



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

September 14, 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.

Swearing of Division Chief James Meek

Swearing in of Division Chief James Meek was performed by Fire Commissioner Cheryl Engle

Swearing of Fire Fighter Stepen Stavros

Swearing in of Fire Fighter Stephen Stavros was performed by Fire Commissioner Cheryl Engle

Commissioners and Staff Present

Commissioners Cheryl Engle, Paul Messner, Steve Hutchinson, Chief Jerry Helm, Division Chiefs Chris Geiger and James Meek 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 August 9, 2023.

Action: Approved Unanimously.

Approval of Vouchers

M&O Vouchers #230901001-230903008	\$89,678.78
WA State Dept of Retirement EFT	\$22,857.54
Payroll – Direct Deposit	\$107,912.14
IRS EFTPS EFT	\$22,894.47
Capital Vouchers #230904001	\$7,058.59
Bond Capital Vouchers #230902001-230902006	\$638,959.56
Total	\$889,361.08

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

Action: Approved Unanimously.

Chief's Report

Chief Jerry Helm shared with the Fire Commissioners the Chief's Report as of September 14, 2023.

Finance Officer's Report

Finance Officer Cathy Niiro presented the board with the Budget Position as of September 14, 2023.

ICOM Board Report

Commissioners Paul Messner reported information on the May meeting with the ICOM Board. The 2024 budget has not been approved yet.

Old Business: None

New Business

1. Motion to approve was made by Commissioner Hutchinson and seconded by Commissioner Messner Purchase Order #20-2023-002 for \$11,438.15 to LN Curtis

Action: *Approved Unanimously*

2. Motion to approve was made by Commissioner Messner and seconded by Commissioner Hutchinson Resolution #23-08 Appointing James Meek as the alternate auditing officer.

Action: *Approved Unanimously*

3. Motion to approve was made by Commissioner Messner and seconded by Commissioner Hutchinson Resolution #23-07 Appointing the District's Auditing Officer

Action: *Approved Unanimously*

4. Motion to approve was made by Commissioner Messner and seconded by Commissioner Hutchinson annual leave carryover and buyback for Division Chief James Meek.

Action: *Approved Unanimously*

Executive Session to provide guidance and direction to the Fire Chief for upcoming collective bargaining proceedings in accordance with RCW 42.30.140(4)(a) was entered into at 5:45 pm for 40 minutes.

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.

Fire Commissioners came out of executive session at 6:25 pm with no decision being made.

Good of the Order/Announcements

September 19, 2023 Liz Loomis Client Reception, 487 Belveder Pl. Coupeville, 5:00-7:00 pm
RSVP requested to liz@llpa.biz

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

Next Board Meeting

October 12, 2023

Time: 5:00 pm

Location: Station 54, 3253 Day Rd., Greenbank due to construction of Station 53 on Race Rd.

There being no further business, Commissioner Engle adjourned the meeting at 6:35pm.

Submitted,

Cathy Niiro

Cathy Niiro, Secretary