



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

July 14th, 2026

6:30 p.m.

Approved August 11th, 2026

Call to Order: Chairman Marvin Koorn called the meeting to order at 6:30 p.m. Also in attendance: Commissioner Robert Miller, Fire Chief Chris Swiger, Battalion Chief Dan Horton, Battalion Chief Ian Walton, and Secretary Natasha Spydell. Commissioner Gerald Smith and Deputy Chief Ray Merrill were not in attendance.

Member/Citizen Recognition

Item was held until all recognized personnel were in attendance.

Additions to the Agenda

Secretary Spydell gave the board an email from Commissioner Smith that had some items for discussion in his absence.

- PSE Grant
- FEMA Grant Submissions
- Ambulance Decals
- ST21 Sensors Expense
- Budget Adjustment Proposal – Wildland Mobe and blue highlighted line items
- Safety Committee Policy – Quorum being included

Public Comment

North Whidbey resident Jack Schwab (Station 26) shared his thoughts and concerns about the district's future planning and funding. A recent Whidbey News-Times article suggested the district is contemplating whether to ask for an increase in funding for day-to-day operations or build a new headquarters, or both. Resident Schwab recommended funding day-to-day operations first and asked the fire district to not place a capital project on a ballot at the same time as Oak Harbor Public Schools, stating the need for the schools is very important and he would not want the district to compete with it. Secondly, resident Schwab suggested the local agencies consider streamlining operations and possibly combining with Oak Harbor Fire Department. Lastly, he stated he was asked about being on a citizen's advisory committee a few years ago and would still be interested in serving on the committee if it is active and there is a need.

The board thanked Mr. Schwab for his comments.

Correspondence

The board was given a copy of the official entrance document for the 2024-2025 Washington State Auditor accountability and financial audit.

Personnel

None

Consent Agenda: Meeting Minutes for Regular Meeting, June 9th, 2026, Meeting Minutes for Special Meeting, June 30th, 2026, Expenditure Approval for the month of June 2026, and Treasurer's Report for May 2026.

Payroll Batch 0601P for EFT Transactions 950-961 dated 6/1/2026 in the amount of \$21,507.66.
Payroll Batch 22E for EFT Transaction 964 dated 6/1/2026 in the amount of \$4,515.42.
General Batch #22G for Vouchers 260602001-260602012 dated 6/03/2026 in the amount of \$15,549.74.
General Batch #23G for Vouchers 260603001-260603022 dated 6/10/2026 in the amount of \$28,308.11.
Payroll Batch #0615P for EFT Transactions 1010-1086 dated 6/15/2026 in the amount of \$69,194.73.
Payroll Batch #24E for EFT Transactions 1089-1094 dated 6/15/2026 in the amount of \$29,516.71.
Payroll Batch #24B for Vouchers 260605001-260605006 dated 6/17/2026 in the amount of \$9,173.71.
General Batch #24G for Vouchers 260606001-260606020 dated 6/17/2026 in the amount of \$53,777.54.
General Batch #25G for Vouchers 260607001-260607015 dated 6/24/2026 in the amount of \$10,576.52.

Commissioner Miller motioned to approve the consent agenda; motion seconded by Chairman Koorn.
Motion carried unanimously.

Unfinished Business:

Budget

Chief Swiger presented the board with his proposed budget cuts for the 2026 budget adjustment as requested by the board. The adjustments presented were as follows:

<u>Account</u>	<u>Description</u>	<u>Original</u>	<u>Proposed</u>	<u>Difference</u>	<u>Remark</u>
522 10 10 001	Admin Salaries-Accounting Manager	78,000.00	80,962.00	2,962.00	8% Wage Increase
522 10 10 003	Admin Salaries-HR Specialist	59,500.00	63,231.00	3,731.00	8% Wage Increase
522 10 10 005	Admin Salaries - Admin Assistant	45,805.00	47,892.00	2,087.00	8% Wage Increase
522 20 10 001	Fire Chief	135,200.00	140,365.00	5,165.00	8% Wage Increase
522 20 10 002	Deputy Fire Chief	57,720.00	61,820.00	4,100.00	8% Wage Increase
522 20 10 003	Division Chief OPS	123,250.00	-	(123,250.00)	Remove
522 20 10 004	BC of Training/Safety	100,700.00	104,496.00	3,796.00	8% Wage Increase
522 20 10 006	Duty Crew	507,500.00	527,800.00	20,300.00	8% Wage Increase
522 20 10 007	VOL 200 Duty	5,000.00	2,500.00	(2,500.00)	Decrease
522 20 10 012	VOL Shifts	6,500.00	12,900.00	6,400.00	Increase in Shifts
522 20 10 013	VOL On-Call	10,000.00	5,000.00	(5,000.00)	Decrease
522 20 10 014	LT/Mechanic (Frmly FF/Mechanic)	88,822.66	95,626.48	6,803.82	8% Wage Increase
522 20 10 016	Ops Overtime Duty Crew FT/FF	10,000.00	70,000.00	60,000.00	Increase for Staffing

