



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

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

Meeting Minutes

January 13th, 2026

6:30 p.m.

Approved February 10th, 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, and Secretary Natasha Spydell.

Additions to the Agenda

- FDIC International - **New Business (e.)**

Public Comment

None

Correspondence

- a. The board reviewed a Notice of Proposed Annexation of Territory from the City of Oak Harbor.
- b. Chief Swiger announced the levy certification for 2026 was received from the county. The district levy rate is 0.5381486274 with a levy of \$2,314,784.31.

Personnel

- a. Chief Swiger stated Part-time Firefighter Audrey McCarthy resigned due to being hired at Mount Vernon.
- b. Secretary Spydell stated Administrative Assistant Amanda Pippins started last week and is in training and has learned a lot in the past week.

Consent Agenda: Meeting Minutes for Special Meeting, December 8th, 2025, Meeting Minutes for Regular Meeting, December 9th, 2025, expenditure approval for the month of December 2025, and Treasurer's Report for November 2025.

General Batch #47G for Vouchers 251201001-251201014 dated 12/03/2025 in the amount of \$32,384.67.

General Batch #48G for Vouchers 251202001-251202022 dated 12/10/2025 in the amount of \$28,729.05.

Payroll Batch #1215P for EFT Transactions 2115-2195 dated 12/15/2025 in the amount of \$73,222.11.

Payroll Batch #49E for EFT Transactions 2198-2202 dated 12/15/2025 in the amount of \$24,899.96.

Payroll Batch #1216OT for EFT Transactions 2208-2209 dated 12/16/2025 in the amount of \$315.86.

Payroll Batch #1216E for EFT Transaction 2210 dated 12/16/2025 in the amount of \$10.32.

General Batch #49G for Vouchers 251206001-251206017 dated 12/17/2025 in the amount of \$6,753.64.

Payroll Batch #45B for Vouchers 251204001-251204005 dated 12/17/2025 in the amount of \$9,260.16.

Payroll Batch #1219P for EFT Transaction 2249 dated 12/19/2025 in the amount of \$1,372.90.

Payroll Batch #1219E for EFT Transaction 2252 dated 12/19/2025 in the amount of \$270.80.

General Batch #50G for Vouchers 251208001-251208016 dated 12/24/2025 in the amount of \$7,990.98.

General Batch #51G for Vouchers 251209001-251209017 dated 12/31/2025 in the amount of \$16,163.80.

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

Motion carried unanimously.

Unfinished Business:

Budget

Chairman Koorn stated that 13 budget line items were overspent in 2025.

No further comments or questions for the 2025 or 2026 budgets were presented.

Station Maintenance List

Lieutenant Reinstra prepared a request for quote (RFQ) for the board to review. He asked the board to go over the RFQ and let him know of any changes that should be made. Lieutenant Reinstra stated the RFQ will help outline what exactly the district wants done and get comparable quotes from vendors. Lieutenant Reinstra shared his concern about using different vendors for each station instead of choosing one vendor overall, noting that different vendors use different materials and have different warranties etc.

Chairman Koorn stated going with different vendors may or may not be true in the end if there is a valid reason not to go with the lowest bid of each station.

Commissioner Smith stated he made some notes on the RFQ that the board should come to an agreement on, such as paint etc. and he will email his comments to Lieutenant Reinstra.

The board members will review the RFQ and send their comments to Lieutenant Reinstra.

Ambulance Engine

Lieutenant Reinstra stated the ambulance is being taken to Monroe to get a quote per Commissioner Smith's request. He stated Better Off Road is not willing to do the work, Precision Auto refused the job, and he will reach out to Pioneer Auto, Midway Motors, and Mark's Auto as well. Lieutenant Reinstra stated that the majority of the shops he has contacted recommend a new motor instead of a rebuild.

EMS License

Chief Swiger stated the license is at the State waiting on the ambulance.

Whidbey Chaplain Resource MOU

Chief Swiger stated no progress has been made.

Policy 164 – Apparatus Graphics

Chief Swiger stated he updated the policy with what Commissioner Smith had requested such as font size, graphics, etc.

Commissioner Smith stated the policy is getting closer to completion but a few minor things should be discussed at the upcoming special meeting.

Chairman Koorn stated the policy will be on the agenda for the special meeting on Thursday, January 15th.

New Business:

WSRB Response

Chief Swiger stated he received a draft report of what the district rating will most likely be. He has a response to WSRB drafted to ask about and explain specific scores.

Chairman Koorn stated he was surprised with some of the remarks on the report.

Chief Swiger stated once a few things are cleared up and corrected, the rating should come up a bit.

Chief Swiger stated the district has until January 22nd to respond to the report.

Chairman Koorn stated if the commissioners have any questions or comments pertaining to the response draft, to get them to Chief Swiger as soon as possible.

Volunteer Points Policy Review

Chief Merrill shared a PowerPoint presentation with the board to review volunteer policies 146, 147 and 125. Chief Merrill stated the policies contradict each other in multiples ways and it would be best to consolidate into one policy. Chief Merrill also went over some areas where the policies could be improved such as the points system and pension requirements. Chief Merrill asked the board for direction on the volunteer policies so they can be updated.

Commissioner Smith stated that the policies should be combined into one. He stated he understands why the district has stricter pension requirements than BVFF, but he would like to see the points adjusted to allow people to show up if and when they can without being punished. Whatever new system is developed, a person should not be punished for not taking an LOA but not meeting the requirements.

