



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

October 12, 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 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 Messner moved to approve and Commissioner Hutchinson seconded approval of the minutes for the Regular Board Meeting on September 14, 2023.

Action: Approved Unanimously.

Approval of Vouchers

M&O Vouchers #231001001-231004001	\$88,599.58
WA State Dept of Retirement EFT	\$21,758.50
Payroll – Direct Deposit	\$96,112.13
IRS EFTPS EFT	\$21,259.47
Capital Bond Vouchers #231002001-231002004	\$1,210,533.30
Grant Vouchers #231003001	\$1,436.16
Total	\$1,439,699.14

Commissioner Hutchinson moved to approve and Commissioner Messner 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 October 12, 2023.

Finance Officer's Report

Finance Officer Cathy Niuro presented the board with the Budget Position as of October 12, 2023.

ICOM Board Report

Commissioners Paul Messner reported information on the September with the ICOM Board. New lighting is needed for the room where the dispatchers are located a bid came in that was close to \$30,000 but have found a bid that is between \$14,000 and \$16,000.

Old Business: None

New Business

1. Motion to approve was made by Commissioner Hutchinson and seconded by Commissioner Messner the proposed extension of the Interlocal Agreement with Whidbey Health.

Action: *Approved Unanimously*

2. Chief Helm gave several budget scenarios depending if the levy passes in November. A 2024 budget will be presented to the board once the election of November 7 where the levy is on the ballot.

Executive Session was entered at 5:45 pm for 20 minutes to provide guidance and direction to the Fire Chief for upcoming collective bargaining proceedings in accordance with 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.

Fire Commissioners came out of executive session at 6:05 and reentered executive session for another 20 minutes. They returned out of executive session at 6:25 pm for another 15 minutes and came out at 6:40pm. No decision was made during executive session.

Good of the Order/Announcements

October 25-28, 2023	2023 WFCOA Conference, The Tulalip Resort, WA (Commissioners Engle, Hutchinson, Messner & Fire Chief Helm)
March 6-8, 2024	Northwest Leadership Seminar, Holiday Inn Columbia Riverfront, Portland, OR

Next Board Meeting

November 9, 2023

Time: 5:00 pm

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

Public Budget Presentation Meeting

November 16th, 2023

Time: 6:00 pm

Location: Station 54 due to construction of Station 53.

Special Budget Meeting

November 20th, 2023

Time: 5:00 pm

Location: Station 54 due to construction of Station 53.

There being no further business, Commissioner Engle adjourned the meeting at 6:45pm.

Submitted by Cathy Niiro, Board Secretary