



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

[www.cwfire.org](http://www.cwfire.org)

## Board of Fire Commissioners Meeting Minutes

*DRAFT*

**February 8, 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. Facebook Live was unavailable for this meeting.

### 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 January 11, 2024.

**Action:** Approved Unanimously.

### Approval of Vouchers

M&O Vouchers #240201001—240203031	\$81,658.12
WA State Dept of Retirement EFT	\$26,543.39
Payroll – Direct Deposit	\$98,875.98
IRS EFTPS EFT	\$19,469.01
Capital Bond Vouchers #240205001-240205002	\$55,870.81
Capital Vouchers #240204001-240204009	\$11,397.42
<b>Total</b>	<b>\$829,814.73</b>

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 February 8, 2024.

### Finance Officer's Report

Finance Officer Cathy Niirö shared the Budget Position for February 8, 2024.

### ICOM Board Report

Commissioners Paul Messner gave a brief report from the January 2024 ICOM Board meeting.

### Old Business

None.

### New Business

The board entered into an Executive Session at 6:10 pm for 15 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 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.*

The board came out of Executive Session at 6:25 pm and extended the executive session for another 10 minutes. The Executive Session ended at 6:35 pm with no decision being made.

### Good of the Order

February 7, 2024	TJ Lamont Celebration of Life, 2:00 pm Wallin Funeral Home, Oak Harbor <b>(Commissioners Engle, Hutchinson and Messner)</b>
March 6-8, 2024	Northwest Leadership Seminar, Holiday Inn Columbia Riverfront, Portland, OR <b>(Commissioners Engle and Hutchinson)</b>
March 9, 2024	Dedication Ceremony for St. 53, 1164 Race Rd., Coupeville, Noon-2:00 pm

**Next Regular Meeting**

March 14, 2024

Time: 5:00 pm

**Location: Station 53, 1164 Race Rd., Coupeville WA**

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

Submitted,

*Cathy Niño, Secretary*