



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

September 11, 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, Steve Hutchinson, Paul Messner, Fire Chief Jerry Helm, and Finance Officer Cathy Niiro.

Guest: 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 August 14, 2025.

Action: *Approved Unanimously.*

Approval of Vouchers

M&O Vouchers #250901001-250902027	\$73,781.13
WA State Dept of Retirement Systems EFT	\$33,959.26
Payroll-Direct Deposit	\$126,107.28
IRS EFTPS	\$23,103.69
Total	\$ 256,951.36

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 September 11, 2025.

Finance Officer's Report

Finance Officer Cathy Niiro shared the Budget Position for September 11, 2025.

ICOM Board Report

Commissioner Engle gave a brief report for the June ICOM Board meeting where there was discussion on a new building. Discussion was also held on retro pay that was payable to retired and past employees due to the ongoing contract negotiations.

Old Business

None

New Business

1. Motion was made to approve by Commissioner Hutchinson and seconded by Commissioner Messner to approve the transfer out from #640 General Fund to #626 Sick Buyback \$985.00

Action: *Approved Unanimously.*

2. Motion was made by Commissioner Messner seconded by Commissioner Hutchinson the transfer out from #640 General Fund to #643 Capital Fund \$218,429.00

Action: *Approved Unanimously.*

3. Motion made by Commissioner Hutchinson seconded by Commissioner Messner to approve Resolution 2025-02 Deferred Compensation Program for Volunteers.

Action: *Approved Unanimously.*

4. Motion was tabled until the October meeting to the 2025 Fire Commissioner Board Manual for further clarification in regards to the version and date of the document.
5. Motion made by Commissioner Hutchinson seconded by Commissioner Messner to approve purchase order 10-2025-0004 to CDW-G in the amount of \$10,238.52 for Sophos Protection & Appliance 2025.

Action: *Approved Unanimously.*

Executive Session to review personnel matters in accordance with RCW 42.30.110(1)(f) was started at 5:30 pm for 15 minutes. The Fire commissioners came out of executive session at 5:45 pm, with no decision made.

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.

No minutes are recorded in executive session.

Good of the Order

October 22-25, 2025

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

Next Regular Meeting

October 9, 2025

Board of Fire Commissioners Meeting Minutes September 11, 2025

Time: 5:00 pm

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

There being no further business, Commissioner Engle adjourned the meeting at 5:52 pm.

Submitted, *Cathy Niro, Secretary*