



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Station 25, 2720 Heller Rd., Oak Harbor, WA
Phone: 360-675-1131 Email: Admin@nwfr.org

Meeting Minutes

November 12th, 2024

6:30 p.m.

Approved December 10th, 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, Battalion Chief Dan Horton, Battalion Chief Steve Lacy and Secretary Natasha Spydell.

Additions to the Agenda

Chairman Koorn stated First Due Contract Amendment will be added to the agenda under New Business 8(f).

Public Comment

None

Correspondence

Secretary Spydell shared correspondence from the Washington State Auditor's Office regarding the upcoming audit. She stated the audit period will cover 2022 and 2023 and is scheduled to be conducted in December and January and finalized in February.

Consent Agenda: Meeting Minutes for Regular Meeting, October 8th, 2024, Special Meeting October 28th, 2024, expenditure approval for the month of October 2024, and Treasurer's Report for September 2024.

*General Batch #40G for Vouchers 241001001-241001014 dated 10/02/2024 in the amount of \$6,860.87.
General Batch #41G for Vouchers 241002001-241002013 dated 10/09/2024 in the amount of \$7,334.77.
Payroll Batch #42E for EFT Transactions 1905-1908 dated 10/15/2024 in the amount of \$23,259.95.
Payroll Batch #1024P for Transactions 1824-1904 dated 10/15/2024 in the amount of \$67,536.21.
General Batch #42G for Vouchers 241005001-241005020 dated 10/16/2024 in the amount of \$16,050.30.
General Batch #42G for EFT Transaction 1917 dated 10/16/2024 in the amount of \$9.92.
Payroll Batch #42B for Vouchers 241004001-241004008 dated 10/16/2024 in the amount of \$25,631.89.
Payroll Batch #1022OT for Transaction 1942 dated 10/22/2024 in the amount of \$129.53.
General Batch #43G for Vouchers 241006001-241006017 dated 10/23/2024 in the amount of \$9,591.42.
Payroll Batch #1022E for EFT Transactions 2001-2002 dated 10/24/2024 in the amount of \$24.40.
General Batch #44G for Vouchers 241007001-241007017 dated 10/30/2024 in the amount of \$18,155.22.*

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

Motion carried unanimously.

Personnel

Chief Swiger stated that Jules Von Doom had declined the offer for a part-time per diem firefighter position because it was not the right fit for him at this time.

Unfinished Business:

Budget

None

Budget 2025

Chairman Koorn announced the second and last public hearing on the proposed budget for 2025 and asked if there were any comments or questions on the budget.

No questions or comments were presented.

Chairman Koorn stated any line items that involve new contracts have been budgeted for but are not approved to be spent until a corresponding contract is approved.

Commissioner Smith motioned to approve the 2025 budget; motion seconded by Commissioner Miller.

Motion carried unanimously.

Apparatus Replacement

None

Building Maintenance

The board was given a list of building repairs/upgrades.

Chairman Koorn asked Chief Swiger how much of the existing work can be done by our own people.

Chief Swiger stated most of it can be besides the gutters at Station 21.

Commissioner Smith stated he wanted a list of all the repairs that need to be done around the district not a list that appears to be a capital item wish list.

Chief Swiger stated he can get that. He stated the chiefs can go around to all the stations.

Commissioner Smith asked if it could be done by the first week of December.

Chief Swiger stated it could get done by then.

Strategic Plan – Request for Proposal

Chief Swiger asked the board to look at the second page of the proposal that refers to Attachment B where a cost breakdown is included in the proposal. Chief Swiger asked the board if that was what they were looking for.

Chairman Koorn stated it was a cost breakdown good enough for him. He stated he does not object to the proposal going out, but depending on the price when it comes back will determine whether the district moves forward or not.

Commissioner Miller stated he was okay with seeing what proposals come back then reevaluate depending on what meaningful data the district can get.

Chief Swiger stated the RFP is set to be issued on November 18th so it can get put out on the website.

Fire Chief Contract

None

New Business:

Resolution 557 – Property Tax Levy

Chairman Koorn asked if there were any questions or comments.
No comments were presented.

Commissioner Smith motioned to approve Resolution 557; motion seconded by Commissioner Miller.
Motion carried unanimously.

Employee Assistance Program (EAP)

Chief Swiger stated an EAP program was initially researched by HR Specialist Keri Clegg when she came onboard. Chief Swiger stated it is a good program through Washington State and has been budgeted for in the 2025 approved budget for up to 100 employees.

Commissioner Smith motioned to approve the state EAP program for up to 100 employees; motion seconded by Chairman Koorn.

