



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

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Board of Fire Commissioners Meeting Minutes

DRAFT

June 10, 2021

Swearing in of Fire Fighters Blake Byrum and later Jesse Caravan (at 6:00 pm) was done by Chief Ed Hartin

Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Board Chair Paul Messner at 17:00 hours. The public was 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 Paul Messner, Commissioner Cheryl Engle, Commissioner Steve Hutchinson Fire Chief Ed Hartin, Deputy Chief Jerry Helm, Finance Officer Cathy Niiro

Members of the Public Present

None

Consensus Approval of the Agenda

Chair Paul Messner 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 May 13, 2021

Action: Approved Unanimously.

Approval/Correction of the Vouchers

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the following vouchers:

M&O Vouchers & Payroll #5163 through #5201	\$106,797.64
Direct Deposit Payroll	\$81,481.08
Dept. of Retirement Systems (Debit)	\$21,939.18
IRS – Payroll Taxes (Debit)	\$15,566.37
Bond Capital Voucher	\$9,299.00
Total	\$235,083.27

Action: Approved Unanimously.

Chief's Report

Chief Hartin shared with the Fire Commissioners his Chief Report of June 10, 2021.

Finance Officer's Report

Finance Officer Cathy Niiro presented the board with the Budget Position as of June 10, 2021.

Old Business

1. Discussion of joint meetings with South Whidbey Fire/EMS and North Whidbey Fire and Rescue of boards of fire commissioners is still on hold. Board Chair Messner will pursue a meeting in the next couple of months to accommodate meeting location with current COVID restrictions.
2. Executive Session. RCW 42.30.110(1)(f) to evaluate a complaint brought against a public officer or employee

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 section its purpose must meet one of the provisions of RCW 42.30.

No minutes are recorded in executive session

Executive session started at 5:30 pm for 30 minutes. The regular meeting resumed at 6:00 where it was announced that no decision had been made in the complaint. The Board of Fire Commissioners gave direction to legal counsel Rich Davis.

3. Motion #1 was made by Commissioner Cheryl Engle and seconded by Commissioner Steve Hutchinson to approve engaging a consultant provide individual and/or organizational assessment and provide the district with input to the district's professional development program.

Action: Approved Unanimously.

New Business

1. Motion #2 was made by Commissioner Cheryl Engle and seconded by Commissioner Steve Hutchinson to approve the Proposal for property coverage, general liability, cyber liability, crime, Business, auto, portable equipment, and umbrella liability insurance presented by Porter Whidbey Insurance, Inc. offered by McNeil & Company, Inc. in the amount of \$47,847

Action: Approved Unanimously.

3. Motion #3 was made Commissioner Steve Hutchinson and seconded by Commissioner Cheryl Engle to approve the revised purpose, scope, and policy of *Standard Operating Guideline 4.3.1 Fixed Fire Protection Systems*.

Action: Approved Unanimously.

Good of the Order/Announcements

Commissioner Steve Hutchinson performed an internal audit on June 3, 2021.

Commissioner Steve Hutchison shared with the Board that he had a conversation with the Island county Planner Mary Engle in regards to our building permit. She thought that it had been approved already. The staff at Central Whidbey Island Fire & Rescue were unaware of any such approval.

Next Regular Meeting

July 8, 2021

Time: 17:00

Location: Station 53

There being no further business, Chair Paul Messner adjourned the meeting at 18:12.

Submitted,

Cathy Niiro

Cathy Niiro, Secretary