



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
August 14, 2025

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, Paul Messner, Fire Chief Jerry Helm, Deputy Chief James Meek, Battalion Chief John Lloyd, and Finance Officer Cathy Niiro. Commissioner Steve Hutchinson participated remotely.

Guest: Larry Goff

Consensus Approval of the Agenda

Commissioner Engle received consensus approval of the agenda.

Input from the Public

There was none.

Approval of Previous Minutes

Commissioner Messner moved to approve, and Commissioner Hutchinson seconded the approval of the minutes for the Regular Board Meeting on July 10, 2025.

Action: Approved Unanimously.

Approval of Vouchers

M&O Vouchers #250801001-250802034	\$134,041.21
WA State Dept of Retirement Systems EFT	\$34,492.50
Payroll-Direct Deposit	\$128,661.98
IRS EFTPS	\$23,899.14
Capital Bond Voucher #250803001	\$350.00
Total	\$321,444.83

Commissioner Messner moved to approve, and Commissioner Hutchinson seconded the approval of the vouchers.

Action: *Approved Unanimously.*

Chief's Report

Chief Jerry Helm and Battalion Chief John Lloyd shared with the Fire Commissioners the Chief's Report as of August 14, 2025.

Finance Officer's Report

Finance Officer Cathy Niiro shared the Budget Position for August 14, 2025.

ICOM Board Report

Commissioner Engle gave a brief report for the June ICOM Board meeting where there was continued discussion on how to spend the sales tax money that was recently approved by the Island County voters.

Old Business

None

New Business

1. Motion was made to approve by Commissioner Messner and seconded by Commissioner Hutchinson to approve the transfer out from #640 General Fund to #626 Sick Buyback \$24,622.00

Action: *Approved Unanimously.*

2. Motion was made by Commissioner Messner seconded by Commissioner Hutchinson the transfer out from #640 General Fund to #643 Capital Fund \$271,449.00

Action: *Approved Unanimously.*

3. Motion made by Commissioner Messner seconded by Commissioner Hutchinson the transfer out from #640 General Fund to #643 Capital Fund \$25,000.00

Action: *Approved Unanimously.*

Good of the Order

Finance Officer Niiro shared a letter addressed to the Commissioners, with information on the internal audit completed by Commissioner Hutchinson on July 14, 2025

A copy of the current board manual was distributed to the Commissioners for review and updating. A final updated board manual will be presented at the September 11, 2025, meeting.

Board of Fire Commissioners Meeting Minutes August 14, 2025

October 22-25, 2025

2025 WFCA Conference, The Tulalip Resort, Tulalip, Commissioners Engle, Messner, Fire Chief Helm, and Board Secretary Niiro.

Next Regular Meeting

September 11, 2025

Time: 5:00 pm

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

There being no further business, Commissioner Hutchinson adjourned the meeting at 5:40 pm.

Submitted, *Cathy Niiro, Secretary*