



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

[www.cwfire.org](http://www.cwfire.org)

## Board of Fire Commissioners Meeting Agenda

November 11, 2021

5:00 PM

### Consensus Approval of the Agenda

### Input from the Public

### Approval/Correction of Previous Minutes

### Approval of Vouchers

M&O Vouchers Numbered #5383 through #5430	\$78,842.25
Direct Deposit Payroll	\$110,771.68
Department of Retirement Systems (Debit)	\$26,548.40
IRS-Payroll Taxes (Debit)	\$22,643.67
Capital Voucher #5432	\$11,850.85
Capital Bond Voucher #5431	\$190.25
<b>Grand Total</b>	<b>\$250,847.10</b>

### Chief's Report

1. COVID-19
2. Operational Activity
3. Administrative Activity
4. Operations/B Shift
5. Community Risk Reduction (CRR)/A Shift
6. Training
7. Facilities/C Shift
8. Fleet Maintenance

### Finance Officer's Report

Budget Position

## Old Business

1. Clarification of Motion 1 on October 14, 2021 Purchase Order #20-2021-0003 for \$11,850.85 to Dell not CDW-G.

## New Business

1. Motion to approve or disapprove inter-fund transfer of \$278,125 from the capital bond fund to the bond redemption fund for debt service payments.

*This is a twice-yearly inter-fund transfer to move tax revenue received in the bond fund to the bond redemption fund for payment of debt service on the district's voter approved bond.*

2. Motion to approve or disapprove 2022 Levy Certification

*This is an annual action taken by the board to certify the district's property tax levy.*

3. Motion to approve or disapprove Resolution 21-05 2022 Levy Certification "authorization for a 1% levy increase from the previous year"

*Approval of this resolution allows the district to increase its lawful levy by 1% above the previous year's lawful levy.*

4. Motion to approve or disapprove Resolution 21-06 "Adoption of the 2022 Budget"

*Approval of this resolution adopts the district's 2022 budget.*

5. Motion to approve or disapprove 2022 WFCA Health Care Program Employer Application

6. Motion to approve or disapprove the November 11, 2021 fourth quarter budget adjustment.

*This net zero budget adjustment addresses several line items which experienced higher than budgeted expenditures which are offset by lower than budgeted expenditures for firefighter wages due to a partial year vacancy.*

Executive Session to review 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 session 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.*

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

March 2-4, 2022	Northwest Leadership Seminar, Red Lion Hotel on the River, Portland, OR ( <b>Commissioners Messner, Hutchinson &amp; Engle</b> )
June 3-5, 2022	WFCA Lake Chelan Seminar ( <b>Commissioners Messner, Hutchinson, Engle and Board Secretary Niiro</b> )
October 26-29, 2022	WFCA Conference, The Davenport Grant Hotel, Spokane, WA ( <b>Commissioners Messner, Engle, Hutchinson and Board Secretary Niiro</b> )

#### **Next Regular Meeting**

December 9, 2021  
Time: 17:00  
Location: Station 53