



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 Agenda

December 12, 2024

5:00 PM

Pledge of Allegiance

Consensus Approval of the Agenda

Input from the Public

Approval/Correction of Previous Minutes

November 14, 2024 Regular Board Meeting

Approval of Vouchers

M&O Vouchers #241201001-241203003	\$81,887.45
WA State Dept of Retirement EFT	\$23,884.93
Payroll – Direct Deposit	\$105,314.41
IRS EFTPS EFT	\$19,703.85
Capital Bond Vouchers #241202001	\$41,461.93
Total	\$272,252.37

Chief's Report

1. Operational Activity
2. Administrative Activity
3. Operations/B Shift
4. Community Risk Reduction (CRR)/A Shift
5. Training
6. Facilities/C Shift
7. Fleet Maintenance

Finance Officer's Report

Budget Position

ICOM Board Report

Report from Commissioner Engle regarding the most recent ICOM Board of Directors Meeting and other issues related to ICOM 911.

New Business

1. Motion to approve or disapprove Purchase Order 20-2024-002 to Seawestern for PPE Equipment in the amount of \$14,276.74
2. Internal Fiscal Audit and Oversight was completed by Commissioner Hutchinson on November 25, 2024

Old Business

Executive Session 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 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.

Good of the Order

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|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| January 24, 2025 | Recognition Banquet, Oak Harbor Yacht Club |
| 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
Niuro |

Regular Meeting

January 9, 2025

Time: 5:00 pm

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