



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
June 12, 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 Niiro,

Guests: Larry Goff

Consensus Approval of the Agenda

Commissioner Engle received consensus approval of the agenda.

Input from the Public

There was none.

Approval of Previous Minutes

Commissioner Hutchinson moved to approve, and Commissioner Messner seconded the approval of the minutes for the Regular Board Meeting on May 28, 2025.

Action: Approved Unanimously.

Commissioner Messner to approve, and Commissioner Hutchinson seconded the approval of the minutes for the Regular Board Meeting on May 8, 2025.

Action: Approved Unanimously.

Approval of Vouchers

M&O Vouchers #250601008-250602044	\$230,503.03
WA State Dept of Retirement Systems EFT	\$32,514.52
Payroll-Direct Deposit	\$125,795.83
IRS EFTPS	\$22,594.57
Capital Voucher # 250602004	\$395.00
Total	\$411,802.95

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 June 12, 2025.

Finance Officer’s Report

Finance Officer Cathy Niiro shared the Budget Position for June 12, 2025.

ICOM Board Report

Commissioner Engle gave a brief report for the May ICOM Board meeting,

New Business

None.

Old Business

The Fire Commissioners shared with Fire Chief Helm his evaluation, which was signed by all the commissioners and the Chief.

Good of the Order

Chief Helm shared with the board that Fire Fighters, Burnett and Kellison are deployed to the Cle Elum wildfire. They were to be home today, but have been reassigned to the wildfire in Walla Walla.

There will be a burn ban starting June 20, 2025.

Chief Helm will have a Draft of the Drug and Alcohol policy, the Deployment & Shift Change policy and ILA with South Whidbey Fire for a shared Battalion Chief position at the July meeting.

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October 22-25, 2025

2025 WFCB Conference, The Tulalip Resort, Tulalip, Commissioners Engle, Messner, Fire Chief Helm, and Board Secretary Niiro.

Next Regular Meeting

July 10, 2025

Time: 5:00 pm

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

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

Submitted, *Cathy Niiro, Secretary*