



# 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 Minutes

*DRAFT*

**April 10, 2025**

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

### Commissioners and Staff Present

Commissioners Cheryl Engle, Paul Messner, Steve Hutchinson, Fire Chief Jerry Helm Meek, Battalion Chief John Lloyd, Finance Officer Cathy Niir, Firefighters Steve Stavros, Justin Burnett, Kyle Bryson, Kole Kellison, Jake Keating and Administrative Assistant Sonja Lindenstien.

Guests: Mike Purcell, Larry Goff, Brigitte Juras, Gary Purcell and Kari McCormick

### Consensus Approval of the Agenda

Commissioner Engle received consensus approval of the agenda.

### Special Recognition and Unit Citations

Unit Citations were given for the Marine Rescue of Mike Purcell on March 30, 2025 to: Battalion Chief John Lloyd, Firefighters Justin Burnett, Kolton Kellison and Jake Keating. Those not in attendance but also recognized and given unit citations were: LT Jim Huff, Firefighter Andreas DeKoster, EMT Matt Bucholz and EMT/Paramedic Tony Fortier

### Input from the Public

None.

### Approval of Previous Minutes

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

**Action:** Approved Unanimously.

Commissioner Messner moved to approve and Commissioner Hutchinson seconded the approval of the minutes for the Special Board Meeting on March 25, 2025.

**Action:** Approved Unanimously.

### Approval of Vouchers

M&O Vouchers #250401001-250402034	\$158,006.96
WA State Dept of Retirement EFT	\$ 29,979.21
Payroll – Direct Deposit	\$114,809.70
IRS EFTPS	\$20,913.59
Capital #250403001	\$3,693.50
<b>Total</b>	<b>\$327,402.96</b>

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

**Action:** Approved Unanimously.

### Chief's Report

Chief Jerry Helm and Battalion Chief John Lloyd shared with the Fire Commissioners the Chief's Report as of April 10, 2025.

### Finance Officer's Report

Finance Officer Cathy Niiro shared the Budget Position for April 10, 2025.

### ICOM Board Report

No report was given for the March ICOM Board meeting as Commissioner Engle was unable to attend.

### New Business

1. Motion to approve was made by Commissioner Messner and seconded by Commissioner Hutchinson the purchase order 20-2025-001 to Curtis for purchase of PPE gear in the amount of \$22,207.73

**Action:** Approved Unanimously.

### Old Business

The Fire Commissioners attended the WA Fire Commissioners' Saturday April 5 Seminar at Squamish on How to Evaluate the Fire Chief Performance and Improve Interagency Relationships. The Fire Commissioners were provided by staff the samples of three neighboring fire districts' evaluations. They will use these as examples to develop a local evaluation for the fire chief at their next meeting.

The board entered into an Executive Session at 5:45 pm for 20 minutes to review personnel matters in accordance with RCW 42.30.110(1)(f). They came out of executive session at 6:05 and went back in for 5 minutes, out at 6:10.

*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.*

The board came out of Executive Session at 6:10 pm with no decision being made

### Good of the Order

May 31, 2025	Hustle with Heroes, Coupeville High School, 7:00 am set-up, 10:00 am run
October 22-25, 2025	2025 WFCA Conference, The Tulalip Resort, Tulalip, Commissioners Engle, and Messner, Fire Chief Helm and Board Secretary Niirio

**Next Regular Meeting**

May 8, 2025

Time: 5:00 pm

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

There being no further business, Commissioner Hutchinson adjourned the meeting at 6:15 pm.

Submitted, *Cathy Nitro, Secretary*