



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
May 8, 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, Deputy Chief James Meek, Battalion Chief John Lloyd, Finance Officer Cathy Niir, LT Jen Porter, Firefighters Steve Stavros, Oscar Wolken, Kyle Bryson, Jared Frye, and Kole Kellison.

Guests: Shane & Trina Coe, Family Members of Joseph Conijn, and Jordan McCallum.

Consensus Approval of the Agenda

Commissioner Engle received consensus approval of the agenda.

Input from the Public

There was none.

Swearing in of Firefighters Ryan Baily, Joseph Conijn and Jordan McCallum was done by Fire Chief Jerry Helm.

Approval of Previous Minutes

Commissioner Messner moved to approve, and Commissioner Hutchinson seconded the approval of the minutes for the Regular Board Meeting on April 10, 2025.

Action: Approved Unanimously.

Approval of Vouchers

Board of Fire Commissioners Meeting Minutes May 8, 2025

M&O Vouchers #250501002-250502035	\$97,555.92
WA State Dept of Retirement EFT	\$30,033.59
Payroll – Direct Deposit	\$111,841.15
IRS EFTPS	\$20,441.09
Capital #250503001-250503003	\$40,731.07
Total	\$300,602.82

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 May 8, 2025.

Finance Officer's Report

Finance Officer Cathy Niiro shared the Budget Position for May 8, 2025.

ICOM Board Report

Commissioner Engle gave a brief report for the April ICOM Board meeting, where the priorities for the spending of the revenue generated by the sales tax initiative is still being considered. There was no mention of CWIFR's new radios at the meeting.

New Business

1. Motion to approve was made by Commissioner Messner and seconded by Commissioner Hutchinson the interfund transfer of \$ 111,200 from #644 Capital Bond Fund to #778 Bond Redemption Fund for the Debt Service Payment.

Action: Approved Unanimously.

2. Motion to approve was made by Commissioner Hutchinson and seconded by Commissioner Messner the inter-fund transfer of \$40,000 from #640 General Fund to #644 Capital Bond Fund.

Action: Approved Unanimously.

Old Business

The board entered into an Executive Session at 5:40 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 6:00 pm with no decision being made

Good of the Order

A thank you note was read by Board Chair Engle from resident Sara Purdue thanking Lt Jen Porter and Firefighter Jesses Carranza's help with the replacement of smoke detector batteries in her residence and her appreciation for the fire department with their help for her recent injury.

Board Chair asked that there be a Special Board Meeting set in the next two weeks to do an evaluation of the Fire Chief. A date will be coordinated by Board Secretary Niiro.

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, Messner, Fire Chief Helm, and Board Secretary Niiro.

Next Regular Meeting

June 12, 2025

Time: 5:00 pm

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

There being no further business, Commissioner Hutchinson adjourned the meeting at 6:10 pm.

Submitted, *Cathy Nitro, Secretary*