



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

May 11, 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.

A presentation was made by Safe and Humane Fireworks

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.

Guests: FF Justin Burnett, FF Steve Stavros, FF John Lloyd and Retired Fire Chief Joe Biller

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 April 10, 2023 Special Meeting.

Action: Approved Unanimously.

Commissioner Hutchinson moved to approve and Commissioner Messner seconded approval of the minutes for the Regular Board Meeting on April 13, 2023 Special Meeting.

Action: Approved Unanimously.

Approval of Vouchers

M&O Vouchers #230501005-2350503036	\$89,304.83
Dept. of Retirement Systems - EFT	\$20,921.27
IRS - EFT	\$16,726.67
Payroll – Direct Deposit	\$85,659.18
Bond Capital Voucher #230504001	\$461,484.29
Total	\$674,096.24

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 May 11, 2023.

Finance Officer's Report

Finance Officer Cathy Niiro presented the board with the Budget Position as of May 11, 2023.

ICOM Board Report

Commissioners Paul Messner reported information on the May meeting with the ICOM Board. Alternate meeting dates starting in July were announced. Staffing is remaining the same.

Old Business:

1. Motion was made to approve the hiring of Jerry Helm as the new Central Whidbey Island Fire & Rescue Fire Chief by Commissioner Hutchinson and seconded by Commissioner Messner.

Discussion: The board shared that they felt that they had three good candidates apply for the position: Jon Beck, Jerry Helm and Greg Lindsey.

Action: Approved Unanimously

New Business

1. Motion was made to approve by Commissioner Messner and seconded by Commissioner Hutchinson to negotiate a contract with the new fire Chief to discuss salary start date, and other employment.

Discussion: The board directed Chair Engle and Finance Officer Niiro to be the point of contact to proceed with the contract negotiation with guidance from CWIFR's attorney, Matt Paxton.

Action: Approved Unanimously

2. Motion was made by to approve by Commissioner Hutchinson and seconded by Commissioner Messner the inter-fund transfer of \$162,456.01 from #644 Capital Bond Fund to #778 Bond Redemption Fund for Debt Service Payment.

Action: Approved Unanimously

3. Motion was made to approve by Commissioner Messner and seconded by Commissioner Hutchinson the sale of Apparatus #9401 (R51) based on sealed bids received by the district for \$7,777.00 to Island Concierge Service.

Action: Approved Unanimously

Good of the Order/Announcements

The Fire Commissioners wanted FF Burnett to know that they appreciate receiving the emails introducing the new volunteer fire fighters that are coming on board.

Commissioner Hutchison inquired on the status of the ability to use the LUCAS machine. Chief Helm shared with the commissioners that they were waiting on the approval of a protocol from Dr. Baciak.

Finance Officer Niiro wanted to give a shout out to all those community members that helped with the interview process of the fire chief candidates.

Next Board Meeting

June 8, 2023

Time: 500 pm

Location: Station 54

There being no further business, Commissioner Engle adjourned the meeting at 6:00 pm.

Submitted,

Cathy Niiro

Cathy Niiro, Secretary