



NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

Administration Building, 770 NE Midway Blvd. Oak Harbor, WA

Phone: 360-675-1131 Email: admin@nwfr.org

Special Meeting Minutes

August 3rd, 2026

9:00 a.m.

Location: 770 NE Midway Blvd.
Oak Harbor, WA

Approved September 8th, 2026

Call to Order: Chairman Marvin Koorn called the meeting to order at 9:00 a.m. Also in attendance were Commissioner Gerald Smith, Commissioner Robert Miller, Chief Chris Swiger, Chief Ray Merrill, Chief Dan Horton, Chief Ian Walton, and Secretary Natasha Spydell.

At 9:00 a.m. Chairman Koorn called the meeting into Executive Session until 9:10 a.m.

a. 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 9:10 a.m. Chairman Koorn extended the Executive Session until 9:20 a.m.

At 9:20 a.m. Chairman Koorn called the meeting out of Executive Session and into Regular Session. No decisions were made.

Part-time Firefighter Positions Hire

Chairman Koorn motioned to approve Michael Roll and James Williams for hire as part-time firefighters; motion seconded by Commissioner Smith.

Motion carried unanimously.

The board asked for an update on the new hires' qualifications at the next regular meeting.

Administrative Assistant II Position/Job Description

The board was given a draft of the job description for the newly proposed position.

Chairman Koorn stated the position is part-time with benefits and aligns with the district's effort to start reducing the budget.

Commissioner Smith stated the position was very well written.

Commissioner Smith motioned to approve the proposed job description and position proposal; motion seconded by Commissioner Miller.

Motion carried unanimously.

Accounting/Office Manager/Board Secretary Job Description/Announcement

The board was given a draft of the job description and announcement for review.

Current Accounting/Office Manager Natasha Spydell will be moving to the Administrative Assistant II position.

Commissioner Smith stated he would like to add *position may require driving* to the description.

Commissioner Smith motioned to approve the job description and announcement with the change; motion seconded by Commissioner Miller.

Motion carried unanimously.

Drone Program



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Lieutenant Valencic stated the cost to prepare two stations for drone pads and get people trained and licensed is \$10,000 to \$20,000. Instead of doing a Wi-Fi upgrade at Station 27, Brinc is looking into the possibility of using Starlink as an internet service.

Commissioner Smith asked if Lieutenant Valencic had the costs written down.

Lieutenant Valencic stated he is just getting the information out now.

Chairman Koorn stated the board would need to see the numbers in writing at the next meeting.

Lieutenant Valencic stated rental fencing for two sites is \$6,000 per year including installation and removal.

Chairman Koorn asked why the district wouldn't want to keep the fence.

Lieutenant Valencic stated it is a lot more money to install vs. rent.

Commissioner Smith stated the board needs comparable numbers.

Chairman Koorn stated he would rather have the fences belong to the district.

Commissioner Smith agreed he would rather the district own the fence regardless of whether the district continues with the drone program.

Lieutenant Valencic stated he will put together the numbers for the next meeting.

Commissioner Smith asked if the plans for the drone program have been communicated clearly throughout the district because some members seem to have some unclear and incorrect information that has been shared on social media.

Chief Swiger stated he will definitely look into it.

Ault Field Property/Levy Planning

Chief Merrill stated he spoke to the county about logging/tree removal of the property, and it is a very convoluted process with permits from multiple agencies, soil samples, water studies, etc. and would be much better for the district to have a contractor handle it.

Commissioner Smith asked what the timeframe is for a build once the land is cleared.

Chief Merrill stated it could be a 6-year moratorium. He looked into levy limitations, bond funding, indebtedness, etc. at the county. A general obligation bond at \$750,000 per year on \$15 million, amortized over 20 years at the district's current assessed value would increase taxes for residents at about \$0.16 to \$0.22 per \$1,000. If the district goes for a \$0.20 per \$1,000 levy increase the projected tax revenue would be \$3 million, and \$3.2 million for a \$0.25 levy increase.

Chief Merrill moved on to discuss the property/facilities feasibility studies from Carletti and presented the board with two separate drafts of RFQs for other proposals. One RFQ is for developing Ault Field Rd. and the other is for the district's existing facilities.

Chairman Koorn asked why the administrative building was exempt from the RFQ.

Chief Merrill stated he was looking at fire stations solely, given the district would keep the admin building.

Chairman Koorn suggested adding the admin building to evaluate its needs in the future.

Commissioner Smith and Commissioner Miller agreed it would be wise to include the admin building.

Chief Merrill stated once the RFQs are finalized he will submit them to the builder's journal to advertise.

Commissioner Smith asked if there needs to be more specific details on the fire station design besides square footage.

Chief Merrill stated at this time it is only square footage. The chiefs will discuss the facility design to ideally build and discuss with whichever company gets the RFQ bid.

Commissioner Smith asked if the RFQ only focuses on a new build at Ault Field Rd.

Chief Merrill stated developing Van Dam Rd. is included in the existing facilities RFQ.



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Chairman Koorn suggested adding that the two RFQs may be rolled over in the future.

Commissioner Miller agreed that it would prevent the district from having to go back out for bids.

Chief Merrill stated he will include in both RFQs that the two may be coupled in the future, but they are standalone quotes until a final decision is made.

Chief Merrill asked if each bidder should expect to present to the board.

The board agreed to include that *bidders may be required to give a presentation to the board* in the RFQs.

Chief Merrill asked the board if they were good with the scope of services and deliverables included in the RFQs.

The board agreed and asked Chief Merrill to make the recommended changes for approval at the August Regular Meeting.

Commissioner Smith asked what has been started with getting information out to the public.

Chief Swiger stated there is good public relations going now sharing who the district is.

Chief Merrill mentioned the need for positive marketing strategies.

Chief Swiger stated R&R Coordinator Chris Kohfield has some demographics/analytics information, and he could give a presentation on it at the August Regular Meeting.

Chairman Koorn requested it be put on the agenda for next Tuesday and asked who is the bottom line with what is going on.

Chief Swiger stated Coordinator Kohfield is the Public Information Officer (PIO) and can update on Tuesday.

Commissioner Smith asked if the district has a community board.

Chief Swiger stated one can be activated really quickly.

Adjourn

Commissioner Smith motioned to adjourn the special meeting; motion seconded by Commissioner Miller.

Motion carried unanimously.

The Special Meeting of the Board adjourned at 10:33 a.m.

Attest:

A handwritten signature in black ink, appearing to read "Natasha Spydell".

Natasha Spydell

Board Secretary/Accounting Manager