



NCRFA COMMISSION RETREAT MINUTES

02/28/2024-03/01/2024

Swinomish Casino & Lodge | 12885 Casino Drive Anacortes, WA. 98221

Attendees –

Commissioners Present – Ric Cade, Rob Johnson, Greg Oakes, Marilyn Oertle, Al Schreiber, Holly Sloan-Buchanan

Commissioners Absent – Leonard Kelley (excused)

NCRFA Staff – Chief John Cermak; Deputy Chief Dave Kraski; Board Secretary Kari Wheeler

Guests – Finance Director, Randy Krumm; Rich Davis, CSD Attorney at Law

Wednesday 2/28 – 3PM

DC Kraski opened the retreat with a welcome and led the group in a roundtable “get to know one another” sharing time.

Attorney Rich Davis gave a presentation on Fire Commissioner Training. Topics included:

- Roles of the Board, individual commissioners, and the Fire Chief.
- Public Meetings
- Role of the RFA Attorney
- Governance and Management

Calendar Note – WFCFA Spring Seminar in Chelan, May 30 – June 2; Commissioners encouraged to attend. Spouses welcome.

The presentation concluded at 5:40pm.

Thursday 2/29 – 8:30am

Commissioner Chair, Oertle called the meeting to order at 8:30am

Finance Director, Randy Krumm gave a Budget Overview presentation. Topics included:

RFA Revenue -

GEMT (Transport Billing)

District residents' insurance is billed for transport, balance is waived.

Direction was given to have AC Dickison follow up with Systems Design regarding a possible rate increase. A possible proposal would be brought back to the Board.

Property Tax Revenue (Levy)

TIFF - item proposed at state level

Regarding undeveloped property - no hit initially, RFA collects revenue on undeveloped property value; As property is developed, the RFA loses that revenue (unable to collect on improved property value taxes.

RFA Fund Accounts

General Fund – operating costs

Cash Reserve Fund – “rainy day fund”

Employee Leave Fund

An in-house pump testing site is being developed at the Training Center. This is a possible source of revenue.

Chief Cermak gave an update that we are close to filling the HR Director position. This has been a smooth process with exceptional candidates presented.

Chief Cermak and Deputy Chief Kraski discussed the potential of a Technology, Innovation, and Efficiency position to capitalize on the great work FF Will King has done. Commendation to BC Nyblod and several others who played a key role in working with Will in developing strategies to deploy the Teams platform across the organization, maximizing efficiency, and creating trackable, sustainable, processes and procedures.

Commission Chair, Marilyn Oertle appointed the following Committee assignments:

- **Compensation Committee** – Cade, Johnson, Sloan-Buchanan
- **Negotiations Committee** – Cade, Oakes *Commission Chair Oertle will reach out to Commissioner Kelley to see if he is willing to serve on the Negotiations Committee
- **ILA Committee** – Cade, Oertle, Schreiber
- **Levy Lid Lift Committee** – Oertle, Oakes, Sloan-Buchanan

The work session to a lunch break at 12pm.

Commission Chair Oertle called the meeting to order. Discussion and business resumed at 1pm.

GUEST – Amanda Brown from A Custom Element presented Commissioners with options for RFA attire. Will work with Kari to fulfill specifics of the order.

Chief Cermak updated the Board on litigation regarding the engineering dispute with Makenzie over the Training Center. A favorable outcome for the RFA is anticipated. Approval of the use of additional funds to complete the strip mall prop is needed at this time for construction to continue without interruption.

MOTION TO APPROVE ADDITIONAL FUNDS TO COMPLETE THE STRIP MALL PROP AT THE TRAINING CENTER NOT TO EXCEED TOTAL \$1.5 million IN COST.

1st: Commissioner Sloan-Buchanan **2nd** Commissioner Cade

Discussion: The requested amount allows additional funds needed to complete the strip mall prop. This is a request for an additional \$500,000 above the original \$1 million, previously approved. Additional funds are the likely recovery of funds from Mackenzie litigation, that if recovered would replenish the capital account those funds recovered.

APPROVED: Unanimous

Discussion on potentially running a Levy Lid Lift in the August 2025 election. A 6-year levy lid lift needs 50% (simple majority) to pass. A 6-year levy is less expensive to run than a 1-year levy. Chief Cermak will reach out to Liz Loomis for the initial conversation.

Discussion to bring new commissioners up to date on the status of EMS Contract for Services w/ FD 21. 18 months of negotiating. 14 months out of contract.

