



## NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

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

### Meeting Minutes

May 12<sup>th</sup>, 2026

6:30 p.m.

*Approved June 9<sup>th</sup>, 2026*

**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, Fire Chief Chris Swiger, Deputy Chief Ray Merrill, Battalion Chief Dan Horton, Battalion Chief Ian Walton, and Secretary Natasha Spydell.

#### Additions to the Agenda

1. HQ HVAC – Unfinished Business (h.)
2. WSRB – Unfinished Business (i.)
3. Command Expedition Transmission – New Business (d.)
4. Valvoline Net 30 Application – New Business (e.)
5. Fire Wise – New Business (f.)

#### Public Comment

None

#### Correspondence

None

#### Personnel

1. Kevin Gallagher (PT Firefighter)
2. Carson Moran (PT Firefighter)
3. Austin Jennings (HR Specialist) - Last Day 5.26.2026

Chief Swiger stated both firefighters accepted full-time offers at other departments.

**Consent Agenda:** Meeting Minutes for Regular Meeting, April 14<sup>th</sup>, 2026, Meeting Minutes for Special Meeting, April 30<sup>th</sup>, 2026, expenditure approval for the month of April 2026, and Treasurer's Report for March 2026.

*Payroll Batch 0401P for EFT Transactions 527-536 dated 4/1/2026 in the amount of \$27,604.95.  
General Batch 13G for Payroll EFT Transaction 544 dated 4/1/2026 in the amount of \$6,821.01.  
General Batch #13G for Vouchers 260401001-260401018 dated 4/01/2026 in the amount of \$11,936.51.  
General Batch #14G for Vouchers 260403001-260403023 dated 4/08/2026 in the amount of \$45,830.97.  
Quarterly Batch #14Q for Vouchers 260402001-260402005 dated 4/08/2026 in the amount of \$22,342.26.  
Payroll Batch #0426P for EFT Transactions 591-673 dated 4/15/2026 in the amount of \$63,986.08.  
Payroll Batch #15E for EFT Transactions 676-679 dated 4/15/2026 in the amount of \$28,336.39.  
Payroll Batch #15B for Vouchers 260404001-260404005 dated 4/15/2026 in the amount of \$11,288.12.  
General Batch #15G for Vouchers 260405001-260405019 dated 4/15/2026 in the amount of \$9,050.91.  
General Batch #16G for Vouchers 260406001-260406016 dated 4/22/2026 in the amount of \$6,470.77.*

*General Batch #17G for Vouchers 260407001-260407015 dated 4/29/2026 in the amount of \$83,054.95.*

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

**Motion carried unanimously.**

**Unfinished Business:**

**Budget**

Chairman Koorn stated he met with Chief Swiger to go over the budget and this is the first look at the proposed adjustment.

Chief Swiger proposed a \$2,500 adjustment to Training Employee Equipment for a rescue dummy that Chief Walton is asking for.

Chairman Koorn stated Station Supplies is at 50% and should be looked at before an adjustment is finalized.

The board members will review the proposed adjustment and look to approve it at the next regular meeting.

**Station Maintenance List**

**Station Painting**

Lieutenant Reinstra provided color samples for the exterior painting jobs at Station 22 and Station 27.

By Consensus, the board approved using the color samples.

**Gutter RFQ**

Lieutenant Reinstra stated he received one quote so far and is waiting to hear back from two other companies.

**EMS License**

Chief Swiger stated he met with Chris Tumblin of Whidbey Health to discuss the contract, and the ambulance inspection with the state is scheduled for May 29<sup>th</sup>.

Chairman Koorn asked if the ambulance would be decaled by then.

Lieutenant Reinstra stated the decals were proofed and ordered and the goal is before the 29<sup>th</sup>.

**Whidbey Chaplain Resource MOU**

Chief Swiger stated the Whidbey Resource Chaplains (WRC) is good keeping the current terms.

**Adopt Strategic Plan**

The proposed strategic plan for the district was presented to the board and discussed in detail at the Special Meeting on April 30<sup>th</sup>, 2026.

Chairman Koorn stated adopting the drafted strategic plan does not mean the district is moving forward with buying equipment, or hiring people, it is to be used as a guide moving forward.

Commissioner Smith motioned to approve adopting the proposed strategic plan; motion seconded by Commissioner Miller.

**Motion carried unanimously.**

### **Hospital Contract**

Chief Swiger stated he met with Chris Tumblin of Whidbey Health and had a lengthy discussion about the contract. Chief Swiger stated he wants to charge for responding to second EMS calls and that Chris Tumblin is not opposed but is requesting more information.

### **Company Officer Positions**

Chief Walton stated three applications have been received for lieutenant. The application period is open until the end of the month, and he is hoping for a few more applicants. Testing is scheduled for the end of June.

Commissioner Smith asked how many positions they are looking to fill.

Chief Walton stated it depends on how many applications received but there are multiple openings.

### **HQ HVAC**

Lieutenant Reinstra stated Nordic Temperature Control is scheduled to repair the HVAC system leaks at the district office from May 26<sup>th</sup> – 29<sup>th</sup>. The alarm systems will need to be disabled, and the upstairs tenants have been notified.

### **WSRB**

Chief Swiger stated Jason from the WSRB sent a request to the county for inspection reports but has not heard anything back. He still has not heard anything back from any of the water districts besides the one previously discussed. He may try contacting county commissioners to get some movement with the county and does not want to drag this out much longer.

