



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

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## Board of Fire Commissioners Meeting Minutes

*DRAFT*

**November 11, 2021**

### Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Acting Chair Cheryl Engle at 17:00 hours. The public was able to participate remotely through Facebook Live because of technical difficulties.

### Commissioners and Staff Present

Acting Board Chair Commissioner Cheryl Engle, Fire Chief Ed Hartin, AIC Capt James Meek, Finance Officer Cathy Niiro, AIC LT Jim Huff and Fire Fighters John Lloyd and Mason Jones. Participating through Zoom was Commissioners Paul Messner and Steve Hutchinson along with Deputy Chief Jerry Helm

### Members of the Public Present

Tracy Jones

### Consensus Approval of the Agenda

Chair Paul Messner received consensus approval of the agenda.

### Input from the Public

None.

Introduction and oath of Firefighter Mason Jones was done by Chief Ed Hartin.

### Approval of Previous Minutes

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the Regular Board Meeting on October 14, 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 November 4, 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 #5383 through #5430	\$78,842.25
Direct Deposit Payroll	\$110,771.68
Dept. of Retirement Systems (Debit)	\$26,548.40
IRS – Payroll Taxes (Debit)	\$22,643.67
Bond Capital Voucher	\$190.25
Capital	\$11,850.85
<b>Total</b>	<b>\$250,847.10</b>

**Action:** Approved Unanimously.

### Chief's Report

Deputy Chief Helm shared with the Fire Commissioners Chief Hartin's Report of November 11, 2021.

### Finance Officer's Report

Finance Officer Cathy Niuro presented the board with the Budget Position as of November 11, 2021.

### Old Business

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

### New Business

1. Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded motion #1 to approve inter-fund transfer of \$278,125 from the capital bond fund to the bond redemption fund for debt service payments.

**Action:** Approved Unanimously.

2. Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded motion #2 to approve the 2022 levy Certification.

**Action:** Approved Unanimously.

3. Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded motion #3 Resolution 21-05 2022 Levy Certification authorization for a 1% levy increase from the previous year.

**Action:** Approved Unanimously.

4. Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded motion #4 Resolution 21-06 Adoption of the 2022 Budget.

**Action:** Approved Unanimously.

5. Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded motion #5 the 2022 WFCA Health care Program Employer Application.

**Action:** Approved Unanimously.

6. Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded motion #6 to approve the fourth quarter budget adjustment.

**Action:** Approved Unanimously.

7. The Fire Commissioners went into Executive Session in regards to personnel matters at 5:30 pm for 15 minutes. The Executive Session was extended another 15 minutes until 6:00. The Executive Session was extended for another 15 minutes until 6:15. The Executive Session ended at 6:15 with no decision made.

#### Good of the Order/Announcements

Oct 20-23, 2021	Annual WFCA Conference, Tulalip Casino, WA <b>(Commissioners Messner, Hutchinson &amp; Engle and Board Secretary Niiro)</b>
March 2-4, 2022	Northwest Leadership Seminar, Red Lion Hotel on the River, Portland, OR <b>(Commissioners Messner, Hutchinson &amp; Engle)</b>
June 3 – June 5, 2022	Lake Chelan WFCA Conference <b>(Commissioners Messner, Engle, Hutchinson and Board Secretary Niiro)</b>

#### Next Regular Meeting

December 9, 2021  
Time: 5:00 pm  
Location: Station 53

There being no further business, Acting Chair Cheryl Engle adjourned the meeting at 6:30 pm.

Submitted,

*Cathy Niiro*

Cathy Niiro, Secretary