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 11th, 2026
6:30 p.m.

Approved September 8th, 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, Deputy Chief Ray Merrill, Battalion Chief Dan Horton, and Secretary Natasha Spydell. Fire Chief Chris Swiger and Battalion Chief Ian Walter were absent due to attending Fire Rescue International.

Additions to the Agenda

1. Lease Extension – Unfinished Business (i.)
2. CPR Class – Unfinished Business (j.)
3. Update on FT/PT Firefighter Positions – Unfinished Business (k.)
4. Whidbey Health Contract – Unfinished Business (l.)

Public Comment
None

Correspondence
None

Personnel

a. Update on Part-time Firefighter Hires

Chief Horton stated Firefighter Williams is completing his EMT precepting. He has two patient contacts to finish then will complete a patient assessment test. Firefighter Roll is putting together his EMT training records so the doctor will sign his paperwork, then it will be another 2-3 weeks until he receives his EMT license.

b. Per Diem Firefighter Nicole Breaux Status Change

District Firefighter/EMT Nicole Breaux asked to change status from per diem to volunteer.
By Consensus, the board approved Nicole Breaux to move from per diem firefighter/EMT to volunteer firefighter/EMT.

Consent Agenda: Meeting Minutes for Regular Meeting, July 14th, 2026, Expenditure Approval for the month of July 2026, and Treasurer's Report for June 2026.

Payroll Batch 0701P for EFT Transactions 1144-1154 dated 7/1/2026 in the amount of $19,374.50.
Payroll Batch 26E for EFT Transaction 1155 dated 7/1/2026 in the amount of $3,722.33.
General Batch #26G for Vouchers 260702001-260702019 dated 7/01/2026 in the amount of $72,728.26.
General Batch #27G for Vouchers 260703001-26070315 dated 7/08/2026 in the amount of $31,322.29.
Payroll Batch #0715P for EFT Transactions 1204-1283 dated 7/15/2026 in the amount of $72,081.30.
Payroll Batch #28E for EFT Transactions 1284-1289 dated 7/15/2026 in the amount of $28,360.43.
Payroll Batch #28B for Vouchers 260704001-260704005 dated 7/15/2026 in the amount of $10,218.75.

General Batch #28G for Vouchers 260705001-260705018 dated 7/15/2026 in the amount of $15,612.58.
General Batch #29Q for Vouchers 260706001-260706005 dated 7/22/2026 in the amount of $24,179.86.
General Batch #29G for Vouchers 260707001-260707015 dated 7/22/2026 in the amount of $9,232.57.
General Batch #30G for Vouchers 260708001-260708013 dated 7/29/2026 in the amount of $20,350.91.
Payroll Batch #0731P for EFT Transactions 1365-1374 dated 7/31/2026 in the amount of $24,924.56.
Payroll Batch #30E for EFT Transaction 1377 dated 7/31/2026 in the amount of $5,523.22.

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

Motion carried unanimously.

Unfinished Business:

Budget

Chairman Koorn stated he is surprised that after the approved changes several categories are still way out of whack, such as: Duty Crew Overtime, Part-time Overtime, Professional Services Admin, Training Employees Professional Services, Equipment Repairs/Maintenance, etc. When the chief returns he plans to sit down and discuss the budget if the board is okay with it.
No objections were made.

Station Maintenance List

The board was presented with gutter quotes and fascia board quotes for Station 27. Galer Gutters is sole proprietor and is not subject to prevailing wages, therefore, is much lower cost.
Commissioner Smith asked if Galer did Station 22 as well.
Chief Merrill confirmed.
Chairman Koorn asked if the district was satisfied with the work completed at Station 22.
Chief Merrill confirmed.
Chief Merrill stated Salish Isles has the lowest quote for the fascia board repairs.

Commissioner Smith motioned to approve contracting Galer Gutters for the gutters and Salish Isles for the fascia boards at Station 27; motion seconded by Commissioner Miller.

Motion carried unanimously.

Ambulance Decals

Chief Horton stated the gold leaf has not been put on yet and will be done when the ambulance is back from getting repairs.

Ault Field Property

Chief Merrill stated the RFQs were updated with the changes requested by the board at the August 3rd Special Meeting. He recommends advertising for five days in the journal for $275. He asked the board for open and closing dates.
Commissioner Smith asked if 30 days is reasonable.
Chief Merrill confirmed, adding that he would not recommend any longer than 30 days.
Chairman Koorn asked for the cost to run a local ad.
Chief Merrill stated he could find out.
Chairman Koorn stated the ad could run in the journal for five days and see what we get.
Chief Merrill asked if the board wanted to do 30 business days or calendar days for closing.

