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
June 9th, 2026
6:30 p.m.

Approved July 14th, 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. **Closed Session:** RCW 42.30.140(4)(b)
2. New Business (f.) - Audit Update

Public Comment
None

Correspondence
None

Personnel
1. HR Specialist Austin Jennings resigned – Last Day May 26th.

Consent Agenda: Meeting Minutes for Regular Meeting, May 12th, 2026, expenditure approval for the month of May 2026, and Treasurer's Report for April 2026.

Payroll Batch 0501P for EFT Transactions 732-742 dated 5/1/2026 in the amount of $25,497.65.
Payroll Batch 17E for EFT Transaction 745 dated 5/1/2026 in the amount of $5,801.36.
General Batch #18G for Vouchers 260502001-260502016 dated 5/06/2026 in the amount of $47,867.72.
General Batch #19G for Vouchers 260503001-260503020 dated 5/13/2026 in the amount of $28,518.58.
Payroll Batch #0526P for EFT Transactions 800-879 dated 5/15/2026 in the amount of $63,960.21.
Payroll Batch #19E for EFT Transactions 882-887 dated 5/15/2026 in the amount of $27,608.30.
Payroll Batch #20B for Vouchers 260505001-260505006 dated 5/20/2026 in the amount of $12,129.61.
General Batch #20G for Vouchers 260506001-260506017 dated 5/20/2026 in the amount of $8,191.93.
General Batch #21G for Vouchers 260507001-260507010 dated 5/27/2026 in the amount of $10,132.45.

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

Motion carried unanimously.

Unfinished Business:
Budget
Chairman Koorn stated at this point he cannot vote for a budget adjustment. With the current budget, the district will be broke by 2031, and cuts need to be made to the current budget first.
Commissioner Smith stated he echoes what Chairman Koorn is saying. The numbers dwindle quickly over the next few years and balancing the current budget without touching reserves is doable.

Chairman Koorn stated the budget adjustment is tabled for now until some cuts are made.

Station Maintenance List

Lieutenant Reinstra stated he submitted gutter quotes to the board for Station 22. Station 27 quote had subcontract for fascia, so he wants to get an additional quote for comparison. Kingsmen Painting would like to start painting the exterior of Station 22 later this month. Galer Gutters is a sole proprietor, so their quote is much less since they are not subject to prevailing wages.

Commissioner Smith asked if the gutters quotes were equal comparisons with gutter size/quality and the quote from Galer was for 5" commercial, not residential gutters.

Lieutenant Reinstra stated the quote was for the same thing on the building now, and the bid was based off the RFQ.

Commissioner Miller stated the cost for Galer Gutters makes sense as long as the work is comparable to the other quotes.

Commissioner Smith motioned to contract with Galer Gutters for Station 22 with the understanding the quote is for comparable 5" commercial gutters; motion seconded by Commissioner Miller.

Motion carried unanimously.

EMS License

Chief Horton stated once the ambulance is done getting decaled, he will schedule an inspection date with the state.

Hospital Contract

Chief Swiger stated he needs to set up another meeting with Chris Tumblin.

Company Officer Positions

Chief Walton stated there are four applicants and testing will be held on June 17th.

Ault Field Property

Chief Merrill asked if the board wanted to discuss the item now or include with levy planning discussion.

Chairman Koorn stated the discussion will be held with levy planning.

WSRB

Chief Swiger stated he received a call from Jason at WSRB, and the district's rating improved with the submission of county inspections. He is working with Jason to go through everything.

Commissioner Smith stated he reached out to the WSRB to ask for all the information regarding how they based their rating of the district. He hopes to receive it soon and would like to see the chiefs go through it line by line to see where the district can improve.

Schedule Special Meeting

The board scheduled a special meeting tentative for June 29th at 9:00 a.m. at the district office. The meeting may possibly be changed to June 30th. The commissioners with get back to Secretary Spydell to confirm their availability.

Policy 311 – Bloodborne Pathogens (BBP) Exposure Control Plan
Chairman Koorn stated the policy was discussed at the last meeting and the board authorized the use of the updated forms but still need to approve the proposed policy update. Chairman Koorn asked the board if there were any questions or comments.
None were presented.

Commissioner Smith motioned to approve Policy 311; motion seconded by Commissioner Miller.
Motion carried unanimously.

