



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

December 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.

Commissioners and Staff Present

Commissioners Steve Hutchinson, Cheryl Engle, Paul Messner, Fire Chief Jerry Helm, Division Chief Chris Geiger 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 Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the Regular Board Meeting on November 9, 2023.

Action: Approved Unanimously.

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the Special Board Meeting on November 16, 2023.

Action: Approved Unanimously.

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the Special Board Meeting on November 20, 2023.

Action: Approved Unanimously.

M&O Vouchers #231201001-231202043	\$108,363.94
WA State Dept of Retirement EFT	\$21,228.79
Payroll – Direct Deposit	\$84,192.68
IRS EFTPS EFT	\$16,201.43
Capital Bond Vouchers #23124001-23124007	\$222,546.55
Capital Vouchers #231203001	\$4,089.70
Total	\$456,623.09

Commissioner Paul Messner moved to approve and Commissioner Steve 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 December 14, 2023.

Finance Officer's Report

Finance Officer Cathy Niuro presented the board with the Budget Position as of December 14, 2023.

ICOM Board Report

Commissioners Paul Messner gave a brief report from the November 2023 ICOM Board meeting.

Old Business

None.

New Business

1. Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of S.O.G. 1.2.11 Executive Staff Salary and Benefits.

Action: Approved Unanimously.

2. Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded approval of the S.O.G. 4.4.9 Patient Care and NFIRS Report.

Action: Approved Unanimously.

3. Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval the interfund transfer from #640 General Fund to #644 Capital Bond Fund of \$319,822.00

Action: Approved Unanimously.

Good of the Order

March 6-8, 2024 Northwest Leadership Seminar, Holiday Inn Columbia Riverfront,
Portland, OR. **Commissioners Engle, Messner and Hutchinson**

Regular Meeting

January 11, 2024

Time: 5:00 pm

Location: Station 54 due to construction of Station 53.

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

Submitted,

Cathy Niiro

Cathy Niiro, Secretary