



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

January 13, 2022

Call to Order

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

Commissioners and Staff Present

Board Chair Commissioner Paul Messner, Commissioner Cheryl Engle, Chief Ed Harton, Finance Officer Cathy Niiro, Deputy Chief Jerry Helm, and Fire Commissioner Steve Hutchinson-participating remotely.

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.

Approval of Previous Minutes

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the Regular Board Meeting on December 9, 2021

Action: Approved Unanimously.

Approval of Previous Minutes

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the Special Board Meeting on December 20, 2021

Action: Approved Unanimously.

M&O Vouchers & Payroll #5480 through #5529	\$97,075.67
Direct Deposit Payroll	\$91,579.85
Dept. of Retirement Systems (Debit)	\$22,577.97
IRS – Payroll Taxes (Debit)	\$17,173.92
Capital Bond Vouchers #5530 and #5531	\$22,498.05
Total	\$250,905.46

Action: Approved Unanimously.

Chief's Report

Chief Hartin shared with the Fire Commissioners the Chief's Report as of January 13, 2022.

Finance Officer's Report

Finance Officer Cathy Niiro presented the board with the Budget Position as of January 13, 2022.

Old Business

None.

New Business

1. Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded motion #1 to approve Commissioner Steve Hutchinson as the 2022 Board Chair.

Action: Approved Unanimously.

2. Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded motion #2 to approve the selection of the 2022 Local Board of Volunteer Firefighters Central Whidbey Island Fire & Rescue as 2022 Board Chair Steve Hutchinson, Fire Chief Ed Hartin, Safety Officer Jerry Helm, Secretary Cathy Niiro and LT Marvin Raavel.

Action: Approved Unanimously.

3. Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded motion #3 to approve Renewal of Agreement Between WhidbeyHealth and Central Whidbey Island Fire & Rescue to staff and operate a basic life support ambulance for the hospital from January 1, 2022 to December 31, 2022.

Action: Approved Unanimously.

4. Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded motion #4 to approve a 2.66% wage adjustment for part-time staff.

Action: Approved Unanimously.

5. Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded motion #5 to approve a fleet maintenance memorandum of understanding with WhidbeyHealth.

The Fire Commissioners went into Executive Session at 5:37 for 15 minutes to review personnel matters in accordance with RCW 42.30.110(1)(f).

At 5:52 the Fire Commissioners extended the Executive Session until 6:00. The Fire Commissioners ended their Executive Session at 6:00 with no decision being made.

Good of the Order/Announcements

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| March 2-4, 2022 | Northwest Leadership Seminar, Red Lion Hotel on the River, Portland, OR (Commissioners Messner, Hutchinson & Engle) |
| June 3-5, 2022 | WFCALake Chelan Seminar (Commissioners Messner, Hutchinson, Engle, Board Secretary Niiro and Chief Ed Hartin) |
| Oct. 27-29, 2022 | WFCALake Tahoe Conference, Davenport Grand Hotel (Commissioners Hutchinson, Engle and Board Secretary Niiro) |

Special Meeting -Washington State Auditor's Exit Conference

February 10, 2022
Time: 4:00 pm
Location: Station 53

Next Regular Meeting

February 10, 2022
Time: 5:00 pm
Location: Station 53

There being no further business, Fire Commissioner Chair Paul Messner adjourned the meeting at 6:05pm.

Submitted,

Cathy Niiro

Cathy Niiro, Secretary