



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
July 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, Deputy Chief James Meek, Battalion Chief John Lloyd, Finance Officer Cathy Niiro

Guests: Chris Chan and 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 Messner moved to approve, and Commissioner Hutchinson seconded the approval of the minutes for the Regular Board Meeting on June 12, 2025.

Action: Approved Unanimously.

Approval of Vouchers

M&O Vouchers #250701001-250703027	\$116,042.78
WA State Dept of Retirement Systems EFT	\$35,223.83
Payroll-Direct Deposit	\$131,064.29
IRS EFTPS	\$24,468.42
Capital Voucher # 250704001	\$316.00
Total	\$307,115.32

Commissioner Hutchinson moved to approve, and Commissioner Messner 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 July 10, 2025.

Finance Officer's Report

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

ICOM Board Report

Commissioner Engle gave a brief report for the June ICOM Board meeting where there was discussion on how to spend the sales tax money that was recently approved by the Island County voters.

Old Business

1. Motion was made by Commissioner Engle and seconded by Commissioner Messner to approve the adoption of S.O.G. 3.9.1 Drug and Alcohol-Free Workplace

Action: Approved Unanimously.

2. Discussion of keeping the current Island Wide Interlocal Agreement for fire inspections with Island County or to create a new Interlocal Agreement specifically between Central Whidbey Island Fire & Rescue and Island County. The Fire Commissioners requested that this remain as it currently is.

New Business

1. Motion was made to approve by Commissioner Messner and seconded by Commissioner Hutchinson to approve the Fire Chief signing the Collaborative Service Agreement for shared Battalion Chief Services with South Whidbey Fire/EMS.

Discussion: This would be on a one-year trial basis effective September 1, 2025.

Action: Approved Unanimously.

2. Motion was made by Commissioner Hutchinson and seconded by Commissioner Messner to approve Resolution 25-01 for the surplus of Unit 1201 Rescue 51, 2012 Chevy 2500.

Action: Approved Unanimously.

Good of the Order

Commissioner Hutchinson will be participating in the August meeting remotely.

October 22-25, 2025

2025 WFCA 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 5:57 pm.

Submitted, *Cathy Niiro, Secretary*