



# 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

February 10, 2022

5:00 PM

### Special Award

Washington State Auditor's Office Exit Conference

Consensus Approval of the Agenda

Input from the Public

Approval/Correction of Previous Minutes

January 13, 2022 Regular Meeting

### Approval of Vouchers

M&O Vouchers Numbered #5532 through #5572	\$59,596.73
Direct Deposit Payroll	\$88,366.60
Department of Retirement Systems (Debit)	\$22,882.24
IRS-Payroll Taxes (Debit)	\$16,757.97
Capital Bond Voucher #5573 and #5576	\$6,284.74
<b>Grand Total</b>	<b>\$193,888.28</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

None

## New Business

1. Motion to approve or disapprove Standard Operating Guideline 5.6.1. Professional Development Plans

*This standard operating guideline defines the process for district members to develop professional development plans encompassing training and certification, education, and experience.*

2. Motion to approve or disapprove a temporary increase in the number of authorized full-time firefighters by one FTE.

*The district has multiple members who have experienced on the job illnesses or injuries, resulting in a substantial need for overtime to maintain shift coverage. The economic impact of this need can be mitigated to some extent by increasing the number of full-time firefighters by one FTE. The district currently has three qualified personnel in the hiring pool for full-time firefighters (two of whom are currently employed by the district as part-time firefighters). The district has a precedent for this action as we previously hired a temporary full-time firefighter to provide coverage while one of our members was on maternity leave.*

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 excerpt 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 CANCELED	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, Board Secretary Niiro, &amp; Chief Hartin</b> )
October 26-29, 2022	WFCA Conference, The Davenport Grant Hotel, Spokane, WA ( <b>Commissioners Messner, Engle, Hutchinson and Board Secretary Niiro</b> )

### **Regular Meeting**

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