

NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS
Administration Building, 770 NE Midway Blvd., #1, Oak Harbor, Washington
MINUTES of the Special Meeting on December 14, 2017 at 1000

CALL TO ORDER

- Chairman Koorn called the meeting to order at 1000. Also in attendance were Commissioner Jerry Goen, Chief Mark Kirko, Battalion Chief Swiger, Secretary Amber Damon, TJ Lamont, FF Brandhorst, Battalion Chief Zimmerman, FF Hover., EMT Hoover, D. Jordan, FF Hernandez, FF Mohlsick, EMT Krall

FUTURE PLANNING

WhidbeyHealth Contract:

- Chief Kirko opened the discussion on the WhidbeyHealth Contract, bringing up the following topics:
 - Focus on the district and less transports.
 - Agreement that we would help with city mutual aid.
 - BLS Transports
 - Possibly stepping out to far beyond our needs.
 - Would like to send Roger an email w/follow-up meeting. Chief Kirko stated that he doesn't think a contract will be ready by the 1st.
 - Taxing our crew, we aren't available to the district
 - Would like to not do out of district transports unless all WHA are out and down to (1)
 - WH has the ownership of the contract including the aid units
 - No more split crews when WH has units available
- Chairman Koorn asked what the dollar value is to up our staff
- Chairman Koorn stated that we used to bill WH when they utilized our staff at their station.
- Chairman Koorn asked where we are with DC Staffing?
 - Battalion Chief Swiger stated we are at about 90% staffed
- Chief Kirko stated that if we went to 3-man staff we would have to attract more new people to fill all 3 positions
- Chairman Koorn asked about staffing with Volunteers on a 6 or 12-hour shift. Chief Kirko stated that the policy is poorly written and so it's not enforceable.

Office Staff:

- Chief Kirko said that we are in a transitional phase. The office dynamic is going well. Feels that 2 full-time instead of 3 will work, most districts are at 1 - 1 ½ office staff.
- Chief Kirko will look at the other ½ time positions, the Safety Office and Jim's position: getting a job description and daily task look. Would like to see Jim's position on a set schedule. Feel's their roles need to be defined, gaps & extended time period for position. Commissioner Lamont asked if Chief Zimmerman and Jim have job descriptions? Chief Kirko stated there is no job description for Jim and he needs to visit with Chief Zimmerman to determine what his description is, Chief Kirko hasn't been able to find one specifically for Chief Zimmerman's Safety Officer Position.
- Chairman Koorn is not comfortable going from 3 full-time office staff to 2 until 6 months down the road.
- Chief Kirko stated perhaps we rethink the empty Deputy Chief, Safety Officer and Jim's positions.

Duty Crew:

- Possible more time and more people at stations to take over some office tasks if positions were eliminated.
- We need to define what are we going to do w/Duty Crew, what type of calls.
- Chief Kirko will provide a service structure.
- It was stated by Chief Kirko that when a dispatcher is unsure who should receive the call, it is typically given to the Fire Department.

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Fire Investigator / Inspector:

- Chief Kirko would like to look further into, he doesn't believe we have a good grasp. We have no final say in an investigation/inspection. What is the process? Chairman Koorn stated that the Fire Chief is required by law to communicate / determine cause.

Fire / EMS Training Officer positions:

- Chief Kirko presented the draft Fire Training and EMS Training Officer positions. They were reviewed by the Board with suggested changes to be made.
- The current EMS Training Officer is retiring at the end of December. Scott Jackson will be filling the role of EMS Training. Chairman Koorn asked if he was a Senior EMS Instructor and that he believes that is a requirement of Doc Z. Chief Kirko stated that Jackson is currently in the program now and will follow-up with Doc Z on the requirements.

Chairman Koorn asked Chief Kirko to provide the following:

- Organizational Chart
- Letter to the Board to increase 2018 wages & salaries

Future work:

What does the future look like? How do we fund these services? What services should we be offering?

- MSAR – Sheriff & county community fund?
- ROPES
- EMS – WhidbeyHealth
- FIRE
- Get out what the ISO rating is.
- Getting a community committee

Attest:



Amber Damon, Interim Secretary to the Board