



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

March 9, 2023

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 Cheryl Engle 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, Interim Fire Chief Jerry Helm, Interim Deputy Chief Jim Mirabile, Finance Officer Cathy Niiro.

Consensus Approval of the Agenda

Chair Cheryl Engle received consensus approval of the agenda.

Input from the Public

None.

Approval of Previous Minutes

Commissioner Hutchinson moved to approve and Commissioner Messner seconded approval of the minutes for the Regular Board Meeting on February 9, 2023.

Action: Approved Unanimously.

Commissioner Messner moved to approve and Commissioner Hutchinson seconded approval of the minutes for the Special Board Meeting on February 23, 2023.

Action: Approved Unanimously.



Approval of Vouchers

<i>M&O Vouchers & Payroll #230301001-23030132</i>	\$52,390.38
<i>Dept of Retirement Systems (Debit)</i>	\$20,071.01
<i>IRS – Payroll Taxes (Debit)</i>	\$15,405.46
<i>Payroll</i>	\$83,535.84
<i>Bond Capital Voucher #230304001, 230304002,0230305001</i>	\$520,906.44
Total	\$692.309.13

Commissioner Messner moved to approve and Commissioner Hutchinson seconded approval of the vouchers.

Action: Approved Unanimously.

Chief’s Report

Interim Fire Chief Jerry Helm shared with the Fire Commissioners the Chief’s Report as of March 9, 2023.

Finance Officer’s Report

Finance Officer Cathy Niuro presented the board with the Budget Position as of March 9, 2023.

ICOM Board Report

Commissioners Paul Messner reported information on the March meeting with the ICOM Board. ICOM lost two trainees and a wellness app was launched for employees.

Old Business:

Executive Session was entered into at 5:42 pm for 18 minutes to provide guidance and direction to the Interim Fire Chief Jerry Helm for proposed action RCW 42.30.140(4)(a).

RCW 42.30.140 4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

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.

Executive session ended at 6:00 pm with no action taken.

New Business: None

Good of the Order/Announcements

June 2-4, 2023	WFOA Chelan Seminar, Campbell Resort (Commissioners Engle, Hutchinson & Messner)
October 25-28, 2023	2023 WFOA Conference, The Tulalip Resort, WA (Commissioners Engle, Hutchinson, Messner & Board Secretary Niiro)

Next Special Meeting

April 13, 2023
Time: 1500 pm
Location: Station 54

There being no further business, Commissioner Engle adjourned the meeting at 6:10 pm.

Submitted,

Cathy Niiro
Cathy Niiro, Secretary