



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
March 13, 2025

5:00 pm

Pledge of Allegiance

Swearing and pinning of Deputy Chief James Meek, Battalion Chief John Lloyd and EMT Mark Valencia was done by Chief Jerry Helm

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

Commissioners and Staff Present

Commissioners Paul Messner and Steve Hutchinson, Fire Chief Jerry Helm, Deputy Chief James Meek, Battalion Chief John Lloyd and Finance Officer Cathy Niiro. Commissioner Cheryl Engle called in for the meeting.

Guests: Chris Chan, FF Justin Burnett

For swearing in and pinning ceremony: Lloyd Family, Meek Family, LT Jim Huff, FF Steve Stavros, Andreas DeKoster, Jeff Rhodes and Administrative Assistant Sonja Lindenstein

Consensus Approval of the Agenda

Commissioner Hutchinson received consensus approval of the agenda.

Input from the Public

None.

Approval of Previous Minutes

Commissioner Hutchinson Messner moved to approve and Commissioner Hutchinson seconded approval of the minutes for the Regular Board Meeting on February 13, 2025.

Action: Approved Unanimously.

Approval of Vouchers

M&O Vouchers #2025191-#2025238	\$111,714.40
WA State Dept of Retirement EFT	\$29,501.88
Payroll – Direct Deposit	\$118,129.26
IRS EFTPS EFT	\$22,379.79
Total	\$281,725.33

Commissioner Messner moved to approve and Commissioner Engle seconded approval of the vouchers.

Action: Approved Unanimously.

Chief’s Report

Chief Jerry Helm and Deputy Chief James Meek shared with the Fire Commissioners the Chief’s Report as of March 13, 2025.

Finance Officer’s Report

Finance Officer Cathy Niiro shared the Budget Position for March 13, 2025.

ICOM Board Report

No report was given for the February ICOM Board meeting. ICOM

New Business

1. Motion to approve was made by Commissioner Hutchinson and seconded by Commissioner Messner the surplus and donation of PPE Turnouts to Skagit Valley College Fire Program: 12 Bunker Pants, 7 Bunker Coats, 12 Structural Fire Fighting Boots and 17 Structural Fire Fighting Helmets.

Action: Approved Unanimously.

2. Motion to approve was made by Commissioner Messner and seconded by Commissioner Engle to the Agreement with Skagit Valley College for use of the training tower.

Action: Approved Unanimously.

Old Business

The board entered into an Executive Session at 5:30 pm for 10 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 5:40 pm with no decision being made

Good of the Order

April 5, 2025	Saturday Seminar, Suquamish, Commissioners Engle, Hutchinson and Messner
October 22-25, 2025	2025 WFCM Conference, The Tulalip Resort, Tulalip, Commissioners Engle, and Messner, Fire Chief Helm and Board Secretary Niiro

Next Regular Meeting

April 10, 2025

Time: 5:00 pm

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

There being no further business, Commissioner Engle adjourned the meeting at 5:50 pm.

Submitted, *Cathy Niiro, Secretary*