



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

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Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

[www.cwfire.org](http://www.cwfire.org)

## Board of Fire Commissioners Meeting Minutes

*DRAFT*

**April 14, 2022**

### Special Awards

Retiring Acting Lieutenant Marvin Raavel was honored for his twenty-two years of volunteering for Central Whidbey Island Fire & Rescue.

Firefighter Jim Huff was sworn in as Lieutenant as of April 1, 2022 by Deputy Chief Jerry Helm.

### 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, Sonja Lindenstein, Deputy Chief Jerry Helm, LT James Meek, LT Jen Porter and Firefighters Kole Kellison, Brent Stevens, Morgan Stevens, John Lloyd, Justin Burnett, Dalton Martin

### Members of the Public Present

Four family members of Jim Huff, Mrs. Marv Raavel, Sue Hartin, Athena Hartin

### Consensus Approval of the Agenda

Chair Steve Hutchinson received consensus approval of the agenda.

### Input from the Public

None.

### Approval of Previous Minutes

Commissioner Paul Messner moved to approve and Commissioner Cheryl Engle seconded approval of the minutes for the Regular Board Meeting on March 10, 2022.

**Action:** Approved Unanimously.

### Approval of Previous Minutes

Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the minutes for the Special Board Meeting on March 24, 2022.

**Action:** Approved Unanimously.

### Approval of Vouchers

M&O Vouchers & Payroll #5629 through #5675	\$65,038.73
Direct Deposit Payroll	\$89,967.25
Dept. of Retirement Systems (Debit)	\$22,498.51
IRS – Payroll Taxes (Debit)	\$16,874.90
Capital Voucher #5666	\$8,548.83
Capital Bond Vouchers #5667	\$18,291.00
<b>Total</b>	<b>\$221,219.22</b>

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

**Action:** Approved Unanimously.

### Chief's Report

Deputy Chief Helm shared with the Fire Commissioners the Chief's Report as of April 14, 2022.

### Finance Officer's Report

Finance Officer Cathy Niuro presented the board with the Budget Position as of April 14, 2022.

### Old Business

None.

### ICOM Board Report

Commissioners Paul Messner reported that South Whidbey Fire/EMS Commissioner Savannah Erickson will be the Fire Department representative.

A get together/tour with the Whidbey Island Fire Commissioners from each department will be at South Whidbey Fire/EMS on April 23<sup>rd</sup>.

### New Business

1. Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded motion #1 to transfer \$332,698 from the General Fund to the Capital Projects Fund.

The Fire Commissioners went into Executive Session at 5:45 for 15 minutes ending at 6:00 pm to review personnel matters in accordance with RCW 42.30.110(1)(f). The Fire Commissioners ended their Executive Session with no decision being made.

### Good of the Order/Announcements

June 3-5, 2022      WFCALake Chelan Seminar (**Commissioners Messner and Board Secretary Niiro**)

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

Finance Officer Niiro acknowledged that April was Volunteer Appreciation month and wanted to take a minute to thank the volunteers with Central Whidbey Island Fire & rescue.

### Next Regular Meeting (Chair Steve Hutchinson will be joining the meeting through Zoom)

May 12, 2022  
Time: 5:00 pm  
Location: Station 53

There being no further business, Fire Commissioner Chair Steve Hutchinson adjourned the meeting at 6:15 pm.

Submitted,

*Cathy Niiro*

Cathy Niiro, Secretary