



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

www.cwfire.org

Board of Fire Commissioners Meeting Minutes

DRAFT

October 10, 2024

5:00 pm

Pledge of Allegiance

Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Commissioner Paul Messner at 5:00 pm. Facebook Live was available for this meeting.

Commissioners and Staff Present

Commissioners Paul Messner, Cheryl Engle, Steve Hutchinson, Fire Chief Jerry Helm, Division Chief Chris Geiger, Division Chief James Meek, and Finance Officer Cathy Niiro

Consensus Approval of the Agenda

Commissioner Messner received consensus approval of the agenda.

Input from the Public

None.

Approval of Previous Minutes

Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approval of the minutes for the Regular Board Meeting on September 12, 2024.

Action: Approved Unanimously.

Approval of Vouchers

M&O Vouchers #241001001-241003029	\$95,087.97
WA State Dept of Retirement EFT	\$25,278.89
Payroll – Direct Deposit	\$100,418.70
IRS EFTPS EFT	\$18,764.70
Capital Bond Vouchers #241004001	\$600.00
Total	\$240,150.26

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

Action: Approved Unanimously.

Chief's Report

Chief Jerry Helm, Division Chief Chris Geiger and Division Chief James Meek shared with the Fire Commissioners the Chief's Report as of October 10, 2024.

Finance Officer's Report

Finance Officer Cathy Niuro shared the Budget Position for October 10, 2024.

ICOM Board Report

Commissioner Engle, gave a brief report from the September ICOM Board meeting. ICOM is pursuing a 2/10 of 1% sales tax for funding their services on the April 2025 ballot.

Old Business

None.

New Business

1. Motion to approve was made by Commissioner Engle and seconded by Commissioner Hutchinson the transfer of \$71,769.04 from General Fund #640 to Capital Projects Fund #643

Action: Approved Unanimously.

2. Motion to approve was made by Commissioner Hutchinson and seconded by Commissioner Engle Purchase Order 22-2024-0001 to Seawestern for \$34,652.80 purchase of Decon Washer, Install & Shipping

Action: Approved Unanimously.

3. Motion to approve was made by Commissioner Engle and seconded by Commissioner Hutchinson Purchase Order 22-2024-0003 to Mascot Equipment for \$43,287.44 purchase of Fluid Lubrication Equipment, Install & Shipping

Action: Approved Unanimously.

4. Motion to approve was made by Commissioner Hutchinson and seconded by Commissioner Engle the transfer of \$7,986.71 from Capital Bond #644 to Capital Projects #643

Action: Approved Unanimously.

5. Motion to approve was made by Commissioner Engle and seconded by Commissioner Hutchinson increasing the Advance Travel Fund balance from \$1,500 to \$3,000

Action: Approved Unanimously.

6. Discussion of Inter Local Agreement between Central Whidbey Island Fire & Rescue and South County Fire. The Fire Commissioners instructed Chief Helm to proceed with the agreement.
7. Presentation of the 2025 proposed district budget to the Board of Fire Commissioners was made by Chief Helm.

Old Business

The board entered into an Executive Session at 6:10 pm for 5 minutes to review personnel matters in accordance with RCW 42.30.110(1)(f).

RCW 42.30.110(1)(f) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

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.

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.

The board came out of Executive Session at 6:15 pm with no decision being made.

Good of the Order

October 23-26, 2024 WFOA Conference, Davenport Hotel, Spokane
(Commissioners Engle, Hutchinson, Messner, Fire Chief Jerry Helm and Board Secretary Cathy Niiro)

November 6, 2024 Island Wide Fire Commissioners Meeting, Station 53, 1164 Race Rd., Coupeville. WA

Commissioner Messner thanked Division Chief Geiger for his presentation to the Flyfishing Club

The DRAFT agenda for the November 6, Island Wide Commissioners meeting was in the provided to the Fire Commissioners

Public Budget Presentation

October 22, 2024

Time: 6:00 pm

Location: Station 53, 1164 Race Rd., Coupeville, WA

Next Regular Meeting

November 14, 2024

Time: 5:00 pm

Location: Station 53, 1164 Race Rd., Coupeville WA

There being no further business, Commissioner Paul Messner adjourned the meeting at 6:20 pm.

Submitted,

Cathy Niiro, Secretary