



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 12, 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 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 (thru Zoom), Fire Chief Ed Hartin (thru Zoom), 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 July 8, 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 #5244 through #5288	\$66,218.41
Direct Deposit Payroll	\$99,204.03
Dept. of Retirement Systems (Debit)	\$24,839.52
IRS – Payroll Taxes (Debit)	\$21,560.73
Bond Capital Voucher	\$8,546.92
CRR-Grant Funding	\$435.40
Total	\$207,822.69

Action: Approved Unanimously.

Chief's Report

Deputy Chief Helm shared with the Fire Commissioners Chief Hartin's Report of August 12, 2021.

Finance Officer's Report

Finance Officer Cathy Niuro presented the board with the Budget Position as of August 12, 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 at Station 53 with current COVID restrictions.
2. Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of motion #1 the revision of the 3rd Quarter Budget Adjustment by eliminating the reductions to Line Item 522 30 10 01 Full-time FF/LT Wages in the amount of \$10,000 and 522 45 43 04 Officer Development Travel Lodging and Meals in the amount of \$2,000.

Action: Approved Unanimously.

New Business

1. Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded motion #2 for the Fire Chief to enter into an interlocal agreement with South Whidbey Fire/EMS for provision of information technology services.

Action: Approved Unanimously.

2. Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded motion #3 of Resolution 21-03 Exempt Staff Compensation for Special Non-District Assignment.

Action: Approved Unanimously.

3. COVID-19 Vaccination Requirements for Health Care Providers – Governor’s Proclamation 21-14 with narrative from Chmelik Sitkin & Davis, P.S. and WFCB/Brian Snure. Information was shared with the board with no action required at this time.
4. Salary comparisons for Firefighters were shared with the board with no action required at this time.

Good of the Order/Announcements

Oct 20-23, 2021	Annual WFCB Conference, Tulalip Casino, WA (Commissioners Messner, Hutchinson & Engle and Board Secretary Niiro)
March 2-4, 2022	Northwest Leadership Seminar, Red Lion Hotel on the River, Portland, OR (Commissioners Messner, Hutchinson & Engle)

Next Regular Meeting

August 12, 2021
Time: 17:00
Location: Station 53

There being no further business, Chair Paul Messner adjourned the meeting at 17:45.

Submitted,

Cathy Niiro

Cathy Niiro, Secretary