



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

February 10, 2022

Special Award

Presented to Sonja Lindenstien by Chief Ed Hartin for her service that exemplifies Professionalism, Integrity, Compassion and Excellence with a caller that was needing a CPR Class.

Call to Order

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

Commissioners and Staff Present

Board Chair Commissioner Steve Hutchinson, Commissioner Cheryl Engle, Commissioner Paul Messner, Chief Ed Hartin, Finance Officer Cathy Niuro, Deputy Chief Jerry Helm, LT Jen Porter and Firefighter Justin Burnett.

Members of the Public Present

Alana Hutchinson

Washington State Auditor's Office Exit Conference

Shana Grove, Scott Hylton, and Deena Garza SAO auditing staff presented the board the Accountability Audit and Financial Statement Audit for January 1, 2019-December 31, 2020. There were no uncorrected misstatement in the audited financial statements and no material misstatements in the financial statements corrected by management during the audit.

Consensus Approval of the Agenda

Chair Steve Hutchinson received consensus approval of the agenda.

Input from the Public

None.

Approval of Previous Minutes

Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the minutes for the Regular Board Meeting on January 13, 2022

Action: Approved Unanimously.

Approval of Vouchers

M&O Vouchers & Payroll #5532 through #5572	\$59,596.73
Direct Deposit Payroll	\$88,366.60
Dept. of Retirement Systems (Debit)	\$22,882.24
IRS – Payroll Taxes (Debit)	\$16,757.97
Capital Bond Vouchers #5573 and #5576	\$6,284.74
Total	\$250,905.46

Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the vouchers

Action: Approved Unanimously.

Chief's Report

Chief Hartin shared with the Fire Commissioners the Chief's Report as of February 10, 2022.

Finance Officer's Report

Finance Officer Cathy Niuro presented the board with the Budget Position as of February 10, 2022.

Old Business

None.

New Business

1. Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded motion #1 to approve Standard Operating Guideline 5.6.1 Professional Development Plans

Action: Approved Unanimously.

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

The Fire Commissioners went into Executive Session at 5:20 for 30 minutes to review personnel matters in accordance with RCW 42.30.110(1)(f).

At 5:50 the Fire Commissioners extended the Executive Session for 30 minutes until 6:20.

At 6:20 the Fire Commissioners extended the Executive Session for 30 minutes until 6:50. The Fire Commissioners ended their Executive Session at 6:50 with no decision being made.

Good of the Order/Announcements

March 2-4, 2022 Northwest Leadership Seminar, Red Lion Hotel on the River,
CANCELED Portland, OR **(Commissioners Messner, Hutchinson & Engle)**

June 3-5, 2022 WFCA Lake Chelan Seminar **(Commissioners Messner, Hutchinson,
Engle, Board Secretary Niiro and Chief Ed Hartin)**

Oct. 27-29, 2022 WFCA Conference, Davenport Grand Hotel **(Commissioners
Hutchinson, Engle and Board Secretary Niiro)**

Chief Hartin was elected as Chair for the EMS Council.

Deputy Chief Helm will be in Arizona for training next week. Chief Hartin will be in Arizona the 1st week of March.

Commissioner Paul Messner is attending the ICOM meeting. They are updating Spillman and looking for a new director.

The boat that was damaged and needs to be replaced will be done so a full replacement value.

Next Regular Meeting

March 10, 2022

Time: 5:00 pm

Location: Station 53

There being no further business, Fire Commissioner Chair Steve Hutchinson adjourned the meeting at 7:10pm.

Submitted,

Cathy Niiro

Cathy Niiro, Secretary