



**SALARY COMMISSION MEETING MINUTES**  
**City Hall – Mayor’s Conference Room**  
**865 SE Barrington Drive, Oak Harbor, WA 98277**

**TUESDAY, JANUARY 13, 2026**

**TIME 11:00 A.M.**

*This hybrid meeting was hosted from the Mayor’s Conference Room at City Hall. The YouTube video counter number is in parentheses ( ) next to each agenda item.*

**1. CALL TO ORDER/ROLL CALL. (:13)** Vice Chair Himes called the meeting to order at 11:03 a.m.

Member’s Name	Attendance		
Position 1: Jason McFadyen	Present✓	Online	Absent
Position 2: Stephanie Smith	Present✓	Online	Absent
Position 3: Tiffany Scribner	Present✓	Online	Absent
Position 4: Mary Elizabeth Himes	Present	Online✓	Absent
Position 5: (vacant)	Present	Online	Absent
Emma House, HR Director – Staff Liaison	Present✓	Online	Absent

**Staff Present:** City Administrator Sabrina Combs

**2. APPROVAL OF AGENDA. (1:25)**

**MOTION:** Commissioner Smith moved to approve the agenda as presented, seconded by Commissioner McFadyen. Motion carried unanimously.

**3. APPROVAL OF THE DECEMBER 2, 2025 MINUTES. (2:53)**

**MOTION:** Commissioner Scribner moved to approve the December 2, 2025 Minutes as written, seconded by Commissioner McFadyen. Motion passed 3-1. Commissioner Smith recused herself as she was not yet appointed to the commission.

**4. PUBLIC COMMENT. (3:46)** There were no public comments received electronically, and no public comments were made in-person at the meeting.

**5. DISCUSSION/ACTION/PRESENTATION/REPORT ITEMS.**

**a. Elect Chair for 2026. (4:13)**

- i. **MOTION:** Commissioner McFadyen nominated Commissioner Himes, seconded by Commissioner Scribner. No vote taken.
- ii. **MOTION:** Commissioner Himes nominated Commissioner Smith, seconded by Commissioner McFadyen. Discussion ensued as to why Commissioner Smith would be a good Chair for the Salary Commission. Motion carried unanimously. Chair Smith took over running the meeting at this point.

**b. Elect Vice-Chair for 2026. (7:45)**

- i. **MOTION:** Commissioner McFadyen nominated Commissioner Scribner. There was no second. Motion carried unanimously.

**\*\*It was decided to move the original Item c. (Set meeting schedule for 2026) to Item f.\*\***

- c. **Open Public Meetings Act (OPMA) and Public Records Act (PRA) trainings. (9:27)**
    - i. Reminder to complete the new commissioner training or the refresher training as needed.
  - d. **Union Contract Updates. (10:20)**
    - i. HR Director House reported that the Fire union contract was ratified for a two (2) year term 2026-2027 and the Teamsters union contract was ratified for a three (3) year term 2026-2028. The Police union contracts will be negotiated this year. The Employee Policy Manual (EPM) was revised. Fire, Teamsters, and non-represented employees are receiving a 2.5% cost of living adjustment for 2026.
  - e. **Salary Comparables for Mayor, Council, and Non-Represented - COLA Discussion. (13:15)**
    - i. Commissioners requested the same comparable city data that was shared in the past to be shared for 2026 during the next meeting which was scheduled for January 27, 2026 at noon.
  - f. **Set meeting schedule for 2026. (23:00)**
    - i. The next meeting is scheduled for January 27, 2026 at noon.
    - ii. The commission discussed setting a meeting for September 15, 2026 at noon.
6. **MEMBER COMMENTS: (26:53)** There were no member comments.
7. **DETERMINATION OF FUTURE AGENDA ITEMS: (27:08)**
  - a. Salary comparables and COLA discussion for Mayor and Council.
8. **NEXT MEETING:** The next meeting date will be Tuesday, January 27, 2026 at 12:00 p.m., at City Hall, Mayor's Conference Room.
9. **ADJOURNMENT: (27:24)**  
**MOTION:** There being no further business, the meeting was adjourned at 11:31 a.m. Vice Chair Scribner moved to adjourn today's Salary Commission meeting, seconded by Commissioner McFadyen. Motion carried unanimously.

Minutes taken by HR Director/Staff Liaison Emma House