



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

www.cwfire.org

Special Board of Fire Commissioners Meeting Minutes

DRAFT

March 25, 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 Chery Engle at 5:00 pm.

Commissioners and Staff Present

Commissioners Chery Engle, Paul Messner and Steve Hutchinson, Fire Chief Jerry Helm, Deputy Chief James Meek, Battalion Chief John Lloyd and Finance Officer Cathy Niiro.

Consensus Approval of the Agenda

Commissioner Engle received consensus approval of the agenda.

Input from the Public

None.

Approval of Vouchers

M&O Vouchers #2025034001	\$ 4,012.66
Total	\$ 4,012.66

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

Action: Approved Unanimously.

New Business

1. Motion to approve was made by Commissioner Hutchinson and seconded by Commissioner Messner the signers for the checking accounts at Heritage Bank ending in #1671, #1250, #6585 and #0686 to be Jerry Helm, James Meek and Cathy Niiro.

Action: Approved Unanimously.

Old Business

The board entered into an Executive Session at 5:05 pm for 30 minutes. The Fire Commissioners came out of Executive Session at 5:35 and extended it for 10 minutes. The Fire Commissioners came out of Executive Session at 5:45 pm and extended the Executive Session for another 10 minutes until 5:55.

Executive Session to review personnel matter 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.

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The board came out of Executive Session at 5:55 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 WPCA Conference, The Tulalip Resort, Tulalip, Commissioners Engle, and Messner, Fire Chief Helm and Board Secretary Niño

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 5:57 pm.

Submitted, *Cathy Niño, Secretary*