



# 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 Agenda

October 10, 2024

5:00 PM

### Pledge of Allegiance

### Consensus Approval of the Agenda

### Input from the Public

### Approval/Correction of Previous Minutes

September 12, 2024 Regular Board Meeting

### Approval of Vouchers

M&O Vouchers #241001001-241003029	\$95,087.97
WA State Dept of Retirement EFT	\$25,278.89
Payroll – Direct Deposit	\$100,418.70
IRS EFTPS EFT	\$18,764.70
Capital Bond Vouchers #241004001	\$600.00
<b>Total</b>	<b>\$240,150.26</b>

### Chief's Report

1. Operational Activity
2. Administrative Activity
3. Operations/B Shift
4. Community Risk Reduction (CRR)/A Shift
5. Training
6. Facilities/C Shift
7. Fleet Maintenance

### Finance Officer's Report

Budget Position

## ICOM Board Report

Report from Commissioner Engle regarding the most recent ICOM Board of Directors Meeting and other issues related to ICOM 911.

## New Business

1. Motion to approve or disapprove transfer of \$71,769.04 from General Fund #640 to Capital Projects Fund #643
2. Motion to approve or disapprove Purchase Order 22-2024-0001 to Seawestern for \$34,652.80 purchase of Decon Washer, Install & Shipping
3. Motion to approve or disapprove Purchase Order 22-2024-0003 to Mascot Equipment for \$43,287.44 purchase of Fluid Lubrication Equipment, Install & Shipping
4. Motion to approve or disapprove transfer of \$7,986.71 from Capital Bond #644 to Capital Projects #643
5. Motion to approve or disapprove increasing the Advance Travel Fund balance from \$1,500 to \$3,000
6. Discussion of Inter Local Agreement between Central Whidbey Island Fire & Rescue and South County Fire
7. Presentation of the 2025 proposed district budget to the Board of Fire Commissioners.

## Old Business

Executive Session 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.*

*No minutes are recorded in executive session.*

### **Good of the Order**

October 23-26, 2024 WFOA Conference, Davenport Hotel, Spokane, WA  
**(Commissioners Engle, Hutchinson, Messner, Fire Chief Helm, Board Secretary Niiro)**

Nov. 6, 2024 Island Wide Fire Commissioner Meeting, Station 53, 1164 Race Rd.  
Time: 6:00 pm Coupeville, WA

### **Public Budget Presentation**

October 22, 2024  
Time: 6:00 pm

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

### **Regular Meeting**

November 14, 2024  
Time: 5:00 pm

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