



## NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Station 25, 2720 Heller St., Oak Harbor, WA  
Phone: 360-675-1131 Email: [Admin@nwfr.org](mailto:Admin@nwfr.org)

### Meeting Minutes

February 11<sup>th</sup>, 2025

6:30 p.m.

*Approved March 11<sup>th</sup>, 2025*

**Call to Order:** Chairman Marvin Koorn called the meeting to order at 6:30 p.m. Also in attendance: Commissioner Gerald Smith, Commissioner Robert Miller, Deputy Fire Chief Ray Merrill, Battalion Chief Dan Horton, Battalion Chief Jobie Gause and Secretary Natasha Spydell. Fire Chief Chris Swiger was on excused leave.

### Additions to the Agenda

None

### Public Comment

None

### Correspondence

None

**Consent Agenda:** Meeting Minutes for Regular Meeting, January 14<sup>th</sup>, 2025, expenditure approval for the month of January 2025, and Treasurer's Report for December 2024.

*General Batch #01G for Vouchers 250102001-250102024 dated 01/08/2025 in the amount of \$45,743.00.*

*Payroll Batch #01Q for Vouchers 250101001-250101004 dated 01/08/2025 in the amount of \$15,059.87.*

*Payroll Batch #0125P for Transactions 29-105 dated 01/15/2025 in the amount of \$73,639.75.*

*Payroll Batch #02B for Vouchers 250103001-250103005 dated 01/15/2025 in the amount of \$9,696.23.*

*Payroll Batch #02B for EFT Transactions 106-109 dated 01/15/2025 in the amount of \$25,135.06.*

*General Batch #02G for Vouchers 250104001-250104020 dated 01/15/2025 in the amount of \$23,489.26.*

*General Batch #03G for Vouchers 250105001-250105017 dated 01/22/2025 in the amount of \$14,183.56.*

*General Batch #04G for Vouchers 250106001-250106011 dated 01/29/2025 in the amount of \$13,448.31.*

Commissioner Smith motioned to approve the consent agenda; motion seconded by Chairman Koorn.

**Motion carried unanimously.**

### Personnel

None

### Unfinished Business:

#### Budget 2025

Chairman Koorn stated that half of the budget for 522 60 30 004 Vehicles Equipment has been spent already.

Commissioner Smith asked why saw blades and tools were under this category.

Chairman Koorn stated historically, the district has used the Vehicles Equipment line item for such purchases.

Secretary Spydell stated there used to be line items for tools, but they were merged into different categories a couple years ago.

Chairman Koorn stated the district would have to discuss and create a BARS line item for tools and the chiefs can come up with suggestions of what kind of items would go into that category.

Chairman Koorn asked why so much money was already spent for 522 50 40 008 Utility – Water.

Secretary Spydell stated some of the stations have annual or quarterly water utility payments and they have been paid.

### **Strategic Planning**

Chairman Koorn stated Chief Swiger was in the process of contacting references.

Chief Merrill stated Chief Swiger received information back for one of the references and sent it out to the commissioners but has not received anything physically back yet from other references.

### **Apparatus Replacement**

Chairman Koorn stated this item will be discussed at the March Regular Meeting.

### **Station 27 Building**

Chief Merrill stated the chiefs need a clearer direction on which way the board would like to go with a structure at Station 27. If the district builds a structure that is sixty percent of the current structure's valuation, the new building is required to meet multiple building codes. If the structure is a separate stand-alone structure, the sixty percent threshold does not apply.

Chief Horton asked if the board wants information for a structure big enough to put an engine in.

Chairman Koorn stated he would prefer at least two bays, as to not limit the district's options.

Commissioner Smith stated if the district is going to do something there, he would like it done right with enough space.

Chief Horton asked the board to confirm that they would like two bays big enough to put an engine in each.

The board confirmed.

### **Maintenance Position**

Chairman Koorn stated this item will be discussed at the March Regular Meeting.

### **Station Maintenance List**

Chairman Koorn stated the board has been provided with an updated list of the work that has been completed.

Commissioner Miller asked how the rest of the list was coming along.

Chief Horton stated Lieutenant Reinstra is working through it one station at a time.

Commissioner Miller stated he would like the board to be updated every meeting.

Commissioner Smith asked about a leak at Station 23.

Chief Gause stated it was near the bunk room entrance where he looked up and could see outside through a small space between the wall and ceiling.

#### **District Goals**

Chairman Koorn stated this item will be discussed at the March Regular Meeting.

#### **New Business:**

None

#### **Fire Chief Report**

None

#### **Deputy Fire Chief Report**

Chief Merrill reported on a structure fire that occurred last week, and Region 3 Task Force conducted burn-to-learn training at the district's training center to track different burn patterns for fire investigations. He stated multiple different agencies including ATF participated.

#### **Battalion Chief of Operations/Support Report**

Chief Horton went over the manning and incident response reports for the month of January. Chief Horton reported that the district upgraded all phones and tablets through AT&T First Net for approximately \$160.00, and the monthly bill is estimated to go down to \$850.00 from \$1200.00 per month.

#### **Battalion Chief of Training and Safety Report**

Chief Gause stated a total of nineteen recruits are scheduled to go through the fire academy this year and he is ordering shirts and shorts for the group. Last night's training was live fire with Oak Harbor Fire Department and US Navy Fire and twenty-six members participated. A wildland refresher course was conducted and eight people took the class and seven passed. This year, wildland certification is going to be added to the academy training plan. Chief Gause stated he is working with DNR to get dozer certification and is working on a train-the-trainer course for MSAR.

Chief Gause stated he plans to research what it would take for the district to have a space for 300-ton training. The district would need to have twenty SCBAs available to be stored on hand, but it could be good for the district and possibly receive federal funding for it.

Commissioner Smith asked how the drone program was coming along.

Chief Horton stated the practice drones were received and Chief Swiger is working on an operating procedure in order to start training.

Chairman Koorn stated the members need to start practicing.

Commissioner Smith asked if there was any update with the airport.

Chief Gause stated he had coordinated procurement of a fuselage, and he passed the information along to Chief Swiger.

#### **Good of the Order:**

None

**Adjourn Meeting**

Commissioner Smith motioned to adjourn the meeting; motion seconded by Commissioner Miller.  
**Motion carried unanimously.**

The Regular Meeting of the Board adjourned at 7:21 p.m.

Attest:

A handwritten signature in black ink, appearing to read "Natasha Spydell", written in a cursive style.

Natasha Spydell

Board Secretary/Accounting Manager