Motion carried unanimously.

WFCA Healthcare Program Enrollment Application

Chairman Koorn stated this is required every year and asked if there were any questions.
No comments were presented.

Commissioner Smith motioned to approve the WFCA Healthcare Program application; motion seconded by Chairman Koorn.

Motion carried unanimously.

Station 22 Barn Heater Replacement

Chief Swiger stated a few companies came out to access units to give quotes for an annual service contract and Nordic Temperature Control found heaters in the back barn at Station 22 to be bad. He stated one was inoperable and the other was on its last leg. Nordic recommended only replacing one heater because they are more efficient now and one heater should do the job.

Commissioner Smith asked if the heater can be hooked up to the garage door like at the other stations. Chief Swiger stated that can be added in the quote.

Commissioner Miller stated R&H Mechanical costs quite a bit less than Nordic and asked if the quotes were for comparable heaters. He stated he had not heard of the Runtru brand before.

Chief Merrill researched the brand on his phone and stated it is a value-based brand for every market made by Trane.

Chief Swiger stated Trane is a good brand.

Chairman Koorn stated it is quite a difference in price.

Chief Swiger stated customer service with Nordic is great but for the price difference, R&H is worth a try.

Commissioner Miller asked if Chief Swiger could verify that a thermostat is included in the price since it is not listed on the quote.

The board also asked to verify whether removal of the old units is included in the quote.

Chairman Koorn motioned to approve the R&H quote for one heater replacement contingent upon Chief Swiger verifying the thermostat, unit removal, and cost for garage door switch; motion seconded by Commissioner Miller.

Motion carried unanimously.

Annual HVAC Maintenance

Chief Swiger stated over the last several years Barron Heating or Island Heating have been used to come in and do annual HVAC maintenance. He would like to get a one-year contract for annual maintenance then next year go out with an RFP for a three- or five-year contract.

Commissioner Miller asked if the cost would go down a little since the quote is for two heaters at Station 22 and soon there will only be one.

Chief Swiger stated it could be changed.

Chairman Koorn stated Island Heating is the cheapest.

Chief Swiger stated they have done the least amount of work in the past.

Chairman Koorn stated the cost difference between Island Heating and Nordic is a couple hundred dollars.

Chief Swiger recommended going with Nordic.

The board agreed if Nordic has better service, they are okay going with Nordic.

Commissioner Smith motioned to approve the one-year contract for annual HVAC maintenance with Nordic; motion seconded by Commissioner Miller.

Motion carried unanimously.

First Due Contract Amendment

Chief Swiger stated the administrative office would like to remove the Community Connect and Inspections modules from First Due and add Investigations for Chief Merrill and add the reporting system due to the new state mandates.

Commissioner Miller motioned to approve the contract amendment; motion seconded by Chairman Koorn.

Motion carried unanimously.

Fire Chief Report

Chief Swiger stated at the EMS council meeting earlier it was revealed that there are two BLS licenses available through the state no matter what, and it was agreed that two more would be put through for approval in case they are needed.

Chairman Koorn stated the district should apply for one since it is already sitting there.

The board agreed the process should be started at the next council meeting.

Chief Swiger confirmed he would start the process.

Deputy Fire Chief Report

Chairman Koorn asked Chief Merrill if the goals for next year from the NFPA 1720 report could be ready for the agenda at the next meeting.

Chief Merrill said he could have it ready.

Chief Merrill stated he has been working with Chief Gause on staffing issues and will be working with some members for testing. He stated the district having its own academy next year will improve the numbers for passing and he intends to assist with ELF and academy training when possible. Chief Merrill stated he is currently conducting pumps training and testing to get more certified drivers and operators.

Ops Chief Report

Chief Horton went over the manning and incident response reports for the month of October.

Battalion Chief of Volunteers Report

Chief Lacy stated the last ELF class of the year is starting tomorrow with three or four individuals attending. After this ELF class there will be no volunteer testing until April.

Battalion Chief of Training and Safety Report

None – Chief Gause was attending an NFA course out of state.

At 7:45 p.m. Chairman Koorn called the meeting into executive session until 8:00 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.

At 8:00 p.m. Chairman Koorn called the meeting out of executive session into regular session.

No decisions were made.

Good of the Order:

None

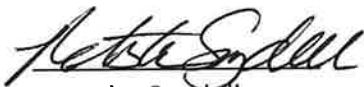
Adjourn Meeting

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

Motion carried unanimously.

The Regular Meeting of the Board adjourned at 8:00 p.m.

Attest:



Natasha Spydell

Board Secretary/Accounting Manager