



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
June 9, 2022

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

Commissioners Steve Hutchinson, Cheryl Engle, Paul Messner, Chief Ed Hartin, Finance Officer Cathy Niiro.

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.

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 May 12, 2022.

Action: Approved Unanimously.

Approval of Vouchers

M&O Vouchers & Payroll #5716 through #5757	\$81,781.18
Direct Deposit Payroll	\$81,151.76
Dept. of Retirement Systems (Debit)	\$20,377.16
IRS – Payroll Taxes (Debit)	\$15,287.32
Capital Voucher	\$0.00
Capital Bond Vouchers #5758 & 5759	\$28,793.95
Total	\$227,391.37

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

Action: Approved Unanimously.

Chief's Report

Chief Ed Hartin shared with the Fire Commissioners the Chief's Report as of June 9, 2022.

Finance Officer's Report

Finance Officer Cathy Niuro presented the board with the Budget Position as of June 9, 2022.

Old Business

None.

ICOM Board Report

Commissioners Paul Messner had no report for June because their meeting won't be until June 21st, when he will be out of town. The South Whidbey Fire & EMS tour of Station 36 will be on June 11 at 10:00 am. All of the CWIFR Fire Commissioners plan on attending.

New Business

1. Motion was made to approve by Commissioner Cheryl Engle and seconded by Commissioner Paul Messner the purpose scope and policy of Standard Operating guideline 4.4.5 Violent Incidents.

Action: Approved Unanimously

2. Motion was made to approve by Commissioner Cheryl Engle and seconded by Commissioner Paul Messner to discontinue command standby pay for the district's chief officers (fire chief, deputy chief, and professional development division chief) and integrate this compensation into the chief officer's base pay effective July 1, 2022.

Action: Approved Unanimously

3. Motion to approve was made by Commissioner Paul Messner and seconded by Commissioners Cheryl Engle the 2nd Quarter 2022 budget adjustment

. **Action:** Approved Unanimously

Good of the Order/Announcements

June 11, 2022	10:00 AM South Whidbey Fire & EMS Tour of Station 36
Oct. 27-29, 2022	WFCA Conference, Davenport Grand Hotel (Commissioners Hutchinson, Engle and Board Secretary Niiro)

Next Regular Meeting

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

There being no further business, Commissioner Steve Hutchinson adjourned the meeting at 6:20 pm.

Submitted,

Cathy Niiro

Cathy Niiro, Secretary