



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

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www.cwfire.org

Board of Fire Commissioners Meeting Minutes

DRAFT
July 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, Fire Chief Jerry Helm, Interim Deputy Chief Jim Mirabile, and 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 June 8, 2023.

Action: Approved Unanimously.

Approval of Vouchers

M&O Vouchers # 230701001- 230702037	\$73,376.78
Dept. of Retirement Systems EFT	\$21,067.31
Payroll – Direct Deposit	\$86,168.75
EFTPS IRS – EFT	\$17,163.69
Capital Voucher #230703001	\$354,995.75
Bond Capital Voucher #230704001 - 230704002	\$653,233.18
Total	\$1,206,005.46

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 July 13, 2023.

Finance Officer's Report

Finance Officer Cathy Niuro presented the board with the Budget Position as of July 13, 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 by Commissioner Messner and seconded by Commissioner Hutchinson to approve the 2023 Fire Commissioners Board Policy Manual as presented.

Action: *Approved Unanimously*

Chief Helm gave an update on the meeting with the CEO of Whidbey Health on the BLS Contract.

New Business

1. Motion was made to approve by Commissioner Messner and seconded by Commissioner Hutchinson the transfer of \$390,198 from General Fund #640 to Capital #643

Action: *Approved Unanimously*

2. Motion was made to approve by Commissioner Hutchinson and seconded by Commissioner Messner the purchase of One (1) 2023 27" WACV Life Proof Boat from IMS Inventech Marine Solutions in the amount of \$354,995.72 from the Capital Fund #643

Action: *Approved Unanimously*

Executive Session to review personnel matters in accordance with RCW 42.30.110(1)(f) was called at 5:40 pm for 20 minutes. The Fire Commissioners came out of Executive Session at 6:00 pm 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

October 25-28, 2023 2023 WFCA Conference, The Tulalip Resort, WA
(Commissioners Engle, Hutchinson, Messner & Fire Chief Helm)

Next Board Meeting

August 10, 2023. Since this meeting the August meeting has been changed to August 9, 2023 due to the availability of a quorum to conduct the meeting

Time: 5:00 pm

Location: Station 54

There being no further business, Commissioner Engle adjourned the meeting at 6:05 pm.

Submitted,

Cathy Niiro

Cathy Niiro, Secretary