The board agreed to open the RFQs for 30 calendar days.
Chief Merrill stated he will put the open date to three days after the start of the advertisement date to give companies time to see it. He will include that there is the potential for bidders to be required to present to the board at a future board meeting.
Chairman Koorn confirmed that the ad will start next week, with the opening date three days later, and the closing date 30 calendar days after that.
By consensus, the board agreed to the terms for the RFQs.

Chairman Koorn asked if admin has worked at all on a proposal for what the district would do with a levy lid lift.
Chief Merrill stated planning can start.
Commissioner Smith stated maybe he did not get his point across previously. The board needs to see numbers on what the district needs and what the district will do with the money, and how much money. The board needs to see numbers and a plan.
Chairman Koorn stated the board needs to see what admin is proposing the district needs and go from there. There needs to be a plan and proposals to see.
Chief Merrill stated he can put together a cost analysis projection to come up with needs.
Chairman Koorn stated there needs to be a starting point to start discussing back and forth.

WSRB
None

Audit Update
Secretary Spydell stated the audit exit meeting is scheduled for 10:30 a.m. on September 1st at the State Auditor's Office in Bellingham. She stated she will need to know if there will be a quorum so she can give public notice as required. Chairman Koorn stated he will be in attendance. Commissioner Smith will not be in attendance. Commissioner Miller stated he will confirm a little closer to the date.

Drone Program
The board was given a cost analysis to get the drone pads installed and functioning as requested.
Lieutenant Valencic stated Brinc will be by next week to survey Station 27 for other internet options.
Lieutenant Valencic heard from 2-3 different companies regarding fencing costs they and are shown on the spreadsheet.
Chairman Koorn stated that according to the spreadsheet, Station 27 is the costliest.
Chief Horton confirmed with the internet, yes.
Commissioner Smith asked if this was approved today, what is the timeline for Brinc's end of it.
Lieutenant Valencic stated the earliest is October. The waivers are waiting on the attorney and Chief Swiger reached out to him in May.
The board asked Secretary Spydell if she knew anything about it.
She stated she was on the original email in May when Chief Swiger stated he would handle it and was asked by Lieutenant Valencic only yesterday if she would follow up on it. She reached out to the attorney and is waiting to hear back.
Commissioner Smith asked how much training has been being done with the practice drones.

Lieutenant Valencic stated there has not been any training in months, due to scheduling issues and weather.
Commissioner Smith stated it bothers him that no training is being done and no more people are being qualified but the board is being asked to put more money into the program.
Lieutenant Valencic stated he can discuss postponing with Brinc until April timeframe of 2027. Brinc is offering a free subscription for Funding Navigator to assist with finding and writing grants.
Commissioner Smith stated that is all good, but why should the district support the program without pilots. He asked what admin has done to build on training people and operations. The district has had three operators for two years with minimal training.
District Firefighter/EMT Ben Bauer stated the drone program would be a good opportunity for the duty crew to get involved in.
Lieutenant Valencic stated it was previously discussed for Lieutenant Reinstra, Chief Walton, and duty crew to be involved, but it was shot down by a chief. He was told that duty crew should worry about calls, not drones, and volunteers are worth investing in.
Chairman Koorn stated the board was not aware of this restriction.
Commissioner Smith asked why the internet is so important.
Lieutenant Valencic stated it is for the pod to do data dumps, remote launches, etc. He understands the budget issue and training issue/cost and can talk to Brinc about revisiting this in March/April of next year.
Chairman Koorn stated he would be comfortable asking to wait until March, or go down to one drone at Station 21, but still look into Station 27.
Lieutenant Valencic stated he is good with that and agrees it is the best option.
Commissioner Smith stated he would still like to move forward on Station 21 but would like to discuss the program with the chief first.
Chairman Koorn stated he would like hard numbers for a fence and electrical work at Station 21. He also suggested R&R Coordinator Chris Kohfield looks into using the SAFER grant for drone training.
The board thanked Lieutenant Valencic.