Commissioner Miller stated he agrees that the current points system is not fair or equitable.

Chief Horton suggested doing a stipend, or giving points based on the type of incident responded to.

Commissioner Smith directed the chiefs to put a proposal together and bring it back to the board.

Chief Merrill asked for some clarification of the board's thoughts on pension requirements.

Chairman Koorn stated required amounts of points for training, incidents, etc. should not be set.

Commissioner Smith stated he does not want valuable members to be punished.

Chairman Koorn stated he is not sure 120 points is right anymore, maybe 90 is more reasonable.

Commissioner Miller stated it should be equitable and fair.

Chief Merrill stated he has some direction and will put something together and bring it back to the board in a couple of months.

Air Compressor Quotes

Chief Merrill shared a PowerPoint presentation with the board to support the replacement of the district's air compressor. Chief Merrill stated the current unit is 25 to 30 years old and finding replacement parts is very difficult. He submitted an RFQ and received four quotes that he shared with the board.

Commissioner Smith asked why the recommendation to go with a two-cylinder.

Chief Merrill stated the refill time is shorter with a two-cylinder. The cost would increase about \$2,200 for a three-bottle unit.

Commissioner Smith stated with a two-cylinder, if one is out of service, the unit is down to one.

Chairman Koorn asked if the \$2,200 for the three-bottle fill increases the pump size.

Chief Merrill stated it does not increase the pump size, just takes longer to fill the Cascade system, which is currently four bottles.

Commissioner Smith asked if more bottles could be added on the Cascade side. Commissioner Miller stated three bottles would be more reasonable to him too. Commissioner Smith asked Lieutenant Reinstra his thoughts. Lieutenant Reinstra stated he prefers three, but the recovery time is an issue. Chief Swiger stated in the ten years he has been here a cylinder went down one time. It is not a common occurrence. Lieutenant Reinstra agreed. Chairman Koorn asked about the old unit. Chief Merrill stated it would need to be surplus and sent to the auction where possibly a scuba shop would buy it. Chief Merrill gave the board his recommendation to go with Cascade Fire for a Mako unit not to exceed \$75,000 with additional costs. Commissioner Smith asked what the cost is for a storage cart. Chief Merrill stated a storage cart was around \$1,500. Commissioner Smith stated he is good with the recommendation, however he questions the two-bottle system. He also would like a retractable hose reel for future use with a mobile system, but it can be added later. Chairman Koorn stated there is no need for retractable hose reel now. Chief Merrill stated if the district had a mobile system currently, he would recommend it. Commissioner Smith stated it would be cheaper to buy today than in the future.

Commissioner Smith motioned to approve authorizing Chief Merrill to enter into a contract with Cascade Fire for an air compressor unit with a three-cylinder fill station and storage rack not to exceed \$75,000 in total; motion seconded by Commissioner Miller.

Motion carried unanimously.

Part-time Firefighter Position Hire

Chairman Koorn stated this will be discussed after the executive session.

FDIC International

Chief Swiger presented the board with individual costs for attending FDIC International in Indianapolis for 2026. He recommends sending three district members, two funded by SAFER grant money, and one by the district.

Chairman Koorn asked if the district had three members to send.

Chief Swiger confirmed that there are three members with class requests submitted to attend FDIC this year.

Chairman Koorn motioned to approve sending two members to FDIC using grant money, and one member funded by the district; motion seconded by Commissioner Smith.

Motion carried unanimously.

Fire Chief Report

Chief Swiger stated the VFIS compliance report is scheduled for 9:00 a.m. on January 22nd. ICOM is doing an assessment for their strategic plan and going to offices on January 20th and 21st to ask users

what they need. Testing for the battalion chief of training and safety position will be on February 18th and 19th. Chief Swiger asked for a commissioner to attend the chief's interview on the 19th. He would also like to hold a meet-and-greet on the 18th at Station 25 with volunteers.

Chairman Koorn stated the commissioners should attend the meet-and-greet as well.

Chief Swiger stated he will schedule it for 6:00 p.m. at Station 25 on February 18th.

Deputy Chief Report

None

Battalion Chief of Operations/Support Report

Chief Horton reviewed the manpower and incident response reports for the month of December. He stated the national reporting system is switching from NFIRS to NERIS on the 23rd. Chief Horton asked the board if they were good with the monthly manning/incident reports, if they wanted any changes, or wanted them to continue.

The board stated they are good with continuing the reports as-is.

At 7:57 p.m. Chairman Koorn called the meeting into executive session until 8:15 p.m.

1. Executive 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.

b. RCW 42.30.110(g)

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

At 8:15 p.m. the executive session was extended until 8:25 p.m.

At 8:25 p.m. Chairman Koorn called the meeting out of executive session into regular session.

No decisions were made.

Part-time Firefighter Position Hire (Cont.'d)

Chief Swiger recommended hiring Kadin Gazy-Delap as a part-time firefighter to replace Audrey McCarthy.

Chairman Koorn motioned to approve hiring Kadin Gazy-Delap as a part-time firefighter; motion seconded by Commissioner Smith.

Motion carried unanimously.

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 8:28 p.m.

Attest:



Natasha Spydell

Board Secretary/Accounting Manager