



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

October 9, 2025

9:00 AM

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 9:00 am. Facebook Live was available for this meeting.

Commissioners and Staff Present

Commissioners Cheryl Engle, Paul Messner, Fire Chief Jerry Helm, Deputy Chief James Meek and Finance Officer Cathy Niiro. Commissioner Steve Hutchinson participated by What's App

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 Engle seconded the approval of the minutes for the Regular Board Meeting on September 11, 2025.

Action: *Approved Unanimously.*

Approval of Vouchers

M&O Vouchers # 251002001-251001009	\$149,712.10
WA State Dept of Retirement Systems EFT	\$34,336.57
Payroll-Direct Deposit	\$129,594.87
IRS EFTPS	\$24,048.10
Total	\$337,691.64

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

Action: *Approved Unanimously.*

Chief's Report

Chief Jerry Helm and Deputy Chief James Meek shared with the Fire Commissioners the Chief's Report as of October 9, 2025.

Finance Officer's Report

Finance Officer Cathy Niiro shared the Budget Position for October 9, 2025.

ICOM Board Report

Commissioner Engle gave a brief report for the June ICOM Board meeting where there was discussion on an audit, which one has not been done for 23 years

New Business

1. Motion was made to approve by Commissioner Messner and seconded by Commissioner Engle the 2025 Fire Commissioner Manual.

Action: *Approved Unanimously.*

2. Motion was made by Commissioner Messner seconded by Commissioner Engle the removal of Resolution 25-02, which was approved on September 11th, 2025.

Discussion: The resolution was not needed as we are already enrolled in DRS, Deferred Comp. A new resolution was not needed to enroll volunteers in the program.

Action: *Approved Unanimously.*

3. Presentation of the 2026 proposed district budget to the Board of Fire Commissioners was done by Chief Helm.

Old Business

Executive Session to review personnel matters in accordance with RCW 42.30.110(1)(f) was started at 10:07 am for 10 minutes.

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.

No minutes are recorded in executive session.

Executive Session ended at 10:17 am.

Good of the Order

October 16, 2025 at 10:16 am The Great Shakeout. The Great ShakeOut is an annual worldwide event designed to promote earthquake preparedness and safety. It encourages individuals, schools, and organizations to participate in earthquake drills, practicing the "Drop, Cover, and Hold On" technique, which is essential for safety during an earthquake.

October 22-25, 2025 2025 WFCA Conference, The Tulalip Resort, Tulalip, Commissioners Engle, Messner, Fire Chief Helm, and Board Secretary Niiro.

Public Budget Presentation

October 30, 2025

Time: 6:00 pm

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

Board of Fire Commissioners Meeting Minutes October 9, 2025

Regular Meeting

November 13, 2025

Time: 5:00 pm

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

There being no further business, Commissioner Engle adjourned the meeting at 10:20 am.

Submitted, *Cathy Niño, Secretary*