



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

November 14, 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 Cheryl Engle at 5:00 pm. Facebook Live was available for this meeting.

Commissioners and Staff Present

Commissioners Cheryl Engle, Fire Chief Jerry Helm, Division Chief Chris Geiger, Division Chief James Meek, and Finance Officer Cathy Niiro. Commissioners Messner and Hutchinson were participating remotely through speaker phone.

Consensus Approval of the Agenda

Commissioner Messner received consensus approval of the agenda.

Input from the Public

None.

Approval of Previous Minutes

Commissioner Hutchinson moved to approve and Commissioner Messner seconded approval of the minutes for the Regular Board Meeting on October 10, 2024.

Action: Approved Unanimously.

Commissioner Hutchinson moved to approve and Commissioner Messner seconded approval of the minutes for the Special Meeting on October 22, 2024.

Action: Approved Unanimously.

Approval of Vouchers

| | |
|--|---------------------|
| M&O Vouchers #241101001-241102039 | \$108,186.42 |
| WA State Dept of Retirement EFT | \$28,902.03 |
| Payroll – Direct Deposit | \$126,181.99 |
| IRS EFTPS EFT | \$25,582.38 |
| Capital Bond Vouchers #241103001-241103002 | \$9,963.83 |
| Total | \$298,813.65 |

Commissioner Hutchinson moved to approve and Commissioner Messner 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 November 14, 2024.

Finance Officer’s Report

Finance Officer Cathy Niiro shared the Budget Position for November 14, 2024.

ICOM Board Report

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

Chief Helm shared with the board that we had been assessed \$4,000 for the 2/10 of 1% ballot measure.

New Business

1. Motion was made to approve by Commissioner Messner and seconded by Commissioner Hutchinson the transfer of \$57,018 from #640 General Fund to #644 Capital Bond Fund #644.

Action: Approved Unanimously.

2. Motion was made to approve by Commissioner Hutchinson and seconded by Commissioner Messner the inter-fund transfer of \$325,400.00 from the #644 Capital Bond Fund to the #778 Bond Redemption Fund for debt service payments.

Action: Approved Unanimously.

3. Motion was made to approve by Commissioner Engle and seconded by Commissioner Hutchinson the 2025 WFCA Health Care Program Employer Application.

Action: Approved Unanimously.

4. Motion was made by Commissioner Hutchinson and seconded by Commissioner Messner the 2025 Levy Certification.

Action: Approved Unanimously.

5. Motion was made to approve by Commissioner Hutchinson and seconded by Commissioner Messner Resolution 24-03 2025 Levy Certification "authorization for a 3.6% levy increase from the previous year".

Action: Approved Unanimously.

6. Motion was made to approve by Commissioner Messner and seconded by Commissioner Hutchinson Resolution 24-04 "Adoption of the 2025 Budget".

Action: Approved Unanimously.

7. Motion was made to approve by Commissioner Messner and seconded by Commissioner Hutchinson purchase order 20-2024-001 to Curtis for \$28,731.90 to purchase PPE.

Action: Approved Unanimously.

Letter of support from CWIFR Fire Commissioners for Fire Chief Helm in regards to the support of a standalone office for a Fire Marshal in Island County was being written and will be forward to the Island County Commissioners when completed. Signatures of the three CWIFR Fire Commissioners will be gathered once letter is completed.

Old Business

The board entered into an Executive Session at 5:35 pm for 10 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 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.

The board came out of Executive Session at 5:45 pm with no decision being made.

Good of the Order

| | |
|---------------------|---|
| January 24, 2025 | Recognition Banquet, location to be determined |
| March 5-7, 2025 | Northwest Leadership Seminar, Holiday Inn, Portland, OR Commissioners Engle, Hutchinson and Messner |
| October 22-25, 2025 | 2025 WFCA Conference, The Tulalip Resort, Tulalip, Commissioners Engle, Hutchinson and Messner, Fire Chief Helm and Board Secretary Niiro |

Next Regular Meeting

December 12, 2024

Time: 5:00 pm

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

There being no further business, Commissioner Engle adjourned the meeting at 5:47 pm.

Submitted, *Cathy Niiro, Secretary*