



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

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## Board of Fire Commissioners Meeting Minutes

*DRAFT*

**January 14, 2021**

### Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Board Chair Cheryl Engle at 17:00 hours. Board Chair Cheryl Engle was participating in-person and Fire Commissioners Steve Hutchinson and Paul Messner were participating remotely through Facebook Live in compliance with the Open Public Meeting Act RSW42.30 and Proclamation 20-28.

### Commissioners and Staff Present

Board Chair Commissioner Cheryl Engle, Commissioner Steve Hutchinson, Commissioner Paul Messner, Chief Ed Hartin, AIC Deputy Chief Jerry Helm, AIC CAPT James Meek and Finance Officer Cathy Niiro.

### Members of the Public Present

None.

### Consensus Approval of the Agenda

Chair Cheryl Engle received consensus approval of the agenda.

### Input from the Public

None. Members of the public were also participating through Facebook Live.

### Approval/Correction of Previous Minutes

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the Regular Board Meeting on December 10, 2020.

**Action:** Approved Unanimously.

Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the following vouchers:

M&O Vouchers & Payroll #4924 through #4976	\$107,193.84
Direct Deposit Payroll	\$95,720.14
Dept. of Retirement Systems (Debit)	\$23,506.65
IRS-Payroll Taxes (Debit)	\$23,208.87
<b>Grand Total</b>	<b>\$246,729.50</b>

**Action:** Approved Unanimously.

### Chief's Report

Chief Hartin shared with the Fire Commissioners his Chief Report of January 14, 2021. Chief Hartin also shared with the commissioners that the survey rating bureau moved our rating from a six to a five. The new website should go live on February 1, 2021

### Finance Officer's Report

Finance Officer Cathy Niuro presented the board with the Budget Position as of January 14, 2021.

### Old Business

None

### New Business

Motion #1 to approve or disapprove 2021 Appointment of new 2021 Board Chair Paul Messner. This was tabled until the next meeting.

Motion #2 to approve or disapprove the selection of the 2021 Local Board of Volunteer Firefighters and Reserve as follows: Board Chair Paul Messner, Fire Chief Ed Hartin, Safety Officer Jerry Helm Secretary Cathy Niuro and Firefighter Keith Andrews.

Motion was made by Commissioner Messner and seconded by Commissioner Hutchinson to approve the above list as the 2021 Local Board for Volunteer Firefighters and Reserve.

**Action:** Approved Unanimously

Motion #3 to approve or disapprove Purposed, Scope & Policy SOG 1.2.12 Leave Donation was tabled until the next meeting.

Motion #4 to approve or disapprove allocation of non-specific cash donations to the LUCAS Chest Compression Project

Motion was made by Commissioner Messner and seconded by Commissioner Hutchinson to approve the allocation of non-specific cash donations to the LUCAS Chest Compression Project.

**Action:** Approved Unanimously.

Motion #5 to approve or disapprove transfer out \$32,096.57 of #610 Long Term Sick Leave to #001 Transfer in from Long Term Sick Leave.

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the approval of transfer out \$32,096.57 of #610 Long Term Sick Leave to #001 Transfer in from Long Term Sick Leave.

**Action:** Approved Unanimously.

Long Term Financial Plan: No action until February 2021

The formal complaint submitted by Charlie Smith will be discussed at the February meeting.

### **Good of the Order/Announcements**

Commissioner Messner asked what the status of the plastic bags over the fire hydrants in Admiral's Cove? Chief Hartin will have LT Vtable check with Andy Campbell.

Commissioner Steve Hutchinson asked what the cause of the fire was on Terry Rd.? Chief Hartin responded that has not been determined at this time.

### **Next Regular Meeting**

February 11, 2021

Time: 17:00

Location: Station 53

There being no further business, Chair Cheryl Engle adjourned the meeting at 17:47.

Submitted,

*Cathy Niiro*

Cathy Niiro, Secretary