



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

August 12th, 2025

6:30 p.m.

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

Chief Swiger added *Chief Vacation* to the agenda under New Business (e.).

Public Comment

None

Correspondence

The district received thank you cards from Ted Merrill's family and hospice team for assisting with the granting of his final wishes.

Personnel

a. Board Approval for Hire – Jules VonDoom as Part-time Firefighter

Chairman Koorn stated the item will be discussed after the executive session.

b. Oath of Office

Volunteer Firefighter Jeff Patton was sworn in by Chief Swiger.

Consent Agenda: Meeting Minutes for Regular Meeting, July 15th, 2025, expenditure approval for the month of July 2025, and Treasurer's Report for June 2025.

Payroll Batch #0701OT for Transactions 1119-1120 dated 07/01/2025 in the amount of \$310.42.

Payroll Batch #0701E for EFT Transaction 1123 dated 07/01/2025 in the amount of \$10.14.

General Batch #25G for Vouchers 250702001-250702028 dated 07/02/2025 in the amount of \$42,496.90.

General Batch #26G for Vouchers 250703001-250703010 dated 07/09/2025 in the amount of \$10,554.98.

Payroll Batch #0725P for Transactions 1162-1239 dated 07/15/2025 in the amount of \$71,995.84.

Payroll Batch #27E for EFT Transactions 1242-1246 dated 07/15/2025 in the amount of \$25,101.61.

Payroll Batch #27B for Vouchers 250705001-250705005 dated 07/16/2025 in the amount of \$10,250.43.

General Batch #27G for Vouchers 250706001-250706020 dated 07/16/2025 in the amount of \$16,562.78.

General Batch #28Q for Vouchers 250707001-250707005 dated 07/23/2025 in the amount of \$19,783.90.

General Batch #28G for Vouchers 250708001-250708016 dated 07/23/2025 in the amount of \$8,536.48.

Payroll Batch #0730P for Transaction 1312 dated 07/30/2025 in the amount of \$4,941.83.

Payroll Batch #29E for EFT Transaction 1315 dated 07/30/2025 in the amount of \$720.35.

General Batch #29G for Vouchers 250710001-250710017 dated 07/30/2025 in the amount of \$40,418.08.

Chairman Koorn asked about the \$1,279.68 supplies restock purchase from NAPA paid on 7/2/2025.

Secretary Spydell stated on page 2 of the Accounts Payables Paid report there is a breakdown of the different invoices paid to NAPA and the amount included a new vehicle battery purchase as well as supply restock.

Chairman Koorn stated the semi-annual payment to Vector Solutions is very expensive and asked how much it costs per person.

Chief Horton stated he negotiated the amount down to about \$112.00 per person and the district pays for 100 users.

Chief Swiger stated the district is required to use the program because of OTEP.

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

Motion carried unanimously.

Unfinished Business:

Budget 2025

Secretary Spydell stated she looked into the four budget line items as requested by the board at the July Regular Meeting. Upon review of the line items compared to the same time last year and year-to-date expenses for 2025, the line items of Admin Social Security, Admin Medicare, and Natural Gas Utility are expected to remain within the budget. The Electric Utility line item will be over even with crediting the expense account with what has been reimbursed by the district office tenant.

Station Maintenance List

Chief Swiger stated between vacation and preparing for the WSRB, LT Reinstra has not had a chance to update the list as requested.

EMS License

Chief Swiger stated the application is at the state level.

Chief Horton stated the application is still waiting on the NW Region EMS Council to adjust the minimum/maximum for Island County.

Chief Swiger stated the council meets again in September and the adjustment to the minimum/maximum will not be an issue.

Policy 119 – Personnel Hiring

The board agreed to review and discuss the policy at a special meeting.

Policy 149 – Volunteer Firefighters

The board agreed to review and discuss the policy at a special meeting.

Policy 216 – Unmanned Aerial System Operations

The board agreed to review and discuss the policy at a special meeting.

Policy 164 – Apparatus Graphics

Chairman Koorn asked if there were any comments or questions on the policy draft.

Commissioner Smith stated he would like to discuss the policy at a special meeting and asked if the appendix would be attached to the policy at that point.

Chief Swiger stated he still needs to add the appendix with pictures.
The board agreed to review and discuss the policy at a special meeting.

Whidbey Chaplain Resource MOU

Chief Swiger stated he talked with Chaplain Jeff Humphrey, and they plan to schedule a meeting.

New Business:

Resolution 567 – Cancel and Reschedule Meeting

The November Regular Meeting falls on Veterans Day and Resolution 567 proposes to cancel and reschedule the meeting for Tuesday, November 18th.

Commissioner Smith motioned to approve Resolution 567; motion seconded by Commissioner Miller.
Motion carried unanimously.

Rescind Policies

Chairman Koorn stated three policies were included in the passing of Policy 122 last month and can be rescinded: *Policy 123 – Pay Period and Paycheck Distribution*, *Policy 130 – Compensatory Time*, and *Policy 133 – Work Periods for Eligible Employees*.

Commissioner Smith made a motion to rescind Policy 123, Policy 130, and Policy 133; motion seconded by Commissioner Miller.

Motion carried unanimously.

EAP Usage Report

The board was given a copy of the year-to-date EAP usage report for informational purposes.

Schedule Special Meeting

The board tentatively scheduled a special meeting for 09:00 on September 3rd, 2025, at the district office.

Chief Vacation

Chief Swiger stated he is over the allowed vacation accrual limit and proposed allowing him to still accrue vacation with the agreement that he will be under the accrual limit within three months.

By consensus, the board approved Chief Swiger to continue receiving vacation accrual monthly for the next three months, then his accrual amount must be less than the allowed hours, or he loses the time.

Fire Chief Report

Chief Swiger stated the 75th Anniversary Muster/Picnic is scheduled for August 23rd at 1:00 p.m. at Station 27.

Two applications have been received for the battalion chief of training and safety position.

The district was awarded the Gary Sinise Foundation grant for three 5-gas detectors and one arson sniffer. Once the equipment is received, Chief Swiger will plan a press release.

Deputy Chief Report

Chief Merrill stated the pontoons have been ordered and everything is on schedule with the anticipated installation timeframe being the end of October.

There are not any structure fires to report since the last meeting in July.

Battalion Chief of Operations/Support Report

Chief Horton reviewed the manpower and incident response reports for the month of July with the board.

In September, Marine 21 and Marine 22 will be supporting MFF (military freefall) operations for the day.

At 7:00 p.m. Chairman Koorn called the meeting into executive session until 7:15 p.m.

1. 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.

b. 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 7:15 p.m. Chairman Koorn extended the executive session until 7:25 p.m.

At 7:25 p.m. Chairman Koorn called the meeting out of executive session into regular session.

No decisions were made.

Personnel (Cont'd)

1. Board Approval for Hire – Jules VonDoom as Part-time Firefighter

Chief Swiger recommended Jules VonDoom for hire as a per diem firefighter, then as a part-time firefighter upon passing an EMS skills assessment.

Chairman Koorn motioned to approve Jules VonDoom for hire as a per diem firefighter then as a part-time firefighter pending EMS skills testing; motion seconded by Commissioner Smith.

Motion carried unanimously.

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 7:28 p.m.

Attest:



Natasha Spydell

Board Secretary/Accounting Manager