing, etc.

Chief Swiger stated none. He said that is called something different than a strategic plan.

Chairman Koorn stated he feels like it should be all inclusive.

Commissioner Smith stated he assumed it would all be in there as well.

Chairman Koorn stated he talked to Rice Fergus Miller and buildings were included in their strategic plan.

Chief Swiger stated that is why it costed \$300,000. He stated the point of a strategic plan is to layout a plan of where the district wants to go in the next five (5) years.

Commissioner Smith and Commissioner Miller both stated they thought the strategic plan being discussed was something different.



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Chief Swiger stated the RFP states what the district is looking for. If the board wants to add stations and apparatus it will cost a lot more money and take a year to complete.

Chairman Koorn stated it seems like the district is only asking for a strengths, weaknesses, opportunities, and threats (SWOT) analysis in this proposal.

Chief Swiger stated that is what a strategic plan is.

Chairman Koorn stated a SWOT is part of a strategic plan, not the only component.

Chief Swiger stated a SWOT is the basic strategic plan. He stated other components can be added on, but it will add time and money.

Commissioner Smith stated this proposal is a very generic request.

Chairman Koorn asked Chief Swiger what he wants to gain from this.

Chief Swiger stated he is looking for direction on where the district wants to go, such as, policies needed, how many people on shift and what is listed in the proposal.

Chairman Koorn stated he knows of other organizations that spent time and money on these for it to just sit on the shelf.

Chief Swiger firmly stated he will not let that happen.

Chairman Koorn asked what the district going to have in writing to really judge what is needed. He stated he is concerned when it comes back what the district is getting for the cost and a decision needs to be made.

Chief Merrill asked the board to clarify if their concern is what the district is getting versus the cost.

Commissioner Miller stated the idea of a strategic plan is all encompassing.

Commissioner Smith stated he was under a different impression on what the district was getting for the cost. He stated he would like to see a more detailed list of what the goal of this is.

Chief Merrill clarified with the board that they would like a list of deliverables for the companies to quote. He stated they can go back over the deliverables and do a cost analysis and comparables on each deliverable to justify the cost.

Commissioner Smith asked what the deliverables are.

Chief Swiger stated it depends how far they want to go.

Commissioner Smith stated Chief Swiger came to the board with the proposal, asking what is in the proposal today. He stated the proposal does not tell him what Chief Swiger is asking for.

Chief Swiger stated he did not understand.

Chairman Koorn asked what Chief Swiger was hoping to get from the strategic plan, simply a SWOT?

Chief Swiger confirmed.

Chairman Koorn clarified with Chief Swiger that he is not asking for financials, stations, equipment, etc., just an analysis of strengths and weaknesses throughout the organization.

Commissioner Smith stated it is an administrative analysis.

Chairman Koorn stated the first page should state hourly rates and expected hours, so it is known upfront.

Chief Swiger stated he can add it.

Chief Merrill clarified the board would like to see the bottom number.

Chairman Koorn stated he would like to see an estimate of XXX hours at the cost of \$XXX per hour for each proposal.

Commissioner Miller stated he would like to see a specific explanation of what the agency plans to do and how, included in each proposal.

Chairman Koorn agreed stating they need to be able to compare apples to apples.



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Chief Merrill confirmed with the board that they would like a better breakdown of what the costs are upfront without looking through pages and pages. He stated the request can state how the proposals are set up, so the information is upfront.

Chairman Koorn stated he is okay with moving forward and seeing what the cost is for a SWOT analysis.

Commissioner Smith stated his two concerns are: 1) Why the district cannot reflect from the inside to meet these objectives and challenges, and 2) If the board agrees to a request for proposals but does not move forward on any, it does not look good. He added that he was thinking of a completely different analysis.

Chairman Koorn agreed stating all the commissioners had a different idea in mind.

Commissioner Smith stated with what the district is getting for the cost, the money can be better spent elsewhere.

Chairman Koorn stated third-party SWOTs are good, but they tell organizations stuff they already know but do not want to admit to. He stated they can be a waste of money, but he is okay with going out for proposals to see what they come back with before making a decision.

