



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

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(360) 678-3602

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## Board of Fire Commissioners Meeting Minutes

*DRAFT*

**July 8, 2021**

### 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 17:00 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, Finance Officer Cathy Niiro, Firefighters Kole Kellison and Keith Dawson

### 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 June 10, 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 #5202 through #5243	\$72,351.64
Direct Deposit Payroll	\$89,248.17
Dept. of Retirement Systems (Debit)	\$23,178.71
IRS – Payroll Taxes (Debit)	\$18,103.37
Bond Capital Voucher	\$7,447.22
CRR-Grant Funding	\$13,504.05
<b>Total</b>	<b>\$223,833.16</b>

**Action:** Approved Unanimously.

### Chief's Report

Chief Hartin shared with the Fire Commissioners his Chief Report of July 8, 2021.

### Finance Officer's Report

Finance Officer Cathy Niuro presented the board with the Budget Position as of July 8 2021.

### Old Business

1. Discussion of joint meetings with South Whidbey Fire/EMS and North Whidbey Fire and Rescue of 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.
2. Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of Motion #1 the extension of Whidbey Health Interlocal agreement to staff a basic life support ambulance.

**Action:** Approved Unanimously.

3. Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approval of Motion #2 Resolution 21-01 readopting the Board of Fire Commissioners Policy Manual with no changes after review by Board of Fire Commissioners.

**Action:** Approved Unanimously.

### New Business

1. Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of Motion #3 Resolution 21-02 Appointing the District's Auditing Officers.

**Action:** Approved Unanimously.

2. Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of Motion #4 the transfer of \$19,188.00 from General Fund #640 00 95000

**Action:** Approved Unanimously.

3. Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approval of Motion #5 the transfer of \$19,984.91 from General Fund #640 000 95000 to Grant Management Fund #624 00 95000

**Action:** Approved Unanimously.

4. Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of Motion #5 3<sup>rd</sup> Quarter Budget Adjustment

**Action:** Approved Unanimously.

### Good of the Order/Announcements

- |                 |   |
|-----------------|---|
| Oct 20-23, 2021 | Annual WFCFA Conference, Tulalip Casino, WA<br><b>(Commissioners Messner, Hutchinson &amp; Engle and Board Secretary Niiro)</b>   |
| March 2-4, 2022 | Northwest Leadership Seminar, Red Lion Hotel on the River,<br>Portland, OR <b>(Commissioners Messner, Hutchinson &amp; Engle)</b> |

### Next Regular Meeting

August 12, 2021  
Time: 17:00  
Location: Station 53

There being no further business, Chair Paul Messner adjourned the meeting at 17:40.

Submitted,

*Cathy Niiro*

Cathy Niiro, Secretary