### **New Business:**

#### **Policy 311 – Bloodborne Pathogens (BBP) Exposure Control Plan**

The board was given a draft proposal to update the Bloodborne Pathogens Exposure Control Plan. The board and Chief Swiger will review for any changes prior to approval.

### **Ault Field Property Site Preparation**

Chief Merrill reached out to Carletti Architects as previously directed. He is scheduled to meet with him on May 26<sup>th</sup> to discuss the property in more detail. Chief Merrill stated the district has used this company before and it is close and convenient. There are other companies in Seattle and Bremerton. Once he meets with Carletti and gets a better idea of the cost for a feasibility analysis, the district will decide whether to move forward via RFQ or open bidding, etc.

### **Schedule Special Meeting**

The board agreed it would be best to wait until the June Regular Meeting to schedule since Chief Swiger is going to be out on vacation.

### **Command Expedition**

Chief Swiger stated the command Expedition needs a new transmission, and the board was presented with a quote from Frontier Ford.

Lieutenant Reinstra stated the vehicle was taken in for the transmission recently. Minimal repairs were completed to see if it fixed the issue, but the transmission went out a week later and was taken to Frontier Ford.

Chairman Koorn asked if quotes were received from any other shops.

Lieutenant Reinstra stated the vehicle was taken to Frontier Ford only.

Commissioner Smith stated he would like to see it moved to Mount Vernon or Burlington.

Chairman Koorn and Commissioner Smith asked Lieutenant Reinstra to contact Dwayne Lane for a quote as well.

Commissioner Smith motioned to approve the transmission replacement for up to \$10,000; motion seconded by Commissioner Miller.

**Motion carried unanimously.**

### **Valvoline Account**

Chief Swiger stated there have been issues with Hilltop and he would like to start using Valvoline for oil changes. He asked the board for approval to set up a net 30 account with a \$1,000.00 credit line.

Chairman Koorn asked how much an oil change is at Valvoline.

Chief Horton stated he took his personal vehicle there and the price was comparable to others.

By consensus, the board approved submitting the application for the net 30 account, adding if services are costly, discontinue use of the account.

### **Fire Wise**

Commissioner Miller discussed the work recently completed in a local neighborhood through the Firewise Program.

Chief Swiger stated the district has done quite a bit with them. The program is set up through DNR, but the district helps with events.

Commissioner Miller asked for a contact to try to get other neighborhoods set up/involved.

Chief Swiger stated he would get the number for his local contact.

Lieutenant Reinstra stated he would get the number for his DNR contact.

### **Fire Chief Report**

Chief Swiger shared that the district received a \$500.00 donation from a gentleman who thought the first responders did an excellent job on a recent missing person's call.

Chief Swiger stated he will be out of office May 15<sup>th</sup> – June 3<sup>rd</sup>.

### **Deputy Chief Report**

Chief Merrill stated there are 10 recruits in academy. They just passed their FFII practical tests and are awaiting written test results. Academy will be in hazmat training for the next 30 days. He praised Chief Walton for his work with the recruits.

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

Chief Horton reviewed the manpower and incident response reports for the month of April. The inventory management system is up and running with a lot of help from Admin Assistant Amanda Pippins.

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

Chief Walton stated he has been working on the bloodborne pathogen program and incident reporting processes, which the board was given a draft proposal of. The proposal included updated forms for incident reporting with information needed to satisfy L&I reporting requirements.

Chairman Koorn asked how the updated forms match what is sent to the state for reporting.

Chief Walton explained that volunteers would still complete the BVFF form, and duty crew would still complete L&I forms. The proposed updated forms are to update the district's incident forms and would provide more details and information. The current form is only one page and is missing information needed for reporting/investigations. The current form is from 1994.

Chairman Koorn stated he does not want to delay updating forms and discussed approving use of the updated forms while the policy is still under review.

By consensus, the board authorizes the use of the updated forms provided with the Policy 311 proposal.

Chief Walton stated he looked into acoustic fire suppression as directed. It is very much in a research phase still, there is not a lot of funding currently, and has very isolated use. Chief Walton stated he is currently working on training for lithium battery fire exposure.

#### **WA ST Audit**

Secretary Spydell stated she was contacted by the SAO to offer an early start to the audit if the district was ready with its annual report and files. Secretary Spydell agreed on behalf of the district and is in the process of gathering audit files, uploading them, and preparing for drop-off in Bellingham. The audit is scheduled to begin at the end of May, and she asked if the board wanted a formal entrance meeting.

By consensus, the board agreed that a formal entrance meeting was not necessary.

#### **SCBA Machine**

Commissioner Smith asked why the SCBA air compressor chamber has been inoperative for a missing screw the last few months.

Lieutenant Reinstra stated he did not see the need to replace it with the new air compressor ordered.

Commissioner Smith stated that he understands a new one has been ordered and is on the way, but what if it takes longer than expected to get it operational.

Lieutenant Reinstra stated he would look into getting it repaired.

Chief Merrill stated the new one is supposed to be shipped June 1<sup>st</sup>.

**At 7:27 p.m. Chairman Koorn called the meeting into closed session.**

**a. RCW 42.30.140(4)(b)**

That portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

**At 7:42 p.m. Chairman Koorn called the meeting out of closed session into regular session.**

**No decisions were made.**

**Good of the Order**

Chairman Koorn stated the WFCAs Suquamish Spring Series Seminar was very well organized and informative.

**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 7:44 p.m.

Attest:



Natasha Spydell

Board Secretary/Accounting Manager