



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

May 9, 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 Commissioner Steve Hutchinson, in Paul Messner's absence, at 5:00 pm. Facebook Live was unavailable for this meeting.

Commissioners and Staff Present

Commissioners Steve Hutchinson, Cheryl Engle, Fire Chief Jerry Helm, Division Chief James Meek, and Finance Officer Cathy Niiro.

Consensus Approval of the Agenda

Commissioner Hutchinson 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 April 11, 2024.

Action: Approved Unanimously.

Approval of Vouchers

M&O Vouchers #240501001- 240502037	\$181,316.37
WA State Dept of Retirement EFT	\$ 26,248.55
Payroll – Direct Deposit	\$102,775.82
IRS EFTPS EFT	\$22,472.08
Capital Bond Vouchers #240503001-240503003	\$117,544.38
Total	\$450,357.20

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

Action: Approved Unanimously.

Chief's Report

Chief Jerry Helm, and Division Chief James Meek shared with the Fire Commissioners the Chief's Report as of May 9, 2024.

Finance Officer's Report

Finance Officer Cathy Niiro shared the Budget Position for May 9, 2024.

ICOM Board Report

Commissioners Hutchinson, standing in for Commissioner Engle, gave a brief report from the April 2024 ICOM Board meeting. ICOM is pursuing a 1/10 of 1% sales tax for funding their services.

New Business

1. Commissioner Cheryl Engle move to approve and was seconded by Commissioner Steve Hutchinson the inter-fund transfer of \$129,246.42 from #644 Capital Bond Fund to #778 Bond Redemption Fund for Debt Service Fund.

Action: Approved Unanimously.

2. Commissioner Cheryl Engle moved to approve and was seconded by Commissioner Steve Hutchinson a transfer out from General Fund #640 to #626 Sick Buyback \$24,622.00.

Action: Approved Unanimously.

3. Commissioner Cheryl Engle moved to approve and was seconded by Commissioner Hutchinson a transfer out from General Fund #640 to #643 Capital Fund \$271,449.00.

Action: Approved Unanimously.

Old Business

The board entered into an Executive Session at 5:45 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 6:00 pm with no decision being made.

Good of the Order

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| June 2-4, 2024 | 2024 WFCA Spring Seminar, Campbell Resort, Lake Chelan
(Commissioner Messner) |
| June 22, 2024 | Hustle with Heroes, 5 K Run to Benefit Island County Boys & Girls Clubs,
CWIFR Informational Booth 9:00 am – 5:30 pm, Coupeville Elementary |
| October 22-26, 2024 | WFCA Conference, Davenport Hotel, Spokane
(Commissioners Engle, Hutchinson, Messner, Fire Chief Jerry Helm and Board Secretary Cathy Niiro) |

Commissioner Hutchinson did an internal audit on May 9, 2024

Chief Helm would like to give a Community Lifesaving Award to the Town of Coupeville a maintenance worker Tony Richter, Town of Coupeville that rescued a toddler at the Captain Coupe's Park & Boat Launch

Commissioner Engle will be riding in the Fire Engine for the Memorial Day Parade May 25, 2024.

Next Regular Meeting

June 13, 2024

Time: 5:00 pm

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

There being no further business, Commissioner Steve Hutchinson adjourned the meeting at 6:05 pm.

Submitted,

Cathy Niño, Secretary