



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

November 10, 2022

5:00 pm

Pledge of Allegiance

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 5:00 pm. The public was able to participate remotely through Facebook Live.

Commissioners and Staff Present

Commissioners Steve Hutchinson, Cheryl Engle, Paul Messner, Fire Chief Ed Hartin, Deputy Chief Jerry Helm, Division Chief Jim Mirabile and Finance Officer Cathy Niiro.

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 Steve Hutchinson seconded approval of the minutes for the Regular Board Meeting on October 13, 2022 regular board meeting, October 7, 2022 special meeting and October 24, 2022 special meeting.

Action: Approved Unanimously.

Approval of Vouchers

<i>M&O Vouchers & Payroll #5963 through #6017</i>	\$161,782.98
<i>Dept of Retirement Systems (Debit)</i>	\$27,808.86
<i>IRS – Payroll Taxes (Debit)</i>	\$23,365.94
<i>Capital Voucher</i>	\$0.00
<i>Capital Bond Vouchers #5993 thorough #5995</i>	\$173,303.09
Total	\$386,260.87

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 November 10, 2022.

Finance Officer's Report

Finance Officer Cathy Niuro presented the board with the Budget Position as of November 10, 2022.

Old Business

None.

ICOM Board Report

Commissioners Paul Messner reported information on the October meeting with the ICOM Board and other issues related to negotiations along with discussion about emergency management and road shop coordination during the recent storm.

New Business

1. Motion approved by Commissioner Engle and seconded by Commissioner Messner to the inter-fund transfer of \$290,800 from the capital bond fund to the bond redemption fund for debt service payments.

Action: Approved Unanimously

2. Motion approved by Commissioner Engle and seconded by Commissioner Messner the 2023 Levy Certification

Action: Approved Unanimously

3. Motion approved by Commissioner Messner and seconded by Commissioner Engle Resolution 22-02 2023 Levy Certification "authorization for a 1% levy increase from the previous year"

Action: Approved Unanimously

4. Motion to approve or disapprove Resolution 22-03 “Adoption of the 2023 Budget”

Action: Approved Unanimously

5. Motion approved by Commissioner Engle and seconded by Commissioner Messner the 2023 WFC Health Care Program Employer Application

Action: Approved Unanimously

6. Motion approved by Commissioner Engle and seconded by Commissioner Messner Motion to engage with GMP Consultants for Fire Chief Recruitment at a cost of \$18,500.

Action: Approved Unanimously

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) was removed from the Executive Session.

Executive Session to review personnel matters in accordance with RCW 42.30.110(1)(f) was entered into at 5:56 for 30 minutes to end at 6:26. Was reentered into at 6:26 for another 30 minutes to end at 6:56. Was reentered into at 6:56 for another 30 minutes ending at 7:26 with no decision being made.

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

March 1-2, 2023 53rd Annual Northwest Leadership Seminar, Portland, OR
Commissioners Engle, Hutchinson and Messner

Oct. 25-28, 2023 WFCM Conference, The Tulalip Resort, WA
Commissioners Hutchinson, Messner and Board Secretary Niiro

Next Board Meeting

December 8, 2022

Time: 5:00 pm

Location: Station 54

There being no further business, Commissioner Steve Hutchinson adjourned the meeting at 7:30 pm.

Submitted,

Cathy Niiro

Cathy Niiro, Secretary