



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

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Board of Fire Commissioners Meeting Minutes

DRAFT

January 11, 2024

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, Division Chief James Meek and Finance Officer Cathy Niiro.

Consensus Approval of the Agenda

Chair Cheryl Engle received consensus approval of the agenda.

Paul Messner was given the Oath of Office by Chair Cheryl Engle for CWIFR, Commissioner, Position 1 as elected by the residents of Central Whidbey for another 6 years.

Input from the Public

None.

Approval of Previous Minutes

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded approval of the minutes for the Regular Board Meeting on December 14, 2023.

Action: Approved Unanimously.

Approval of Vouchers

M&O Vouchers #240104001-240102007

\$83,719.42

WA State Dept of Retirement EFT	\$21,630.75
Payroll – Direct Deposit	\$88,152.05
IRS EFTPS EFT	\$17,304.75
Capital Bond Vouchers #240106001-240106004	\$424,726.57
Capital Vouchers #240105001-240105002	\$217,878.10
Total	\$853,411.64

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 January 11, 2024.

Finance Officer's Report

Finance Officer Cathy Niiro did not present to the board with the Budget Position for January due to the yearend information has not been reconciled for year 2023.

ICOM Board Report

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

Old Business

None.

New Business

1. COVID Return to Work Recommendations were shared with the board by Division Chief Chris Geiger.

The board entered into an Executive Session at 5:35 pm for 30 minutes to review personnel matters in accordance with RCW 42.30.110(1)(f).

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 section 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.

The board came out of Executive Session at 6:05 pm with no decision being made.

Good of the Order

Commissioner Hutchinson recommend that the ICOM representative from CWIFR be rotated to Commissioner Engle with Commissioner becoming the board chair in February 2024.

Commissioner Engle did an internal audit of the financial records on January 10, 2024.

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

Regular Meeting

February 8, 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 6:15 pm.

Submitted, *Cathy Niíro, Secretary*