522 20 10 019	Ops Overtime Duty Crew PT/FF	2,500.00	10,000.00	7,500.00	Increase for Staffing
522 20 10 020	Battalion Chief - Ops	100,700.00	104,496.00	3,796.00	8% Wage Increase
522 20 10 021	Wildland Mobe Pay - Pass Thru	30,000.00	-	(30,000.00)	Pass Thru Only
522 10 23 001	Admin Unemployment	2,000.00	1,500.00	(500.00)	Decrease
522 20 20 001	Ops L&I	53,000.00	55,000.00	2,000.00	Adj. for Wage Increase
522 20 21 001	Ops LEOFF	45,000.00	50,000.00	5,000.00	Adj. for Wage Increase
522 20 21 002	Ops PERS	17,500.00	7,500.00	(10,000.00)	Decrease
522 20 22 001	Ops Healthcare	120,000.00	90,000.00	(30,000.00)	Decrease
522 20 23 001	Ops WA Unemployment	8,600.00	7,100.00	(1,500.00)	Decrease
522 20 25 001	Ops Medicare	15,000.00	16,000.00	1,000.00	Adj. for Wage Increase
522 20 26 001	Ops Social Security	15,000.00	19,000.00	4,000.00	Adj. for Wage Increase
522 10 30 001	Commissioner Supplies	150.00	-	(150.00)	Remove
522 10 30 003	Admin Equipment	2,000.00	3,000.00	1,000.00	Increase \$1,000
522 10 30 004	Commissioner Equipment	100.00	-	(100.00)	Remove
522 10 30 006	OPS Office Supplies	2,000.00	1,500.00	(500.00)	Decrease
522 20 30 004	Operations Food purchase	2,000.00	1,000.00	(1,000.00)	Decrease
522 20 30 011	Operations Equipment	20,000.00	15,000.00	(5,000.00)	Decrease 5k
522 20 30 013	Wildland Equipment	6,000.00	5,000.00	(1,000.00)	Decrease
522 30 30 002	Fire Investigation Supplies	1,500.00	500.00	(1,000.00)	Decrease
522 45 30 001	Training Employees Supplies	12,000.00	5,000.00	(7,000.00)	Decrease 7k
522 45 30 002	Training Employee Equipment	2,500.00	5,000.00	2,500.00	Increase for Dummy
522 45 30 005	Academy	15,000.00	10,000.00	(5,000.00)	Decrease 5k
522 50 30 003	Stations Propane Fuel	30,000.00	25,000.00	(5,000.00)	Decrease
522 60 30 001	Equipment Maint/Repair Supplies	3,000.00	2,500.00	(500.00)	Decrease
522 60 30 002	Vehicle Repair/Maint Supplies	10,000.00	5,000.00	(5,000.00)	Decrease

522 60 30 003	Personal Protective Equipment	45,000.00	25,000.00	(20,000.00)	Decrease 20k
522 60 30 004	Vehicles Equipment	20,000.00	10,000.00	(10,000.00)	Decrease 10k
522 60 30 005	MSAR PPE	5,000.00	2,500.00	(2,500.00)	Decrease
522 60 30 007	MSAR Equipment	2,000.00	1,000.00	(1,000.00)	Decrease
522 10 40 002	Legal Professional Svcs	35,000.00	45,000.00	10,000.00	Increase \$10,000
522 10 40 004	Computer/IT Prof Svcs	35,000.00	37,000.00	2,000.00	Increase
522 10 40 009	Admin Travel/Per Diem	3,000.00	1,500.00	(1,500.00)	Decrease
522 10 40 012	Personal Bonds/Liability	28,000.00	30,111.00	2,111.00	Adj. for Actual Cost
522 10 40 015	Admin Tuition/Registrations	2,000.00	1,000.00	(1,000.00)	Decrease
522 10 40 017	Commissioners Conference Registrations	4,500.00	5,500.00	1,000.00	Increase for Design Conf.
522 10 40 018	Commissioners Dues/Memberships	3,300.00	3,359.00	59.00	Adj. for Actual Cost
522 10 49 000	Firefighter Appreciation	10,000.00	8,500.00	(1,500.00)	Decrease
522 20 40 001	Operations Professional Svcs	15,000.00	10,000.00	(5,000.00)	Decrease
522 20 40 010	Accident & Sickness Ins	4,800.00	4,300.00	(500.00)	Decrease
522 20 40 011	Operations Dues/Memberships	4,000.00	3,500.00	(500.00)	Decrease
522 45 40 000	Training Employee - Professional Svcs	5,000.00	2,500.00	(2,500.00)	Decrease
522 45 40 001	Training Employee - Travel (Outside Classes)	17,000.00	12,000.00	(5,000.00)	Decrease 5k
522 45 40 002	Training Employee - Registration (Outside Classes)	10,000.00	8,000.00	(2,000.00)	Decrease 2k
522 50 40 001	Building Professional Svcs	35,000.00	25,000.00	(10,000.00)	Decrease 10k
522 50 40 003	Facilities/Property Insurance	25,000.00	24,000.00	(1,000.00)	Decrease
522 50 40 005	Utility-Electricity	36,000.00	40,000.00	4,000.00	\$4,000 Increase
522 50 40 006	Utility-Natural Gas	5,500.00	6,500.00	1,000.00	Increase
522 50 40 007	Utility-Waste Disposal	7,500.00	9,300.00	1,800.00	Increase
522 50 40 008	Utility- Water	3,500.00	2,750.00	(750.00)	Decrease
522 50 40 010	Building Repair/Maintenance	25,000.00	15,000.00	(10,000.00)	Decrease 10k

