



**North County Regional Fire Authority**  
**COMMISSIONER'S SPECIAL MEETING – Spring Retreat Workshop**  
**April 14, 2025**  
**9:00am**

**CALL TO ORDER**

Chair Johnson called the meeting to order at 9:00 am.

The following attendees were present:

**COMMISSIONERS**

~~Ric Cade~~, excused absence  
Rob Johnson  
~~Leonard Kelley~~, excused absence  
Greg Oakes  
Marilyn Oertle  
Al Schreiber  
Holly Sloan-Buchanan

**FIRE AUTHORITY STAFF**

Dave Kraski, Deputy Fire Chief  
Kari Wheeler, Board Secretary / Bus. Process Coordinator

Chair Johnson led the room in the Pledge of Allegiance.

**MOTION TO APPROVE THE AGENDA.**

**1<sup>st</sup>:** Commissioner Oakes      **2<sup>nd</sup>** Commissioner Sloan-Buchanan

**Discussion:** none.

**APPROVED:** Unanimous

**MORNING SESSION 1**

*Director Krumm shared a finance update with the Board. He gave an overview summary Budget Review for March 2025, year to date. Director Krumm showed modeling projections for 2025 wages and overtime. Director Krumm shared 2025 estimated costs for the CARES Coordinator position, adding a 2<sup>nd</sup> position part way through the year, and the 2026 estimated costs for 2, CARE Coordinator positions.*

*Our professional services budget (legal) is running higher than typical. Chief Kraski will discuss this at the staff level.*

*Chief, Finance, and HR departments will begin looking at adding a position for payroll technician to support the Finance Department and keep the Board apprised of options and potential timeline. Director Krumm recommended waiting until after the levy lid lift results prior to taking formal action.*

*Discussion to support tracking MOB (wildland deployments) as a separate fund.*

*Chair Johnson asked that the Board be updated on the status of pending or potential grants.*

*Director Krumm will connect with executive and admin staff on this request.*



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**MORNING SESSION 2**

*Discussion on 2025 Board Committee Assignments. Assigned as follows:*

- ILA Committee – Cade, Oertle Schreiber
  - D21 Liaisons – Cade, Oertle, Oakes
- Negotiations Committee – Cade, Oakes
- Levy Committee – Oakes, Oertle, Sloan-Buchanan
- Compensation Committee – Cade, Johnson, Sloan-Buchanan
- Training Center Committee – Johnson, Schreiber
  - \*Chair Johnson will reach out to Commissioner Cade to see if he is willing to serve on the Training Center Committee*

*Discussion to hold regular Commission meetings at alternating sites on both sides of the district. City of Arlington Council Chambers is an option. The preference would be the 1<sup>st</sup> meeting monthly at Station 99 in Stanwood, the 2<sup>nd</sup> meeting of the month in Arlington. Secretary Wheeler will follow up with the City of Arlington and Council Chamber availability and update the Board with findings.*

*Discussion regarding attendance at Commission meetings. Minimum attendance requirements are not addressed in the Guidelines for the Governing Board of North County Regional Fire Authority, something the board may want to consider. The Commissioner's Meeting Attendance form has been updated to include space for a description of the activity. This form is available from Director Krumm, Secretary Wheeler, and located in the MS 365 Commission Team > Board Files > FORMS folder as well.*

*Direction given to the Secretary to update FORM attachments and applicable minor revisions to the Guidelines for the Governing Board of North County Regional Fire Authority document for approval within Consent Agenda at a future meeting.*

*Discussion for monthly Division Reports to be included as EITHER a written consent agenda item, or when an in-person presentation is warranted or desired, to be included on the agenda as time allows.*

**MORNING SESSION 3**

*Chief Kraski indicated his intention to send a weekly update to the board via email.*

*Chief Kraski discussed moving to a 4 - Assistant Chief (AC) model, rather than previous 1 – Deputy Chief (DC) and 3 AC model. Administratively, the 4 - Assistant Chief model makes sense.*

*AC ten Hoopen will be designated as a second signer on NCRFA accounts in addition to Chief Kraski and Director Krumm.*



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*Chief Kraski updated the Board on Administrative Staff office assignments and locations (some staff are relocating or moving offices):*

- *Station 46*
  - *Business Process Coordinator – Kari*
- *Station 48*
  - *EMS: Interim MSA Matt Hickman; CARES Program – Kristena Matthews, +1; MSO Brian Price*
  - *Safety & Training: BC Koontz; Training Captain – Will King*
  - *Community Risk Reduction & Fire Marshal Services – AC Goforth*
- *Station 97*
  - *Support Services and Logistics: AC ten Hoopen*
  - *Finance: Director Krumm*
  - *Administrative Assistant 2: Jenn Baxter*
  - *\* this Station also houses Maintenance and Fleet personnel: Matt K, Ian, Jeff*
- *Station 99*
  - *Fire Chief – Dave Kraski*
  - *Human Resources: Director Allison Jubb; Generalist Autumn Head*
  - *Administrative Coordinator – Theresa Ramey*

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*Discussion on Station 92, currently used for storage only, to revisit exploring the potential for the residents in the community to form a fire brigade.*

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*Chief Kraski shared his goals with the board:*

- *Fire Levy in August, communicating and messaging.*
  - *Successful completion of negotiations with Local #3438 for a new Collective Bargaining Agreement.*
  - *Completion of the ILA for Advanced Life Support Services with Fire District #21.*
  - *Permanent staffing of the AC of EMS position.*
  - *Explore revenue opportunities for the Training Center.*
  - *Complete the Strategic Plan update.*
  - *Budget Management & Fiscal Responsibility.*
  - *Build relations with our Cities and the Stillaguamish Tribe.*
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*Chief Kraski discussed assigning PIO responsibilities to Kari Wheeler for press releases, social media engagement, and web content updates. For on-scene and incident reports, designation will remain at the Incident Command (Chief) level.*

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*Chair Johnson called a recess for lunch at 11:45 am. The meeting will resume at 12:45 pm.*

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*At 12:45 pm, Chair Johnson called the meeting back to order.*

**AFTERNOON SESSION**

*Director Jubb updated the board on the non-represented employee compensation study. She explained the issues with compression affecting the ability to equitably transition (or promote) represented employees into non-represented positions. She hopes to have this project wrapped up in the next few months.*

*Director Jubb updated the board with status of the payroll project. The labor group is having methodology reviewed by their accountant. Once the labor group's accountant completes his review and NCRFA's consultant is finished with the analysis for all years, one-on-one review will begin.*

*Director Jubb will have a proposed contract for Interim MSA Hickman for the position of Assistant Chief – Emergency Medical Services submitted within the Consent Agenda at the April 23 meeting. Chair Johnson requested that Interim MSA Hickman review the contract prior to submission for approval. Director Jubb assured the board Interim MSA Hickman will review the contract before it is submitted to the consent agenda for approval.*

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**MOTION TO ADJOURN 2:35 pm**

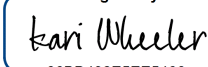
**1<sup>st</sup>:** Commissioner Oakes

**2<sup>nd</sup>:** Commissioner Schreiber

**Discussion:** None

**APPROVED:** Unanimous

Prepared by:  
DocuSigned by:



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**Kari Wheeler**

**Commission Secretary**

4/24/2025

**Date Signed**

Attest:

Signed by:



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**Rob Johnson**

**Board Chair**

4/24/2025

**Date Signed**