



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 Special Meeting Minutes

March 24, 2022

4:00 PM

Call to Order

This special meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Chair Steve Hutchinson at 16:00 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 Niiro, and Deputy Chief Jerry Helm.

Members of the Public Present

None.

Consensus Approval of the Agenda

Chair Steve Hutchinson received consensus approval of the agenda.

Input from the Public

None.

New Business

1. Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded motion #1 the salary schedule for the position of division chief.

Action: Approved Unanimously.

The Fire Commissioners went into Executive Session at 16:10 for 30 minutes back at 16:40. Extended for 20 minutes, back at 17:00. Extended for 15 minutes back at 17:15 for the following:

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.

No decision was made during the Executive Session.

Good of the Order/Announcements

June 3-5, 2022

WFCALake 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