



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 Agenda

January 12, 2023

5:00 PM

Consensus Approval of the Agenda

Input from the Public

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 excerpt 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.

Approval/Correction of Previous Minutes

December 8, 2022 Regular Board Meeting

December 29, 2022 Special Board Meeting

Approval of Vouchers

M&O Vouchers #through #6097 - #6743	\$271,044.70
Dept. of Retirement Systems (Debit)	\$23,293.65
Payroll	\$89,289.76
EFTPS IRS	\$33,505.31
Grant Management Voucher #	\$68,010.72
Bond Capital Voucher # - #	\$255,996.12
Total	\$595,051.54

Chief's Report

1. COVID-19
2. Operational Activity
3. Administrative Activity
4. Operations/B Shift
5. Community Risk Reduction (CRR)/A Shift
6. Training
7. Facilities/C Shift
8. Fleet Maintenance

Finance Officer's Report

Budget Position

ICOM Board Report

Report from Commissioner Messner regarding the most recent ICOM Board of Directors Meeting and other issues related to ICOM 911.

Old Business

1. Motion to approve or disapprove Limited Tax General Obligation Bond, 2023 Resolution 23-01.

This is providing for the issuance and sale of a limited tax general obligation bond of the district in the principal amount of \$2,705,000, for the purpose of providing funds for the

acquisition, construction, and equipping of capital improvements to its facilities, including a new fire station and paying costs of issuance; accepting the proposal of SaviBank to purchase the bond; and providing for the pledge of the District's full faith and credit to pay the principal thereof and interest thereon; and approving the sale of such bond.

New Business

2. Motion to approve or disapprove 2023 Appointment of 2023 Board Chair
3. Motion to approve or disapprove the selection of the 2023 Local Board of Volunteer Firefighters Whidbey Island Fire & Rescue as 2023 Board Chair Cheryl Engle, Interim Fire Chief Jerry Helm, Safety Officer Jim Mirabile, Secretary Cathy Niiro and Firefighter Travis Dotson.

The district must maintain a Local Board of Volunteer Firefighters in compliance with the Volunteer Firefighters and Reserve Officers Relief and Pension Act (RCW 41.24)

4. Motion to approve or disapprove wage adjustment for part-time administrative assistant/fiscal specialist, effective January 1, 2023.

This motion would approve a 5.00% wage increase for administrative assistant/fiscal specialist, effective January 1, 2023.

5. Motion to transfer funds in the amount of \$56,162 from Long Term Sick Leave to General Fund

This transfer covers the payout of PTO and LTS for retiring Chief Ed Hartin

Good of the Order

March 1-2, 2023

53rd Annual Northwest Leadership Seminar, Portland, OR
(Commissioners Engle, Hutchinson & Messner)

October 25-28, 2023

2023 WFCFA Conference, The Tulalip Resort, WA
(Commissioners Engle, Hutchinson, Messner & Board Secretary Niiro)

Regular Meeting

February 9, 2023

Time: 5:00 pm

Location: Station 54 due to construction of Station 53.