Headquarters Fence
None

Tenant Lease Extension
Secretary Spydell shared correspondence from the tenant executive that asked Section C of the lease extension agreement to include that a long-term solution will be worked on for the HVAC system.
Secretary Spydell stated her understanding of the district's position is that the repairs were made and there is no option to separate the unit without completely replacing the system. The district has no intention of replacing a working system and the repairs were the long-term solution and Section C of the agreement should reflect that.
Secretary Spydell stated she reached out to the attorney earlier and is waiting to hear back.
The board agreed that the HVAC repairs were the extent of the work to be completed.
Chairman Koorn recommended removing Section C and not even mentioning HVAC.
Secretary Spydell stated since the board agrees no further work is planned, she will wait to hear back from the attorney on his recommendation for Section C and go from there.

CPR Classes

Chairman Koorn stated the district charges $50.00 for CPR class, and Oak Harbor Fire Department only charges $16.00. The district wants the public to be CPR/First Aid Certified and, therefore, should be minimal cost to the public.

Secretary Spydell stated she has done annual cost analysis on this and for instructor time, instructor certification, certification cards, CPR masks, and sales tax, etc., the district is charging what it costs to run the classes. The CPR classes have a steady flow of registrants, and the cost does not appear to be a concern for attendance at this time.

Full-time/Part-time Firefighter Positions

Chairman Koorn stated information was presented to the board previously and there was supposed to be an update on it.

Chief Horton stated he will prepare an update.

Whidbey Health Contract

No update. The board asked that it be kept on the agenda for the next meeting to get an update from the fire chief.

Commissioner Smith shared with the room that the purpose of the agenda item is the district is seeking an updated contract to increase the money received from WhidbeyHealth for running A205.

New Business:

Resolution 575 – Deposit Exception Request

Chairman Koorn stated the exception request was brough up during the audit. The current requirement is deposits must be made within 24 hours of receipt.

Secretary Spydell stated with limited staff and minimal cash receipting, it is more efficient for the district to make deposits when there is sufficient coverage and other errands can be completed also. Secretary Spydell asked the County Treasurer for an exemption request and is asking for board approval. The requirement to deposit cannot exceed one week with the exemption.

Commissioner Smith motioned to approve Resolution 575; motion seconded by Commissioner Miller.

Motion carried unanimously.

Resolution 576 – Surplus Property

Chief Merrill stated the list includes hose that failed testing and the district needs to get rid of. The hose will be sent to the auction.

Commissioner Smith motioned to approve Resolution 576; motion seconded by Commissioner Miller.

Motion carried unanimously.

Website Google Analytics

R&R Coordinator Chris Kohfield presented the board with some data analytics that shows the districts increased social media and website presence. Google Analytics is something the district just started

using so the data is very limited but as time passes trends will be more in depth and useful to help figure out where the district needs to market better etc. He is still figuring out the program. He plans to give the emergency management, disaster preparedness, and events sections more attention to direct viewers to those sections more.
The board thanked Coordinator Kohfield for the report and information.

Schedule Special Meeting
A special meeting will be scheduled at the September Regular Meeting.

Fire Chief Report
None

Deputy Chief Report
Chief Merrill stated the district had a fire incident with a fatality last month. The investigation report was completed.
There was recent house fire and the investigation is in process.
National Night Out was successful, and the district was well represented with about 22 members in attendance.
Region 3 Task Force training session is on Friday.
By consensus, the board approved Chief Merrill to provide lunch for the training on Friday.

Battalion Chief of Operations/Support Report
Chief Horton reviewed the manpower and incident response reports for the month of July.
The ambulance should be fixed tomorrow.
Chairman Koorn stated the board was unaware that the ambulance was down and needing repairs.
Chief Horton stated it died on a call and is at Frontier Ford. The diagnostic is an issue with a retaining ring from the engine replacement and is under warranty. It is a Ford issue, not a repair shop issue.
Seven out of ten academy graduates have passed their tests.

Battalion Chief of Training and Safety Report
None

At 8:00 p.m. Chairman Koorn called the meeting into executive session until 8:15 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 8:15 p.m. Chairman Koorn called the meeting out of executive session into regular session.

No decisions were made.

Good of the Order

Secretary Spydell stated registration for the WFCA Annual Conference opens next week and she will need confirmation on who plans to attend. The dates are October 21st – 24th in Spokane. The Snure Laws Update Seminar is October 21st, and she will need to know who plans to attend and whether in-person or virtual.

Chief Merrill stated he would like to be registered for virtual.

Commissioner Miller stated he would like to be registered for virtual and will update if he attends the WFCA Conference in-person.

Secretary Spydell stated she has spots held for the Northwest Leadership Seminar in Portland, OR next March. She will send the dates and agenda via email for review and planning.

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 8:28 p.m.

Attest:

Natasha Spydell
Board Secretary/Accounting Manager