



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

January 8, 2026

5:00 PM

Pledge of Allegiance

Swearing-in of New Fire Commissioner Larry Goff

Consensus Approval of the Agenda

Input from the Public

Approval/Correction of Previous Minutes

December 11, 2025 Regular Board Meeting

Approval of Vouchers

M&O Vouchers # 202642 - 202671	\$144,398.00
WA State Dept of Retirement Systems EFT	\$35,674.19
Payroll-Direct Deposit	\$124,752.42
IRS EFTPS	\$22,107.14
Grant Management #202672	\$3,633.88
Total	\$330,475.63

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

New Business

1. Motion to Approve or Disapprove Resolution 26-01 Appointment Sonja Lindenstein as the District's Finance Officer
2. Motion to Approve or Disapprove Resolution 26-02 Authorizing Sonja Lindenstein to sign Petty Cash Fund, Advance Travel Fund and Recruitment & Retention Fund checks at Heritage Bank.
3. Motion to Approve or Disapprove Resolution 26-02 Appointment of Sonja Lindenstein as District Secretary
4. Motion to approve or disapprove 2026 Contact Sheet & Signature Form for the Island County Auditors' Office
5. Motion to approve or disapprove the selection of the 2026 Local Board of Volunteer Firefighters Whidbey Island Fire & Rescue as 2026 Board Chair, Fire Chief Jerry Helm, Deputy Chief James Meek, District Secretary Sonja Lindenstein and Firefighter Travis Dotson.
6. Motion to approve or disapprove the S.O.G. 1.2.11 2026 Executive Staff Salary Benefits
7. Motion to approve or disapprove S.O.G. 1.7.2 Public Records Request

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 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.

No minutes are recorded in executive session.

Good of the Order

Recognition Banquet

January 23, 2026

Time: 5:30 Cocktails, 6:30 Dinner

RSVP By Jan. 15, 2026

Location: Oak Harbor Yacht Club, 1301 SE Catalina Dr., Oak Harbor

Regular Meeting

February 12, 2026

Time: 5:00 pm

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