NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS
Station 25, 2720 Heller Rd., Oak Harbor, WA
Phone: 360-675-1131 Email: Admin@nwfr.org

Special Meeting Minutes

October 13th, 2026
5:00 p.m.

Approved November 10th, 2026

Call to Order: Chairman Marvin Koorn called the meeting to order at 5:00 p.m. Also in attendance: Commissioner Gerald Smith, Commissioner Robert Miller, Chief Chris Swiger, Chief Ray Merrill, Chief Ian Walton, and Secretary Natasha Spydell.

Feasibility Study RFQ Review

Chief Merrill discussed the evaluation process and instructions for grading the submissions to the commissioners. He stated the grading must be un-biased, non-participatory, and cost is not a driving factor for architectural and engineering projects. Chief Merrill presented the board with a PowerPoint presentation with each slide providing a brief overview of each submission separately. Each board member was given a scoring sheet and were told not to put their names or totals on the scoring sheets. Chief Merrill stated he will compute the totals later and provide the commissioners with the results highlighting the top three to five scores. Chief Merrill provided a brief overview verbally of each company separately so the commissioners could score them individually on their scorecards. Once all submissions were scored, the scorecards were handed over to Chief Merrill.

Chairman Koorn asked about a timeline for the scoring results and making a decision.

Chief Merrill stated he will score tomorrow and provide the results to each commissioner separately via email and go from there. The district will need to discuss whether to choose the new station and consolidation projects together or separately but will need to see the scoring first. The scoring results will determine how many and what agencies are chosen to provide the board with a thirty-minute presentation during a special meeting scheduled at a later date.

The board thanked Chief Merrill for his work.

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 6:14 p.m.

Attest:

Natasha Spydell
Board Secretary/Accounting Manager