New Business:
Resolution 574 – Surplus Property
Chief Swiger stated the new air machine is scheduled to arrive on June 12th for installation on June 17th and the old one needs to be surplused to get rid of.

Chairman Koorn motioned to approve Resolution 574; motion seconded by Commissioner Smith.
Motion carried unanimously.

Human Resources Specialist Position/Outsourcing
Chairman Koorn stated the board received information for three different outsourcing options for district human resources needs. The district is looking at possibly restructuring to save some money and best satisfy district needs.
Secretary Spydell stated as the office manager, she feels the district should reevaluate whether the district needs a full-time human resources position. She provided information on three different agencies that offer human resource services. ADP is all-encompassing and requires the use of their RMS for payroll. Secretary Spydell stated it seems like a great service but is more than what the district currently needs. The second agency is Archbright that has different membership levels based on needs. The membership includes unlimited calls to an HR hotline, 15 annual legal hours, etc. The silver membership was recommended for the district to start with by the sales representative. The third agency is All Things HR that provides HR services at an hourly rate. Secretary Spydell stated for the third agency, the district would want to have a very specific scope of work, otherwise it could get very costly very quickly. Secretary Spydell recommended contracting with Archbright from July 1st through December 31st, with a silver membership package at $410 per month. She also recommends the district contracting Archbright for an HR audit/check-up to see where the district currently stands and reevaluate district needs in the human resources area. The audit is an additional cost of $1,840 with the silver membership. The membership would need to be renewed or canceled by December 1st, so this busy the district some time to reevaluate and look into restructuring possibilities.

Commissioner Smith motioned to approve a 6-month silver membership and HR audit with Archbright; motion seconded by Commissioner Miller.
Motion carried unanimously.

NFPA 1582 Physicals

Commissioner Smith asked if 1582 physicals have been scheduled for duty crew or the fire chief per the new CBA and fire chief contract.

Chief Swiger stated it slipped through but will work on it.

FEMA Grants

Chairman Koorn stated the FEMA Grant application is open.

Chief Swiger stated he is working on the SAFER application and will be done by Friday to get the board for review. Submission is due June 22nd.

Commissioner Smith asked if the chief was putting in for AFG also.

Chief Swiger asked what the district needs from an AFG grant.

Commissioner Smith stated there is a FEMA grant for fire protection and safety as well and feels the district is making a mistake by not applying for as many grants as possible.

Chief Swiger stated he will have people look into it.

Levy Planning

Chief Merrill stated he met with the Carletti Group on May 26th to discuss district goals and objectives when it comes to new and existing facilities. Carletti recommends a feasibility study to look at consolidating, levy planning, financial issues, and how to market/proceed, etc. They suggested two separate studies, one for the existing facilities, and one for a new facility and projected costs associated with both routes. A conceptual idea for Ault Field Rd. property was discussed, and current costs are around $1,000 per square foot. Carletti Group is very familiar with working with fire stations and were contracted for at least five new stations on Whidbey Island. Chief Merrill is working on getting proposals for the feasibility studies to give to the board.

Commissioner Smith asked if the district could qualify for a bond.

Chief Merrill stated municipalities have a limit they can reach with general obligation (GO) bonds.

Chief Swiger stated Jim Nelson would know.

SAO Audit

Secretary Spydell stated the audit started today and the audit team reached out to Chairman Koorn and Chief Swiger to schedule risk assessments. The audit is still in preplanning, and weekly meetings are scheduled every Tuesday with Secretary Spydell and the audit lead.

Fire Chief Report

No report due to vacation.

Deputy Chief Report

Chief Merrill stated academy is almost complete and there are currently 10 recruits.

The district recently assisted the city on two mutual aid calls, one a dryer fire and one back deck fire.

Battalion Chief of Operations/Support Report

Chief Horton reviewed the manpower and incident response reports for the month of May.
Part-time Per Diem Firefighter Ethan Foster resigned on Friday citing it was too difficult to juggle the schedule with his other obligations.

Battalion Chief of Training and Safety Report

Chief Walton stated the next E.L.F. training will start July 27th and attendance numbers are still being confirmed. Four people are going through the physical agility test this Saturday.
The district has five newly qualified EVIP Train-the-Trainers, and a few others are enrolled in self-study courses.

At 7:23 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 7:40 p.m. Chairman Koorn called the meeting out of closed session into regular session.
No decisions were made.

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 7:41 p.m.

Attest:

Natasha Spydell
Board Secretary/Accounting Manager