Business and discussion concluded for the day at approx. 4pm.

Friday 3/1

Commissioner Chair, Oertle called the meeting to order at 9:11am

Discussion on the status of EMS Contract for Services w/ FD 21 resumed.

Commission Chair, Oertle called for an executive session at 9:16am.

Commissioners Present: Cade, Johnson, Oakes, Oertle, Schrieber, Sloan-Buchanan

Commissioners Absent: Leonard Kelley (excused)

NCRFA Staff: Chief John Cermak, Deputy Chief Kraski

Legal Counsel: Eric Quinn, Attorney at Law

Executive Session

The board will be going into Executive Session pursuant to RCW 42.30.110(1)(i) to discuss with District legal counsel litigation that the agency reasonably believes may commenced by or against the agency, the governing body, or a member acting in an official capacity. The executive session will be for 30 minutes until 9:46am.

9:46am. The board called for a 15-minute extension of the executive session.

10:01am. The board called for a 15-minute extension of the executive session.

10:16 am. The executive session concluded. No action was taken. Direction was given to the Chief.

The regular session resumed at 10:16am.

There was discussion regarding the format of monthly Board meetings. The consensus is that the goal is to meet in person and reserve remote access (Zoom) for times when illness or travel are a barrier to in-person attendance for a commissioner. Suggestion for all admin staff members available to attend the meeting in person. The board requests a short, in-person report from each department every quarter, to coincide with the submission of a written report included in the consent agenda. Focus on a more robust department quarterly update. Chief Kraski will work with Kari to determine the department report rotation.

Guest presentation – Bryan Terry, NCRFA IT Consultant

Bryan presented the board with options available to move board meetings to a livestream platform rather than utilizing Zoom. This allows for ease of accessibility to the viewing public (as required by OPMA) while mitigating potential risks associated with Zoom and other similar platforms. Example given – a recent City of Stanwood Council meeting was “zoom bombed” – individuals using the zoom feature as a means to disrupt the meeting. There are technical components to hosting a meeting for the viewing public via Zoom – sometimes folks get “left” in the waiting room inadvertently; it is difficult to hear; the viewing public forgets to mute their mic and thus, disrupts the business meeting; the zoom link is difficult to broadcast to the general public, employees, RFA staff, and other stakeholders. Zoom platform isn’t intended to accommodate the viewing public, rather, it is designed for use in meetings of an interactive, collaborative business-type setting.

MOTION TO STOP USING ZOOM AND MOVE BOARD MEETINGS TO A LIVESTREAM/RECORDED FORMAT TO ACCOMMODATE PUBLIC ACCESS.

1st: Commissioner Oakes **2nd** Commissioner Schrieber

Discussion: The use of Zoom to engage/attend meetings remotely will still be available to Commissioners, only, in the event illness or travel would otherwise be a barrier to their attendance in person.

APPROVED: Unanimous

MOTION TO PURCHASE THE NECESSARY AUDIO-VIDEO EQUIPMENT REQUIRED TO MOVE BOARD MEETINGS TO A LIVESTREAM/RECORDED FORMAT TO ACCOMMODATE PUBLIC ACCESS.

1st: Commissioner Oakes **2nd** Commissioner Schrieber

Discussion: Bryan Terry will take point on determining the hardware necessary to make this change. Rick Olson will be able to handle much of the installation. Suggestion that Theresa Ramey may be available to learn to operate the camera/video during the meetings.

APPROVED: Unanimous


The RFA Strategic Plan 2019-2024 expires at the end of this year. It is time to revisit and renew this document. CPSE is the firm that helped develop the original guiding document. It was suggested we use them again. If the RFA looks toward accreditation in the future, this firm is who does the accreditation and the Strategic Plan is part of the requirement. In addition to the Strategic Plan, they have guiding principles and requirements to develop a Capital Facilities Plan and Standard of Cover. It is suggested that once complete there are regular assessments of “where we are at” to the Strategic Plan.

The Board discussed the benefit of the retreat/work session and would consider scheduling another similar time in the fall.

Commissioner Chair Oertle called for a motion to adjourn the session at 11am.

1st: Commissioner Oakes **2nd** Commissioner Cade

APPROVED: Unanimous

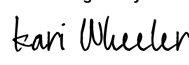
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Marilyn Oertle

Commission Board Chair

3/29/2024

Date Signed

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Kari Wheeler

Commission Secretary

3/28/2024

Date Signed