



# 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

January 9, 2025

5:00 PM

### Pledge of Allegiance

### Consensus Approval of the Agenda

### Input from the Public

### Swearing In of new Firefighters: Kyle Bryson, Andreas De Koster and Jared Frye

### Approval/Correction of Previous Minutes

December 12, 2024 Regular Board Meeting

### Approval of Vouchers

M&O Vouchers #202508-202580	\$165,892.85
WA State Dept of Retirement EFT	\$23,981.51
Payroll – Direct Deposit	\$93,701.91
IRS EFTPS EFT	\$16,561.60
Capital Vouchers #202576	\$65,540.77
Capital Bond Vouchers #202574	\$350.00
<b>Total</b>	<b>\$366,028.64</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.

## 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 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.*

*No minutes are recorded in executive session.*

## New Business

1. Motion to approve or disapprove appointment of 2025 Board Chair
2. Motion to approve or disapprove the selection of the 2025 Local Board of Volunteer Firefighters Whidbey Island Fire & Rescue as 2025 Board Chair, Fire Chief Jerry Helm, Division Chief James Meek, Secretary Cathy Niiro and Firefighter Travis Dotson.

*The district must maintain a Local Board of Volunteer Firefighters in compliance with the Volunteer Firefighters and Reserve Officers Relief and Pension Act (RCW 41.24)*

3. Motion to approve or disapprove Administrative Battalion Chief position
4. Motion to approve or disapprove the new patch and logo design
5. Motion to approve or disapprove the ability of the fire chief to hire current volunteer firefighters as temporary parttime firefighters for in state or out of state deployment mobilizations.

## Good of the Order

### Commissioner Cheryl Engle Announcement

January 24, 2025	Recognition Banquet, Oak Harbor Yacht Club, 5:30 pm No host bar, 6:30 pm dinner, RSVP required by January 17
March 5-7, 2025	Northwest Leadership Seminar, Holiday Inn, Portland, OR Commissioners Engle, Hutchinson and Messner
October 22-25, 2025	2025 WFCA Conference, The Tulalip Resort, Tulalip, Commissioners Engle, Hutchinson and Messner, Fire Chief Helm and Board Secretary Niiro

## Regular Meeting

February 13, 2025

Time: 5:00 pm

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