



Special Meeting Minutes

January 28th, 2026

9:00 a.m.

Location: 770 NE Midway Blvd
Oak Harbor, WA

Approved February 10th, 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, Lieutenant Mike Reinstra, and Secretary Natasha Spydell.

Station 22 Painting

Chairman Koorn stated there was some confusion and controversy over the Station 22 painting quote that was approved at the December Regular Meeting. He stated labor and service quotes awarded need to spell out what the district wants, how it wants it, and when it wants it. The question that came up is regarding the gutters at Station 22.

Commissioner Smith stated he stopped by Station 22 to check on the painting job and asked Lieutenant Reinstra about the exterior painting. Lieutenant Reinstra said he was told that only the interior was approved and that is all the contractor was told to do. Commissioner Smith mentioned the exterior was approved as well and asked about the gutters. Lieutenant Reinstra stated the painting company does not do gutters. Commissioner Smith stated according to the quote, they listed gutters as a service, and it is one of the driving factors in why Kingsmen Painting was awarded the job.

Chairman Koorn stated the issue is the district has a quote and not a contract with Kingsmen Painting for the work. He stated moving forward the district should have something detailed in writing and signed.

Commissioner Smith stated a project of this scope should be given more careful attention. However, the quote was good enough in his opinion to agree to, and if the company does not do gutters, it should not have been put in the quote. The company should have specified who was responsible for the service if it was not them. He stated he would definitely question using this company going forward.

Chairman Koorn stated the district should get new quotes that specify details, including paint etc.

Commissioner Smith stated he has discussed that with Lieutenant Reinstra.

Lieutenant Reinstra stated the intent is to match Station 21.

Chief Merrill stated a scope of work needs to be developed that addresses line item by line item and the quoting company can write out any deviations from that.

Chairman Koorn asked if quotes should be separate for interior and exterior work.

Chief Swiger stated yes.

Commissioner Miller stated there needs to be clarification on when the district pays for what work.

Chairman Koorn asked what the board wants to do about Station 22 gutters with the work that was already approved. Does the board want to try to hold the contractor to the gutter work even though the wording is ambiguous? Chairman Koorn stated if the board wants them to bid on the remaining jobs and do a good job, the board should not hold the contractor responsible for the gutter work.

Commissioner Smith stated the quote lists the service item as "gutters and downspouts to be removed and new ones put up after we paint." Commissioner Smith questioned if Kingsmen is not doing gutters, are there other services listed on the quote that they are not doing as well.

Commissioner Miller stated it is what the quote says and what the board assumed. He stated it is the board's fault for not having them specify.



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

Chief Merrill stated the quote should specify work done 'by owner' and 'by contractor'.

Chairman Koorn stated the exterior needs to be requested. The vendor was only told interior at this point.

Chief Swiger stated the quote needs to specifically include the work provided.

Chairman Koorn stated the companies need to be given the RFQ and have the quote reflect it.

Commissioner Smith asked if it is fair to move forward with Kingsmen for the exterior when other prices might look better since gutters are not included. Commissioner Smith stated he would let Kingsmen finish the interior at Station 22 and review all the quotes for the exterior again.

Chairman Koorn stated he is fine with getting all new quotes for exterior.

Lieutenant Reinstra stated there are gutter quotes that need reviewed and approved to coordinate with whichever company is awarded exterior painting work.

Chairman Koorn stated that needs to be spelled out in the RFQ: *Contractor responsible for coordinating with gutter company for gutter removal/installation.*

Commissioner Smith pointed out that Kingsmen Painting did not put the gutters as a service line item on all of their quotes, only the quotes for Station 22 and Station 25.

Chairman Koorn made a motion to requote for exterior painting of Station 22 with clearer specifications, including type of paint; Commissioner Miller added to the motion for the quotes to include a breakdown of time and materials for each job and to bill interior/exterior separately; motion, including addition, seconded by Commissioner Smith.

Motion carried unanimously.

At 9:28 a.m. Chairman Koorn called the meeting into executive session until 10:00 a.m.

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.

At 10:00 a.m. the executive session was extended until 10:15 a.m.

At 10:15 a.m. the executive session was extended until 10:30 a.m.

At 10:30 a.m. Chairman Koorn called the meeting out of executive session and into regular session. No decisions were made.

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 10:30 a.m.

Attest:

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

Natasha Spydell

Board Secretary/Accounting Manager