



# 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 Meeting Agenda

June 10, 2021

5:00 PM

### Swearing In of New Firefighters

Swearing in of Firefighters Blake Byrum and Jesse Caravan.

### Consensus Approval of the Agenda

### Input from the Public

### Approval/Correction of Minutes

May 13, 2021

### Approval of the Vouchers

M&O Vouchers & Payroll #5163 through #5201	\$106,797.64
Direct Deposit Payroll	\$81,481.08
Dept. of Retirement Systems (Debit)	\$21,939.18
IRS – Payroll Taxes (Debit)	\$15,566.37
Bond Capital Voucher	\$9,299.00
<b>Total</b>	<b>\$235,083.27</b>

### Chief's Report

### Finance Officer's Report

### Old Business

1. Discussion of joint meetings with South Whidbey Fire/EMS and North Whidbey Fire and Rescue boards of fire commissioners.

*Board Chair Messner will pursue a meeting in June to accommodate meeting location restrictions.*

2. 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 excerpt 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 session its purpose must meet one of the provisions of RCW 42.30.*

*In convening an Executive Session, the Chairperson announces:*

- *That the Board is going into executive session*
- *The statutory reason for the Executive session*
- *That the public is excluded and that they should leave the room*
- *The time that the Executive session will be concluded (and the public may reenter the room)*
- *If Board action is expected following the Executive Session*

*An Executive Session may be extended to a stated later time by announcement of the presiding officer or his/her designee to those waiting outside the meeting room to reenter at its conclusion. Under no circumstance shall the Board ever take any action during an executive session; Board action may only occur during its meetings open to the public.*

*No minutes are recorded in executive session.*

3. Motion to approve or disapprove engaging a consultant provide individual and/or organizational assessment and provide the district with input to the district's professional development program.

### **New Business**

1. Motion to approve or disapprove the Proposal for property coverage, general liability, cyber liability, crime, business auto, portable equipment, and umbrella liability insurance presented by Porter Whidbey Insurance, Inc. offered by McNeil & Company, Inc. in the amount of \$47,847

*Consistent with the provisions of Standard Operating Guideline 1.3.2, single expenditures of greater than \$10,000 must be approved by the board of fire commissioners. This expenditure is for renewal of the district's comprehensive insurance policy.*

2. Motion to approve or disapprove the revised purpose, scope, and policy of *Standard Operating Guideline 4.3.1 Fixed Fire Protection Systems*.

*This standard operating guideline addresses response to occupancies equipped with fixed fire protection such as fire alarm and sprinkler systems. Changes to this standard operating guideline reflect a risk-based response strategy (non-code response to automatic alarms absent a 911 call reporting a fire and adjustment of the procedure used to support sprinkler systems to improve tactical efficiency.*

**Good of the Order/Announcements**

**Next Regular Meeting**

July 8, 2021

Time: 5:00 pm

Location: Station 53