



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

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## Board of Fire Commissioners Meeting Minutes

*DRAFT*

**December 9, 2021**

### Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Chair Paul Messner at 17:00 hours. The public was able to participate remotely through Facebook Live.

### Commissioners and Staff Present

Board Chair Commissioner Paul Messner, Commissioners Cheryl Engle and Steve Hutchinson, Finance Officer Cathy Niiro, Deputy Chief Jerry Helm, AIC Captain James Meek, Firefighter Kole Kellison

### 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.

### Approval of Previous Minutes

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the Regular Board Meeting on November 11, 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 #5432 through #5477	\$98,158.29
Direct Deposit Payroll	\$87,529.55
Dept. of Retirement Systems (Debit)	\$21,793.68
IRS – Payroll Taxes (Debit)	\$16,662.58
Capital Voucher #5480	\$4,049.50
Capital Bond Voucher #5478 & #5479	\$303.16
<b>Total</b>	<b>\$228,496.76</b>

**Action:** Approved Unanimously.

### Chief's Report

Deputy Chief Helm shared with the Fire Commissioners Chief Hartin's Report of December 9, 2021.

### Finance Officer's Report

Finance Officer Cathy Niuro presented the board with the Budget Position as of December 9, 2021.

### Old Business

None.

### New Business

1. Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded motion #1 to approve Purchase Order #50-2021-001 to Drybox \$19,185.55.

**Action:** Approved Unanimously.

2. Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded motion #2 to approve moving the capital project for replacement of the roof on the training tower (Line 594 22 63 07) from 2021 to 2022 and increasing the budgeted amount from \$6,000 to \$13,498.32 based on bids for this project.

**Action:** Approved Unanimously.

3. Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded motion #3 to approve Purchase Order #50-2022-001 to Savage Roofing for \$13,498.32.

**Action:** Approved Unanimously.

4. For information only Commissioner Steve Hutchinson completed an internal audit on October 28, 2021

### Good of the Order/Announcements

- |                       |   |
|-----------------------|---|
| Oct 20-23, 2021       | Annual WFCA 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> |
| June 3 – June 5, 2022 | Lake Chelan WFCA Conference <b>(Commissioners Messner, Engle,<br/>Hutchinson and Board Secretary Niiro)</b>                       |

### Next Regular Meeting

January 13, 2022  
Time: 5:00 pm  
Location: Station 53

There being no further business, Fire Commissioner Chair Paul Messner adjourned the meeting at 5:30 pm.

Submitted,

*Cathy Niiro*

Cathy Niiro, Secretary