



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

April 14th, 2026

6:30 p.m.

Approved May 12th, 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, Battalion Chief Ian Walton, and Secretary Natasha Spydell.

Additions to the Agenda

1. WSRB – Unfinished Business (j.)
2. Drone Program – Unfinished Business (k.)
3. Ambulance – Unfinished Business (l.)

Public Comment

None

Correspondence

None

Personnel

1. Bentzen, Blake (PT Firefighter) Last Day 2.26.2026
2. Fillipi, Nicholas (PT Firefighter) Last Day 3.25.2026

Chief Swiger stated both firefighters were hired-on full-time at other departments.

Consent Agenda: Meeting Minutes for Regular Meeting, March 10th, 2026, expenditure approval for the month of March 2026, and Treasurer's Report for February 2026.

General Batch #09G for Vouchers 260301001-260301021 dated 3/04/2026 in the amount of \$43,947.80.

General Batch #10G for Vouchers 260302001-260302020 dated 3/11/2026 in the amount of \$17,677.44.

Payroll Batch #0326P for EFT Transactions 392-468 dated 3/16/2026 in the amount of \$79,901.75.

Payroll Batch #11E for EFT Transactions 471-475 dated 3/16/2026 in the amount of \$27,999.37.

Payroll Batch #11B for Vouchers 260304001-260304005 dated 3/18/2026 in the amount of \$11,188.12.

General Batch #11G for Vouchers 260305001-260305019 dated 3/18/2026 in the amount of \$22,829.21.

General Batch #12G for Vouchers 260306001-260306017 dated 3/25/2026 in the amount of \$7,302.55.

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

Motion carried unanimously.

Unfinished Business:

Budget

Chairman Koorn stated there are some line items that need to be reviewed. The board agreed that Chairman Koorn should meet with Chief Swiger to discuss some line items and a timeline for a budget adjustment.

Station Maintenance List

Painting Quotes

The board was presented with painting quotes for Station 22 (exterior) and Station 27 (interior/exterior) from Kingsmen Painting and Brushworks. Lieutenant Reinstra stated the third company, 2AT Painting, never responded to the RFQ, so he reached out to two other companies, but did not get quotes back in time for the meeting. The lowest bid for both stations is Kingsmen Painting. The board discussed gutters in conjunction with painting, and who would remove and replace if gutters in good condition, and what the process would look like if rot was found.

Lieutenant Reinstra stated the gutter company would work in conjunction with the painting company and he would know more once the gutter RFQ is approved and sent out. Exterior painting will not be scheduled until July/August timeframe if approved today.

Commissioner Smith motioned to approve awarding Kingsmen with painting the exterior at Station 22, and the interior & exterior for Station 27; motion seconded by Commissioner Miller.

Motion carried unanimously.

Gutter RFQ

Lieutenant Reinstra presented the gutter RFQ to the board for approval to be sent out for quotes.

Commissioner Smith motioned to approve the gutter RFQ being sent out; motion seconded by Commissioner Miller.

Motion carried unanimously.

EMS License

Chief Swiger stated once the ambulance is back from the shop, a virtual appointment will be scheduled with the state.

Whidbey Chaplain Resource MOU

Chairman Koorn stated there is an MOU in effect and asked why the district needs a new one. Commissioner Miller stated he would like to confirm that Whidbey Chaplain Resource is happy with the agreement as-is.

Chief Swiger stated it is currently \$1,500.00 per year and he will reach out to our chaplain(s) to confirm.

Policy 164 – Apparatus Graphics

The board was presented with draft Policy 164 – Apparatus Graphics.

Commissioner Smith motioned to approve Policy 164; motion seconded by Commissioner Miller.

Motion carried unanimously.

Strategic Plan

The board confirmed a special meeting for 9:00 a.m. on April 30th to review the strategic plan document in depth and discuss a plan moving forward.

Station Design Conference

Secretary Spydell asked that Chairman Koorn and Commissioner Smith confirm their travel dates/time preferences so she can book their flights.

Chairman Koorn and Commissioner Smith stated they will confirm this week with Secretary Spydell.

Hospital Contract

Chief Swiger stated he will schedule a meeting to meet with Chris Tumblin in May to discuss the contract.