522 60 40 001	Vehicle Liability Insurance	25,000.00	20,000.00	(5,000.00)	Decrease
522 60 40 002	PPE Repairs/Maintenance	15,000.00	10,000.00	(5,000.00)	Decrease 5k
522 60 40 004	Marine Liability Insurance	6,900.00	6,985.00	85.00	Increase
522 10 40 019	Election	11,600.00	8,000.00	(3,600.00)	Decrease
522 10 50 020	Audit	-	35,000.00	35,000.00	Adj. for Early Start
522 10 11 000	SAFER Salaries & Wages	58,496.68	60,503.00	2,006.32	8% Wage Increase
522	Fire Control	2,188,147.66	2,064,993.48	(121,147.86)	

Chairman Koorn stated the budget cut would put the district at \$2.8 million, which without additional capital purchases, puts expenses below income.

Chairman Koorn stated the original adjustment proposed was an increase of \$160,000, so approximately \$300,000 is being cut.

Commissioner Miller thanked Chief Swiger for his work on the budget cuts.

Chairman Koorn stated the district spent \$500,000 of capital reserves this year and more cuts will need to be made next year.

Commissioner Miller motioned to approve the budget adjustment as proposed; motion seconded by Chairman Koorn.

Motion carried unanimously.

Station Maintenance List

Commissioner asked, via email, about sensors being replaced at Station 21 in the amount of \$4,000.

Lieutenant Reinstra stated every year the sensors must get recalibrated. Last time, new units had to be purchased due to a new design. According to Fastenal, there should not be any more design updates in the foreseeable future.

Chairman Koorn asked what the cost is for recalibration each year.

Lieutenant Reinstra stated \$500 per sensor. He plans to get quotes from companies that did Station 22 and Station 27 and see what other stations need vehicle exhaust systems. The district previously received a grant for vehicle exhaust systems at a manned station (25) but he is not sure if a grant would be awarded for unmanned stations.

The discussion turned to gutters/painting.

Lieutenant Reinstra stated he is gathering quotes for the fascia board at Station 27. Only two boards really need replaced but he received blanket quotes. The downside to hiring an additional contractor for fascia boards is having another business to coordinate painting/gutter repairs with. The timeline for anything being scheduled is currently late August, but nothing is scheduled at this time.

Ault Field Property

Chief Swiger stated this item needs to be discussed at a special meeting. Chief Merrill has a lot of information to share with the board.

Levy Planning

Chief Swiger stated this item also needs to be discussed at a special meeting with Chief Merrill.

WSRB

Chief Swiger stated he does not have any updates.

Audit Update

Secretary Spydell stated the audit was in progress and moving along quickly. The State Auditor's Office plans to wrap things up by the end of July.

Drone Program

Chief Swiger stated he is seeking direction on the drone program with the budget cuts and all. Each drone pad will cost the district around \$10,000-\$20,000 each for pads, wiring, fencing, etc.

Lieutenant Valencic stated he can reach out to Brinc to discuss only doing Station 21 for now. The second drone can be utilized without a launching pad at Station 27.

Chairman Koorn asked about utilizing the admin building as previously discussed.

Lieutenant Reinstra stated he had Hytech Roofing come out to survey the possibility and it is structurally questionable. A structural engineer would need to come out to verify the safety of it and it would end up costing a lot more money.

Lieutenant Valencic stated the idea of using the admin building was scrapped due to this and Station 27 was being considered but requires a lot of updates technology-wise.

