



Central Whidbey Island Fire & Rescue

1164 Race Road
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Professionalism • Integrity • Compassion • Excellence

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www.cwfire.org

Board of Fire Commissioners Special Meeting Minutes

DRAFT

October 12, 2021

2:30 PM at Station 53

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 2:30 pm.

Commissioners and Staff Present

Board Chair Commissioner Paul Messner, Commissioner Cheryl Engle, Commissioner Steve Hutchinson Fire Chief Ed Hartin, Finance Officer Cathy Niuro and through Zoom Rich Davis, Attorney for Central Whidbey Island Fire & Rescue and Daphne Schneider

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.

New Business

1. Executive Session to review the Organizational Assessment and 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 section 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.

The Fire Commissioners went into Executive Session at 2:30 hours for one hour to review the Organizational Assessment. Present were Fire Commissioners Paul Messner, Cheryl Engle and Steve Hutchinson, Rich Davis and Daphne Schneider.

Executive Session was ended with the above participants at 3:30. An additional twenty minutes was requested which ended at 3:50 pm.

No decision was made as to the next steps in regards to the information received.

Good of the Order/Announcements

Oct 20-23, 2021	Annual WFCFA 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 Board Meeting

October 14, 2021

Time: 5:00 pm

Location: Station 53

There being no further business, Chair Paul Messner adjourned the meeting at 3:50 pm.

Submitted,

Cathy Niiro

Cathy Niiro, Secretary