



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

April 13, 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. GMP Consultants: Greg Prothman and Dan Olson

Executive Session to review personnel matters in accordance with RCW 42.30.110(1)(f). Executive Session started at 5:05 pm until 7:00 pm. Interim Chief Helm and Finance Officer Niiro were not in attendance.

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.

Consensus Approval of the Agenda

Chair Cheryl Engle received consensus approval of the agenda.

Input from the Public

None.

Approval of Previous Minutes

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

Action: Approved Unanimously.

Approval of Vouchers

<i>M&O Vouchers & Payroll #2023266-2023315</i>	\$94,356.96
<i>Dept of Retirement Systems - EFT</i>	\$20,925.77
<i>IRS – Payroll Taxes - EFT</i>	\$16,947.99
<i>Payroll – Direct Deposit</i>	\$87,079.60
<i>Bond Capital Voucher #2023309- 2023311</i>	<u>\$541,789.52</u>
Total	\$761,099.84

Commissioner Hutchinson moved to approve and Commissioner Messner 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 April 13, 2023.

Finance Officer's Report

Finance Officer Cathy Niuro presented the board with the Budget Position as of April 13, 2023.

ICOM Board Report

Commissioners Paul Messner reported information on the April meeting with the ICOM Board.

Old Business: none

1. Motion was made to approve by Commissioner Messner and seconded by Commissioner Hutchinson Resolution 23-03 surplus of apparatus 1592 (M5), 9401 (E51), 9601 (E512), 9602 (E54)

Action: Approved Unanimously

2. Motion was made to approve by Commissioner Hutchinson and seconded by Commissioner Messner Resolution 23-04 surplus of 9402 (R51), Eaton Backup Generator and Diesel Fire Sprinkler Panel & Control Panel.

Action: *Approved Unanimously*

New Business

1. Motion was made to approve by Commissioner Messner and seconded by Commissioner Hutchinson for S.O.G. 1.2.25 Recognition/Retention Program.
2. Letter of support for Congressionally Directed Spending Request – Island County, WA – State Route 20 Highway Widening Project to Senator Murray, Senator Cantwell and Representative Larsen was shared with the Fire Commissioners.

Good of the Order/Announcements

\$2.75 Million grant from WA State to cover construction cost was approved in the house and now needs approval in the senate to pass.

Life flight group application for all interested members will be submitted in May.

Interim Chief Helm gave a presentation to Coupeville Lions Club.

Next Board Meeting

May 11, 2023

Time: 500 pm

Location: Station 54

There being no further business, Commissioner Engle adjourned the meeting at 8:00 pm.

Submitted,

Cathy Niiro

Cathy Niiro, Secretary