Chairman Koorn stated he would like Commissioner Smith to be included in the discussion and tabled anything further for a special meeting.

Member/Citizen Recognition

All personnel being recognized were in attendance at this time.

Chief Swiger presented district members Mike Pelzer, Payten Seith, Lindann Chastain (absent), and local resident Kelly Wallen with certificates and thanked them for their response and assistance to a troubled individual on the Deception Pass Bridge, preventing loss of life.

Policy 300 – Safety Committee

Chairman Koorn stated he thought defining who is eligible to be a district representative was going to be included in the policy along with the addition of adding the word quorum for a meeting being called.

Chief Walton stated with the lack of officers currently, defining district representative is limited and he did not use the word quorum but included the language of two voting members being required to call a meeting.

Chairman Koorn stated at least three members should be in agreement for a special meeting to be called, so it is a majority.

Chief Walton stated he would update the draft to include the word quorum.

Commissioner Miller motioned to approve Policy 300 with the update; motion seconded by Chairman Koorn.

Motion carried unanimously.

PSE Grant

Chairman Koorn asked about the PSE grant purchases.

Lieutenant Reinstra stated nozzles and hoses were purchased with the grant. He made quick-grab hose packs.

New Business:

Fire Wise

Commissioner Miller stated he would like to see the district coordinate with neighborhoods and other agencies for safety and public education to remind people about the dry conditions, dangers around their homes and mitigation, limitations for fire district response, well water limitations, etc. and the importance of eliminating the potential for urban fires. Commissioner Miller will meet with Chief Merrill on it.

Headquarters Fence

Chief Swiger stated the house behind the district office is going to be used as a medical facility and the contractor approached him about the possibility of the district going in on replacing the fence with the homeowner.

Chairman Koorn asked what kind of fence they were wanting to install.

Chief Swiger assumed it was something similar to what is there now.

Commissioner Miller requested Chief Swiger ask the contractor if the homeowner would be willing to install something other than cedar.

Chairman Koorn added that different options and costs need to be presented before a decision can be made.

Chief Swiger stated he would get more information.

Ambulance Decals

Chairman Koorn stated (according to Commissioner Smith email) the lettering on the front of the ambulance is supposed to have gold leaf overlay according to the policy.

Lieutenant Reinstra stated he would look into it.

FEMA Grants

Chief Swiger stated the FEMA Assistance to Firefighters Grant was not submitted before the 5:00 p.m. EST deadline, and Chief Merrill could not come up with anything the district needs through the FEMA Fire Prevention & Safety Grant.

Social Media Update

The board was presented with data and analytics that show the increase in views, follows and shares through the district's website and social media platforms. Chairman Koorn stated he thinks it is great and is surprised with how many views the district is getting. The board thanked admin for the report.

Fire Chief Report

Chief Swiger stated he has been reviewing zones. Currently the district has 22 and he is looking to go to four or five.

Chairman Koorn asked about Oak Harbor.

Chief Swiger stated there are no more automatic aid zones.

Chairman Koorn stated the board will see what changes he prepares to present.

Deputy Chief Report

None. Not in attendance d

Battalion Chief of Operations/Support Report

Chief Horton reviewed the manpower and incident response reports for the month of June.

Part-time firefighter testing is being held on July 21st with two applicants.

Battalion Chief of Training and Safety Report

Chief Walton thanked the board for going through the safety policies. A safety committee meeting was held last night and there was a good show of members (10). He stated it is a great start, and he is trying to update the safety programs to meet OSHA/L&I requirements. The requirements include eye washing stations, battery disposal boxes, etc. at all the stations. At the end of the month a representative from the FIIRE Program is going to visit to go through and unofficially evaluate how the district is doing. Chief Walton stated the next E.L.F. class is on track to start at the end of July.

At 7:22 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 7:30 p.m. Chairman Koorn called the meeting out of closed session into regular session.

No decisions were made.

At 7:30 p.m. Chairman Koorn called the meeting into executive session until 7:40 p.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 7:40 p.m. Chairman Koorn called the meeting out of executive session into regular session. No decisions were made.

Lieutenant Promotions

Chairman Koorn motioned to allow the chief to promote as recommended; motion seconded by Commissioner Miller.

Motion carried unanimously.

Chief Swiger will notify the members being promoted tomorrow during business hours.

Good of the Order

None

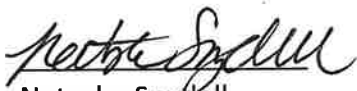
Adjourn Meeting

Chairman Koorn motioned to adjourn the meeting; motion seconded by Commissioner Miller.

Motion carried unanimously.

The Regular Meeting of the Board adjourned at 7:42 p.m.

Attest:


Natasha Spyrell

Board Secretary/Accounting Manager