



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
August 11, 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 unable to participate remotely through Facebook Live due to technical difficulties.

Commissioners and Staff Present

Commissioners Steve Hutchinson – participated by phone, Cheryl Engle, Deputy Chief Jerry Helm, Firefighter Kole Kellison and Finance Officer Cathy Niir. Commissioners Paul Messner was excused along with Chief Ed Hartin

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 Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approval of the minutes for the Regular Board Meeting on July 14, 2022.

Action: Approved Unanimously.

Approval of Vouchers

M&O Vouchers & Payroll #5810 through #5847	\$56,621.05
Direct Deposit Payroll	\$82,101.82
Dept. of Retirement Systems (Debit)	\$22,753.34
IRS – Payroll Taxes (Debit)	\$15,749.69
Capital Voucher	\$0.00
Capital Bond Vouchers #5841	\$ 7.25
Total	\$177,233.15

Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approval of the vouchers.

Action: Approved Unanimously.

Chief's Report

Deputy Chief Jerry Helm shared with the Fire Commissioners the Chief's Report as of August 11, 2022.

Finance Officer's Report

Finance Officer Cathy Niuro presented the board with the Budget Position as of August 11, 2022.

Old Business

None.

ICOM Board Report

Commissioners Paul Messner was unavailable to report for August due to his absence from the meeting.

New Business

1. Motion was made to approve by Commissioner Steve Hutchinson and seconded by Commissioner Cheryl Engle the transfer of \$6,754.20 from the Bond Capital Fund to the General Fund.

Action: Approved Unanimously

2. Motion was made to approve by Commissioner Steve Hutchinson and seconded by Commissioner Cheryl Engle the transfer of \$52,500 from the General Fund to the Capital Fund.

Action: Approved Unanimously

3. Motion was made to approve by Commissioner Cheryl Engle and seconded by Commissioner Steve Hutchinson Purchase Order 60-2022-006 for \$12,121.27 to True North Equipment.

Action: Approved Unanimously

4. Motion was made to approve by Commissioner Cheryl Engle and seconded by Commissioner Steve Hutchinson Purchase Order 22-2022-005 for purchase of a Dodge fleet maintenance service truck through state contract with Dwayne Lane Chrysler, Dodge, Jeep, Ram in Everett in the amount of \$105,340.18

Action: *Approved Unanimously*

5. Motion was made to approve by Commissioner Cheryl Engle and seconded by Commissioner Steve Hutchinson Purchase Order 22-2022-007 for \$369,850.44 to BENZAIR for the station exhaust removal system for Station 53, 51 and 54.

Action: *Approved Unanimously*

Good of the Order/Announcements

Oct. 27-29, 2022 WFOA Conference, Davenport Grand Hotel Spokane, WA
Commissioners Hutchinson, Engle, Messner and Board Secretary Niiro)

Next Regular Meeting

September 8, 2022
Time: 5:00 pm
Location: Station 54

There being no further business, Commissioner Steve Hutchinson adjourned the meeting at 17:55.

Submitted,

Cathy Niiro

Cathy Niiro, Secretary