Company Officer Positions

Chief Swiger stated Chief Walton is preparing the testing with a June timeframe.

Chief Walton confirmed that he is hoping to get a few more people to test and plans to test about thirty (30) days from now.

WSRB

Chief Swiger stated he sent out letters to the water districts, and one recently reached out to him with the documentation the WSRB said they needed. The WSRB then said they need different documentation, so he reached back out to that water district president. The WSRB can extend out to a year. Chief Swiger stated the water district president told him he was never contacted by anybody from the WSRB.

Chairman Koorn stated the district's rating was lowered based on water districts without the WSRB even contacting the water districts.

Drone Program

Lieutenant Valencic stated he has a meeting tomorrow with Brinc, and they are in the process of creating a timeline for the drone program. He is putting together a list of company officers/members to put through training.

Commissioner Miller asked if there has been any response from the Navy.

Lieutenant Valencic stated the Navy will not discuss without waivers first.

Ambulance

Lieutenant Reinstra stated the engine is in and running. A few other repairs were needed along with the motor change. The repairs should be completed in the next week or two.

Chairman Koorn asked how close to the original quote the cost is now with the additional repairs.

Lieutenant Reinstra stated it is expected to be around \$40,000 with the changes.

New Business:

Conference Request – Fire Rescue International

Chief Swiger asked the board for approval for him and Chief Walton to attend the conference in Kansas City.

By consensus, the board authorized Chief Swiger to decide who attends the conference.

Admin Office HVAC Quote

The board was presented with a quote from Nordic Temperature Control to fix the HVAC system at the district office.

Lieutenant Reinstra stated the upstairs tenants have been having issues with erratic spikes in temperatures throughout their workspaces. Even on the main level where NWFR admin is located, it is difficult to maintain a comfortable temperature throughout. Nordic found thirteen (13) leaks throughout the system.

Commissioner Smith asked when the system was installed.

Chairman Koorn stated it was installed about ten years ago.

Lieutenant Reinstra stated he asked about getting the system divided, but it is not an option since it is a two-pipe system.

Commissioner Smith brought up his concern about spending \$20,000 to repair a crappy system instead of spending the money to do more to improve/upgrade the system, when there are most likely more issues that will be uncovered once the leaks are repaired.

Lieutenant Reinstra stated he could ask Nordic what it would take to upgrade the system in the future. Chief Swiger stated he does not want the repairs to be put off until summertime and would like approval for this quote if everything else is good.

Commissioner Smith stated Lieutenant Reinstra can get back to the board with more information and it can be on the agenda for discussion/approval at the special meeting in two weeks.

Annual Report

Secretary Spydell presented the board with the 2025 SAO Annual Report submission draft.

By consensus, the board agreed it was good to submit to the SAO.

Fire Chief Report

None

Deputy Chief Report

Chief Merrill stated there are still 11 recruits going through academy. 10 out of 11 passed the FF1 practical and the written test will be administered next week. The academy is now starting FF2 material and is on track to be tested in May.

Battalion Chief of Operations/Support Report

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

Battalion Chief of Training and Safety Report

Chief Walton stated he is learning a lot and working on academy, the lieutenant board, and possibly leaving money on the table when it comes to state reimbursement. He is reviewing accident prevention/injury programs.

Commissioner Miller asked if he had any knowledge of putting out fires with low frequency systems. Chief Walton stated he has seen stuff about it but does not have any knowledge of it.

Commissioner Miller asked Chief Walton to possibly look into grants and innovation of it in the future.

At 7:13 p.m. Chairman Koorn called the meeting into executive session until 7:30 p.m.

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 7:30 p.m. Chairman Koorn extended the executive session until 7:45 p.m.

At 7:45 p.m. Chairman Koorn called the meeting out of executive session into regular session.

No decisions were made.

Part-time Firefighter Position Hire

Chief Swiger stated three candidates were tested and interviews for part-time firefighter positions.

Chairman Koorn motioned to approve hiring Ethan Foster as part-time per diem to work twelve (12) hour shifts twice a week to get his EMT skills up to par, Kevin Gallagher as a part-time firefighter, and Carson Moran as a part-time firefighter contingent upon him receiving his FF1 certification in May; 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 7:47 p.m.

Attest:



Natasha Spydell

Board Secretary/Accounting Manager