



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

March 14, 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 Paul Messner received consensus approval of the agenda.

Input from the Public

None.

Approval of Previous Minutes

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the Regular Board Meeting on February 8, 2024.

Action: Approved Unanimously.

Approval of Vouchers

M&O Vouchers #240301001-240302037	\$89,295.51
WA State Dept of Retirement EFT	\$25,657.35
Payroll – Direct Deposit	\$101,545.48
IRS EFTPS EFT	\$23,302.02
Capital Bond Vouchers #240304001-2403040036	\$149,782.90
Capital Vouchers #240303001	\$13,310.99
Total	\$402,894.25

Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle 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 March 14, 2024.

Finance Officer's Report

Finance Officer Cathy Niuro shared the Budget Position for March 14, 2024.

ICOM Board Report

Commissioners Paul Messner gave a brief report from the February 2024 ICOM Board meeting. ICOM is talking to Liz Loomis Consulting for the 1/10 of 1% tax increase they will be pursuing.

New Business

Chief Helm led the discussion on the termination letter sent from Mary Engle of Island County Planning Dept. to terminate the Inter-Local Agreement between Island County and Central Whidbey Island Fire and Rescue for fire inspections to Central Whidbey business and residents. At this point, since the county no longer employs an inspector, we will not be signing the termination letter.

Chief Helm discussed the hiring of one firefighter that will be starting April 1, 2024 and the discussion of the hiring of future firefighters for the year.

Old Business

None.

New Business

The board entered into an Executive Session at 5:40 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 ended at 5:55 pm with no decision being made.

Good of the Order

March 23, 2024 2024 Saturday Seminar: Open Public Records and Meetings WEBINAR 9:00 am

4:00 pm, **(Commissioners Engle, Hutchinson, Messner, Fire Chief Helm and Board Secretary Niiro)**

June 2-4, 2024 2024 Spring Seminar, Campbell Resort, Lake Chelan
(Commissioners Messner)

Next Regular Meeting

April 11, 2024

Time: 5:00 pm

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

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

Submitted,

Cathy Niiro, Secretary