



**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.

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

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

Staff Present: Sabrina Combs, City Administrator

- 2. APPROVAL OF AGENDA.**

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.**

MOTION: Commissioner Scribner moved to approve the December 2, 2025 Minutes as written, seconded by Commissioner McFadyen. Motion carried unanimously.

- 4. PUBLIC COMMENT.** 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

- i. Commissioner McFadyen nominated Commissioner Himes, seconded by Commissioner Scribner.
- ii. Commissioner Himes nominated Commissioner Smith, seconded by Commissioner McFadyen. Motion carried unanimously.

b. Elect Vice-Chair for 2026

- i. Commissioner McFadyen nominated Commissioner Scribner. Motion carried unanimously.

c. Open Public Meetings Act (OPMA) and Public Records Act (PRA) trainings

- i. Reminder to complete the new commissioner training or the refresher training as needed.

d. Union Contract Updates

- i. HR Director Hour 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 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

- i. Commissioners requested the same comparable city data that was shared in the past to be shared for 2026 during the next meeting.

f. Set meeting schedule for 2026

- i. Pending the next meeting on January 27, 2026.

6. MEMBER COMMENTS: None

7. DETERMINATION OF FUTURE AGENDA ITEMS:

- 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:

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