



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 Agenda

March 24, 2022

4:00 PM

Consensus Approval of the Agenda

Input from the Public

1. Motion to approve or disapprove the salary schedule for the position of division chief.

At the board's regular March meeting, the board authorized creation of the classification of division chief with the intention of this position being responsible for management of the districts training (professional development) division. Based on analysis of comparable agencies and job market conditions, staff recommend establishing a salary of \$110,000 depending on qualifications. This salary level will require a budget adjustment, but will not require an increase in the general fund.

Executive Session to provide guidance and direction to the Fire Chief for upcoming collective bargaining proceedings in accordance with RCW 42.30.140(4)(a).

RCW 42.30.140 (4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

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

June 3-5, 2022	WFCA Lake Chelan Seminar (Commissioners Messner, Hutchinson, Engle, Board Secretary Niiro, & Chief Hartin)
October 26-29, 2022	WFCA Conference, The Davenport Grand Hotel, Spokane, WA (Commissioners Messner, Engle, Hutchinson and Board Secretary Niiro)

Regular Meeting

April 14, 2022
Time: 5:00 pm
Location: Station 53