



## NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS

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

### Meeting Minutes

March 10<sup>th</sup>, 2026

6:30 p.m.

*Approved April 14<sup>th</sup>, 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

1. WSRB – Unfinished Business (h.)
2. Drone Program – Unfinished Business (l.)

#### Public Comment

None

#### Correspondence

None

#### Personnel

None

**Consent Agenda:** Meeting Minutes for Regular Meeting, February 10<sup>th</sup>, 2026, Meeting Minutes for Special Meeting, February 17<sup>th</sup>, 2026, Meeting Minutes for Special Meeting, February 24<sup>th</sup>, 2026, expenditure approval for the month of February 2026, and Treasurer's Report for January 2026.

*General Batch #05G for Vouchers 260201001-260201015 dated 2/04/2026 in the amount of \$10,929.79.*

*General Batch #06G for Vouchers 260204001-260204015 dated 2/11/2026 in the amount of \$15,322.69.*

*Payroll Batch #06B for Vouchers 260202001-260202005 dated 2/11/2026 in the amount of \$11,288.12.*

*Payroll Batch #06E for EFT Transactions 274-278 dated 2/16/2026 in the amount of \$27,473.47.*

*Payroll Batch #0226P for EFT Transactions 194-268 dated 2/16/2026 in the amount of \$77,259.59.*

*General Batch #07G for Vouchers 260205001-260205023 dated 2/18/2026 in the amount of \$36,447.10.*

*General Batch #07G for EFT Transaction 299 dated 2/18/2026 in the amount of \$2,272.90.*

*General Batch #08G for Vouchers 260206001-260206011 dated 2/25/2026 in the amount of \$9,813.85.*

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

**Motion carried unanimously.**

#### Unfinished Business:

##### Budget

Chairman Koorn stated the Duty Crew Overtime line item is at 89%.

Chief Swiger stated he recognizes that a lot was spent on mandatory shifts so new people were not working alone. The line item is being watched very closely.

Chairman Koorn stated multiple line items are above where they should be. They need to be watched and a budget adjustment may need to happen sooner rather than later.

### **Station Maintenance List - RFQ**

The board was presented with the RFQ for painting quotes. Lieutenant Reinstra stated he will have a gutter RFQ for the board after chief's review.

Commissioner Smith motioned to approve sending painting RFQ out for Station 22 exterior including barn, and Station 27 interior and exterior, excluding roofs; motion seconded by Commissioner Miller.

**Motion carried unanimously.**

### **EMS License**

Chief Swiger stated he has a meeting with the North Region tomorrow to figure out what is going on.

### **Whidbey Chaplain Resource MOU**

Chief Swiger stated no progress has been made.

### **Policy 164 – Apparatus Graphics**

Chief Swiger presented the board with some photos of different striping options.

Commissioner Smith stated the bottom photo is uniform and is his recommendation.

Chairman Koorn suggested the making the lines smaller on the bottom photo.

Commissioner Smith agreed, stating they should be aesthetically correct to fit the vehicle.

Chief Swiger stated it is going to be too busy no matter the size if that striping is used. He stated there are many departments that have staff vehicles striped differently.

Commissioner Smith stated he gave staff plenty of time to come up with something uniform and nothing happened.

Chairman Koorn asked if the board wanted to go with the bottom photo, but smaller.

Commissioner Smith stated yes, uniformity but aesthetically pleasing.

### **Nightshade Solutions Contract**

The board was presented with an updated contract that clarifies Section 8.1.

Chairman Koorn stated he would like additional clarification on Section 8 where it discusses the processing fee for claims recovered by a collection agency. He would like clarification on whether Nightshade Solutions receives 22% of what the collection agency recovers, or what the district receives.

The board agreed that the processing fee should be on the portion the district receives, not the amount recovered by the collection agency.

By consensus, the board approved the Nightshade Solutions contract contingent upon Secretary Spydell clarifying the processing fee for claims recovered through collections is only on the portion received by the district. Secretary Spydell will update each board member.

Chairman Koorn stated he would like the chief to draft a resolution for the next meeting that authorizes the district to bill insurance agencies up to the legal limit, for structure fires.

### **Strategic Plan**

The board scheduled a special meeting tentative for 9:00 a.m. on April 30<sup>th</sup> to review the strategic plan document in depth and discuss a plan moving forward.

### **WSRB**

Chief Swiger shared a letter with the board from WSRB that claims many water companies did not report back which hurt the district's rating. The letter claims some reports were never done, but Chief Swiger is positive that some were done for the County.

Chairman Koorn asked if the district can go to the water departments directly to ask for their records. Chief Swiger stated the water departments are not conducting any flow-testing.

Chairman Koorn stated flow-testing is done for those required by the state depending on the size. If the district obtained the records, would it help with the rating?

Chief Swiger stated maybe, he can try.

Chairman Koorn stated the chief will continue to work on the WSRB and obtaining records.

### **Drone Program**

Chief Swiger asked the board where they are with the drone program contract.

Lieutenant Valencic stated the contract just needs to be signed. Brinc will assess locations etc, and the one-year does not start until the drones are up and flying.

Chairman Koorn stated he is good moving forward as long as there is an out if it determines to be too costly for the district.

Lieutenant Valencic stated the trial period can be cancelled at any time.

By consensus, the board approved Chief Swiger signing the drone contract for the 12-month trial period.

### **New Business:**

#### **Petty Cash Audit**

Chairman Koorn stated he conducted an audit of the Petty Cash Account for 2025 and he found everything to be accurate and in order.

#### **Policy 135 – Uniform Dress Code and Provisions**

Chief Swiger proposed switching from white shirts to black shirts for chief Officers.

Chairman Koorn stated he likes the white but agrees not many chiefs are in white anymore.

Commissioner Smith stated he likes the black.

Chief Swiger stated he is looking at a couple of different options. He is in need of some new shirts, and with a new chief coming on, it is a good time to make the switch.

Commissioner Smith motioned to approve Policy 135 changing chief officer shirts from white to black; motion seconded by Chairman Koorn.

**Motion carried unanimously.**

**Resolution 573 – Cancel Warrant #681916**

The resolution states the warrant was issued for the incorrect amount and should be cancelled and reissued for the correct amount.

Commissioner Smith motioned to approve Resolution 573; motion seconded by Commissioner Miller.

**Motion carried unanimously.**

**Fire Chief Report**

None

**Deputy Chief Report**

Chief Merrill discussed a recent structure fire caused by a solar panel battery.

The overall class average for academy is 87.5%.

Commissioner Smith asked about the Cascade system.

Chief Merrill stated it is approaching the 90 days, so the district should be receiving it soon.

**Battalion Chief of Operations/Support Report**

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

**At 7:54 p.m. Chairman Koorn called the meeting into closed session.**

**1. 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 8:00 p.m. Chairman Koorn called the meeting out of closed session into regular session.**

**Full-time Bargaining Unit CBA 2026-2028**

Chairman Koorn stated the board has all received and reviewed a copy of the final CBA draft.

Chairman Koorn motioned to approve the 2026-2028 Full-time CBA; motion seconded by Commissioner Smith.

**Motion carried unanimously.**

Chief Swiger asked that a time be decided to get together with the union representative to sign the CBA.

Chairman Koorn and the union representative agreed to meet Thursday at 9:00 a.m. to sign the CBA.

**Good of the Order**

Commissioner Smith asked for an update on the ambulance engine.

Lieutenant Reinstra stated it will be another week or two until an engine becomes available, then another week or two to receive it.

**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 8:01 p.m.

Attest:



Natasha Spydell

Board Secretary/Accounting Manager