



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

April 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 Paul Messner at 5:00 pm. Facebook Live was unavailable for this meeting.

Swearing in of Fire Fighter Oscar Wolken was done by Chief Jerry Helm

Commissioners and Staff Present

Commissioners Steve Hutchinson, Cheryl Engle, Paul Messner, Fire Chief Jerry Helm, Division Chief Chris Geiger, Division Chief James Meek, Finance Officer Cathy Niuro, Firefighters Oscar Wolken, Steve Stavros and LTs Jim huff and Jen Porter and Administrative Assistant Sonja Lindenstein.

Consensus Approval of the Agenda

Chair Paul Messner received consensus approval of the agenda.

Input from the Public

None.

Approval of Previous Minutes

Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approval of the minutes for the Regular Board Meeting on March 14, 2024.

Action: Approved Unanimously.

1. Motion was made by to approve by Commissioner Engle and Commissioner Hutchinson seconded the approval of the corrected February 8, 2024 Regular Boards Meeting minutes to reflect the correct amount of the payment to WA State Dept of Retire Systems of \$24,975.53

Action: Approved Unanimously.

Approval of Vouchers

M&O Vouchers #240401001-240402041	\$98,973.59
WA State Dept of Retirement EFT	\$26,350.55
Payroll – Direct Deposit	\$106,056.21
IRS EFTPS EFT	\$24,617.70
Capital Bond Vouchers #240403001-240403004	\$298,248.33
Capital Vouchers #240404001-240440002	\$5,194.57
Total	\$559,440.95

Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approval of the vouchers.

Action: Approved Unanimously.

Chief's Report

Chief Jerry Helm, Division Chief Chris Geiger and Division Chief James Meek shared with the Fire Commissioners the Chief's Report as of April 11, 2024.

Finance Officer's Report

Finance Officer Cathy Niuro shared the Budget Position for April 11, 2024.

ICOM Board Report

Commissioners Cheryl Engle gave a brief report from the February 2024 ICOM Board meeting. Commissioners Hutchinson will be attending the April 15 meeting in lieu of Commissioner Engle.

New Business

1. Commissioner Engle moved to approve and was seconded by Commissioner Hutchinson the receipt of electronic funds transfer (EFT) in the amount of \$2,700,000 received from Washington State Dept of Commerce into the Capital Bond Fund #644 at the Island County Treasurers Office.

Action: Approved Unanimously.

2. Commissioner Hutchinson moved to approve and was seconded by Commissioner Engle Resolution 24-01 authorizing Island County Treasurers Office to

pay off the councilmanic bond through wire transfer to SaviBank.

Action: Approved Unanimously.

3. Commissioner Engle moved to approve and was seconded by Commissioner Hutchinson Resolution 24-02 to declare 0703 (A53) Ford Expedition as surplus

Action: Approved Unanimously.

Old Business

The board entered into an Executive Session at 5:45 pm for 20 minutes to review personnel matters in accordance with RCW 42.30.110(1)(f). Another 20 minutes was added to the Executive Session which ended at 6:05 pm

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

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

October 22-26, 2024 WFCA Conference, Davenport Hotel, Spokane
(Commissioners Engle, Hutchinson, Messner, Fire Chief Jerry Helm and Board Secretary Cathy Niiro)

Next Regular Meeting

May 9, 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 6:10 pm.

Submitted,

Cathy Niiro, Secretary