



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
January 9, 2025

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

Commissioners and Staff Present

Commissioners Cheryl Engle, Steve Hutchinson, Fire Chief Jerry Helm, Division Chief James Meek, and Finance Officer Cathy Niiro. Commissioner Paul Messner was excused. FF Bryson and guest, FF DeKoster and guests, FF Frye and guests, FFs Lloyd, Stavros, Stevens, Kellison and Majestic

Consensus Approval of the Agenda

Commissioner Engle received consensus approval of the agenda.

Input from the Public

None.

Swearing in of FF Kyle Bryson, Andreas De Koster and Jared Frye was done by Chief Jerry Helm.

Approval of Previous Minutes

Commissioner Hutchinson moved to approve and Commissioner Engle seconded approval of the minutes for the Regular Board Meeting on December 12, 2024.

Action: Approved Unanimously.

Approval of Vouchers

M&O Vouchers #202508-202580

\$165,892.85

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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
Total	\$366,028.64

Commissioner Hutchinson moved to approve and Commissioner Engle 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 January 9, 2025.

Finance Officer’s Report

Finance Officer Cathy Niiro shared the Budget Position for January 9, 2025.

ICOM Board Report

Commissioner Engle, gave a brief report from the December ICOM Board meeting. ICOM is pursuing a 2/10 of 1% sales tax for funding their services on the April 2025 ballot.

Discussion on who the representative for CWIFR would be on the ICOM board for 2025. Commissioner Engle will be the voting member representing the island wide Fire Departments.

Old Business

The board entered into an Executive Session at 5:35 pm for 20 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 5:55 pm with no decision being made

New Business

1. Motion to approve was made by Commissioner Hutchinson and seconded by Commissioner Engle the appointment of Commissioner Cheryle Engle as the 2025 Board Chair

Action: Approved Unanimously.

2. Motion to approve was made by Commissioner Hutchinson and seconded by Commissioner Engle the ability of the fire chief to hire current volunteer firefighters as temporary parttime firefighters for in state or out of state deployment mobilizations.

Action: Approved Unanimously.

3. Motion to approve was made by Commissioner Hutchinson and seconded by Commissioner Engle the selection of the 2025 Local Board of Volunteer Firefighters Whidbey Island Fire & Rescue as Board Chair Cheryl Engle, 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)

Action: Approved Unanimously.

4. Motion to approve was made by Commissioner Hutchinson and seconded by Commissioner Engle the Administrative Battalion Chief position

Action: Approved Unanimously.

5. Motion to approve was made by Commissioner Hutchinson and seconded by Commissioner Engle the new patch and logo design

Action: Approved Unanimously.

6. Motion to approve was made by Commissioner Hutchinson and seconded by Commissioner Engle the ability of the fire chief to hire current volunteer firefighters as temporary parttime firefighters for in state or out of state deployment mobilizations.

Discussion currently we have no parttime firefighters employed with us.

Action: Approved Unanimously.

Commissioner Cheryle Engle made the announcement that she will not be running in 2025 for Fire Commissioner leaving an opening for a new commissioner

Good of the Order

January 24, 2025	Recognition Banquet, Oak Harbor Yacht Club, 5:30 pm, np-host bar, 6:30 pm diner, RSVP required by January 17, 2025
March 5-7, 2025	Northwest Leadership Seminar, Holiday Inn, Portland, OR Commissioners Engle, Hutchinson and Messner
October 22-25, 2025	2025 WFCFA Conference, The Tulalip Resort, Tulalip, Commissioners Engle, Hutchinson and Messner, Fire Chief Helm and Board Secretary Niiro

Next Regular Meeting

February 13, 2025

Time: 5:00 pm

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

There being no further business, Commissioner Engle adjourned the meeting at 6:20 pm.

Submitted, **Cathy Niiro, Secretary**