



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

---

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

[www.cwfire.org](http://www.cwfire.org)

## Board of Fire Commissioners Meeting Minutes

*DRAFT*

**May 13, 2021**

Swearing in of Fire Fighters Travis Dotson and Jeff Patton was done by Deputy Chief Jerry Helm

### Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Board Chair Paul Messner at 17:05 hours. The public was participating remotely through Facebook Live in compliance with the Open Public Meeting Act RSW42.30 and Proclamation 20-28.

### Commissioners and Staff Present

Board Chair Commissioner Paul Messner, Commissioner Cheryl Engle, Commissioner Steve Hutchinson Fire Chief Ed Hartin, Deputy Chief Jerry Helm, AIC CAPT James Meek, Finance Officer Cathy Niiro remotely.

### Members of the Public Present

None

### Consensus Approval of the Agenda

Chair Paul Messner received consensus approval of the agenda.

### Input from the Public

None. Members of the public were also participating through Facebook Live.

### Approval/Correction of Previous Minutes

Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approval of the minutes for the Regular Board Meeting on April 8, 2021

**Action:** Approved Unanimously.

### Approval/Correction of the Vouchers

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the following vouchers:

M&O Vouchers & Payroll #5117 through #5162	\$52,349.27
Direct Deposit Payroll	\$80,292.00
Dept. of Retirement Systems (Debit)	\$21,948.94
IRS – Payroll Taxes (Debit)	\$15,148.87
Bond Capital Voucher	\$21,049.83
<b>Total</b>	<b>\$190,788.91</b>

**Action:** Approved Unanimously.

### Chief's Report

Chief Hartin shared with the Fire Commissioners his Chief Report of May 13, 2021.

### Finance Officer's Report

Finance Officer Cathy Niuro presented the board with the Budget Position as of May 13, 2021.

### Old Business

Discussion of joint meetings with South Whidbey Fire/EMS and North Whidbey Fire and Rescue boards of fire commissioners is still on hold. Board Chair Messner will pursue a meeting in the next couple of months to accommodate meeting location with current COVID restrictions.

1. Executive Session. RCW 42.30.140(4)(a) "To provide guidance and direction to the Fire Chief for upcoming collective bargaining proceedings" and RCW 42.30.110(1)(f) to evaluate a complaint brought against a public officer or employee.

*The following except from the Central Whidbey Island Fire & Rescue Board of Fire Commissioners Policy Manual explains the process used for an executive session:*

*An executive session is a portion of a meeting of the Board of Fire Commissioners that is closed, or limited to members of the Board and other people whose presence is necessary to conduct the business at hand. The Board's use of an executive session is limited to a narrow set of specific circumstances. In order to qualify for an executive section its purpose must meet one of the provisions of RCW 42.30.*

*No minutes are recorded in executive session*

Executive session started at 5:35 pm for 15 minutes. The regular meeting resumed at 5:50 where it was announced that no decision had been made in bargaining proceedings or to the complaint.

## 2. Board Policy Manual

All the fire commissioners reviewed the Board Policy Manual and did not recommend any changes to the manual.

### New Business

1. Motion was made by Commissioner Cheryl Engle and seconded by Commissioner Steve Hutchinson to approve the inter-fund transfer of \$123,125 from #644 capital bond fund to #778 bond redemption fund and debt service payment in the same amount from the bond redemption fund.

*Funds generated through the district's voter approved bond levy are deposited in the capital bond fund and twice yearly must be transferred to the bond redemption fund for payment of the debt service on the voter approved bond.*

**Action:** Approved Unanimously.

2. Motion was made by Commissioner Cheryl Engle and seconded by Commissioner Steve Hutchinson to approve the Purchase Order 20-2021-02 to Cleanspace Technology proprietary limited company (Pty Ltd) for powered air purifying respirators in the amount of \$13,610.33

*The district received a grant from the United States Department of Homeland Security for expenses related to response to the COVID pandemic and to develop capacity for ongoing response. This purchase order is for grant funded purchase of powered air purifying respirators which improve respiratory protection over that provided by N95 respirators used for emergency medical response.*

**Action:** Approved Unanimously.

### Good of the Order/Announcements

Finance Officer Cathy Niiro reminded the commissioners that the Northwest Leadership Conference is March 2-4, 2020 in Portland at the Red Lion. All three commissioners will be attending this conference.

### Next Regular Meeting

June 10, 2021

Time: 17:00

Location: Station 53

There being no further business, Chair Paul Messner adjourned the meeting at 18:15.

Submitted,

*Cathy Niiro*

Cathy Niiro, Secretary