Commissioner Smith asked if the dollar of the taxpayers could be better spent on protecting the taxpayers.

Chief Swiger stated \$400,000 is being put into the bank at the end of the year, why not spend some money on improving the organization.

Commissioner Smith stated because he looks around and sees a lot of repairs that need to be made to stations etc.

Commissioner Miller stated he thought the strategic plan would be a lot more inclusive with all the agencies giving proposals with the same information. If it is just a SWOT analysis, he is okay with sending it out, but he is under no illusions that it will give them what they want.

Chairman Koorn asked Chief Swiger if he is able to create a page that gives the deliverables and costs that the board is asking for with what he has heard.

Chief Swiger stated he hopes so.

Chairman Koorn asked for it to be prepared for the next meeting.

Whidbey Health Contract

BLS Contract

Chairman Koorn stated he met with Chris Tumblin of Whidbey Health (WH) and his comments upfront were response times, Aid 205 being out of service too much, and the employees not wanting to transport.

Chief Swiger stated some of that was addressed in the union meeting earlier today.

Chairman Koorn stated Central Whidbey's contract is \$75,000 more than NWFR's. He stated Chris Tumblin is not sure what will happen with the licensing, and he was given the contact information for the Washington State Department of Health (DOH). The DOH said it was a done-deal, and the hospital cannot license the fire districts, adding, it is not legal the way it is being done. DOH stated the district needs to look into options moving forward. DOH did not give a timeline but said if they can see changes are being made in the right direction in two years, they are happy. Chairman Koorn asked if the district could get a license and rent the ambulance to WH and contract for billing. DOH stated it is an option to look into. DOH stated one hospital employee and one district employee staffing the ambulance was another possible option to look into. DOH said the goal is to work out a compromise that is within the law.



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Commissioner Smith asked if it is just a licensing issue, can the district just get a license?
Chief Swiger stated it is not that easy; an analysis is done, and it goes up through the state.
Chairman Koorn stated there is a specific state-approved number of ambulances for the county.
Chairman Koorn stated if the district gets a license, they still will not get the EMS levy, so what is the district willing to put out.
Chief Swiger stated he talked to Chris Tumblin on Monday, and he stated DOH told him most likely the only way for the district to do this is for it to get its own ambulance and license.

Rent Contract

Chairman Koorn asked Chief Swiger if he heard anything back from Chris Tumblin about the rental agreement.
Chief Swiger stated he had not heard back.
Chairman Koorn stated he told Chris Tumblin the district is sending a bill if it had not heard anything back.

District Office Gutter Repair

Chairman Koorn stated the same company redid the roof and at that time an additional gutter was not recommended, it was just important to make sure they cleaned out.
Chief Swiger stated they are cleaned out; the water is coming from out of the scupper and down into the building. He stated the amount of water coming through the scuppers caused water to come back into the building through the window.
Commissioner Miller referred to the picture and asked if there was a gutter there currently.
Chief Swiger stated there is no gutter there, just scupper. The picture shows the work that is being quoted.
Chairman Koorn asked if there was an issue with the windows on the building.
Chief Swiger confirmed, stating at least five (5) or six (6) need to be replaced.
Commissioner Smith asked if this is a band-aid problem since the windows leak.
Chief Swiger stated both are issues that need to be fixed.
Chairman Koorn asked how many scuppers the building currently has.
Chief Swiger stated the building has three (3) currently. One already has this and Hytech Roofing is recommending that two (2) more be put on, so all scuppers have it.
Chairman Koorn asked if the leaking windows needed to be fixed too.
Chief Swiger stated the one in the stairwell is already on the list to be fixed next year. He stated he could see through the wall and window to the outside.
Chairman Koorn stated the total repairs for the gutters is \$5,581.00.

Commissioner Smith motioned to approve the gutter repairs; motion seconded by Commissioner Miller.
Motion carried unanimously.

Adjourn Meeting: Commissioner Smith made a motion to adjourn the meeting; motion seconded by Commissioner Miller.

Motion carried unanimously.

The Special Meeting of the Board adjourned at 12:00 p.m.



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Attest:

Natasha Spydell

Board Secretary/Accounting Manager