



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

October 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 Paul Messner at 17:00 hours. The public was unable to participate remotely through Facebook Live because of technical difficulties.

Commissioners and Staff Present

Board Chair Commissioner Paul Messner, Commissioner Cheryl Engle, Commissioner Steve Hutchinson, Fire Chief Ed Hartin, AIC Capt James Meek, Finance Officer Cathy Niuro, AIC LT Alex Majestic, Fire Fighters Justin Burnett, Kole Kellison, Keith Dawson and Jeff Rhodes

Members of the Public Present

Robert Burnett and Bridget Juras

Consensus Approval of the Agenda

Chair Paul Messner received consensus approval of the agenda.

Input from the Public

None.

Formal introduction of newly appointed Fulltime Firefighter Justin Burnett

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 September 9, 2021

Action: Approved Unanimously.

Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approval of the minutes for the Special Board Meeting on September 23, 2021

Action: Approved Unanimously.

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the Special Board Meeting on October 4, 2021

Action: Approved Unanimously.

Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approval of the minutes for the Special Board Meeting on October 12, 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 #5331 through #5381	\$93,275.54
Direct Deposit Payroll	\$91,858.76
Dept. of Retirement Systems (Debit)	\$24,751.55
IRS – Payroll Taxes (Debit)	\$21,320.97
Bond Capital Voucher	\$1,193,733.85
Capital	\$11,850.85
Total	\$1,436,791.52

Action: Approved Unanimously.

Chief's Report

Deputy Chief Helm shared with the Fire Commissioners Chief Hartin's Report of October 14, 2021.

Finance Officer's Report

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

Old Business

None

New Business

1. Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded motion #1 to approve Purchase Order #20-2021-0003 for \$11,850.85 to CDW-G for Dell Server from the Capital Fund #643-00-95000.

Action: Approved Unanimously.

2. Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded motion #2 for the Declaration of Surplus Items Attached with through an On-Line Auction.

Action: Approved Unanimously.

3. Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded motion #3 4th Qtr Budget Adjustments.

Action: Approved Unanimously.

4. Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded motion #4 final payment to Rosenbauer for \$1,186,378.35 for three new fire engines from the Capital Bond Fund #644-00-95000.

Action: Approved Unanimously.

5. Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded motion #5 the transfer of \$13,937.37 from General Fund #640-00-95000 to Grants Management Fund #624-00-95000.

Action: Approved Unanimously.

The Proposed 2022 District Budget was distributed to the Fire Commissioners. A motion will be made at the November 11 meeting to approve or disapprove the 2022 District Budget.

6. The Fire Commissioners went into Executive Session in regards to personnel matters at 5:50 pm for 30 minutes. The Executive Session was extended another 30 minutes until 6:50. The Executive Session was extended for another 30 minutes until 7:20. The Executive Session was extended another 30 minutes until 7:50. Executive Session ended at 7:50 with no decision made.

Good of the Order/Announcements

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| 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) |
| June 3 – June 5, 2022 | Lake Chelan WFCFA Conference (Commissioners Messner, Engle,
Hutchinson and Board Secretary Niiro) |

Next Regular Meeting

November 11, 2021

Time: 5:00 pm

Location: Station 53

There being no further business, Chair Paul Messner adjourned the meeting at 8:00 pm.

Submitted,

Cathy Niiro

Cathy Niiro, Secretary