



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

November 13, 2025

5:00 PM

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 5:05 pm.

Commissioners and Staff Present

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

In attendance: Sonja Lindenstein, Ed Hartin, Robert Moore, Judi Moore, Marvin Raavel, Larry Goff, Luke Hillier, Travis Doston, Justin Burnett, Jim Huff, Joe Conijn, Kyle Bryson, Marriah Lloyd.

Consensus Approval of the Agenda

Commissioner Engle received consensus approval of the agenda noting a change by moving the new business before the old business.

Special Recognition

Retiring volunteer firefighter Bob Moore was recognized for his 15 years with CWIFR.

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 October 9, 2025.

Action: *Approved Unanimously.*

Commissioner Messner moved to approve, and Commissioner Engle seconded the approval of the minutes for the Special Board Meeting on October 29, 2025.

Action: *Approved Unanimously.*

Approval of Vouchers

M&O Vouchers # 251101001-251102008	\$103,369.52
WA State Dept of Retirement Systems EFT	\$41,354.36
Payroll-Direct Deposit	\$161,852.48
IRS EFTPS	\$34,008.87
Total	\$340,585.23

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 November 13, 2025.

Finance Officer's Report

Finance Officer Cathy Niiro shared the Budget Position for November 13, 2025.

ICOM Board Report

Commissioner Engle gave a brief report for the October ICOM Board meeting, which lasted only 20 minutes.

New Business

1. Motion was made to approve by Commissioner Messner and seconded by Commissioner Engle the transfer of funds in the amount of \$1,967.86 from the #640 General Fund to the #643 Capital Fund.

Action: *Approved Unanimously.*

2. Motion was made by Commissioner Messner seconded by Commissioner Engle the update of the Administrative Assistant Classification.

Action: *Approved Unanimously.*

3. Motion was made by Commissioner Messner and seconded by Commissioner Engle the inter-fund transfer of \$346,200.00 from the #644 Capital Bond Fund the #778 Bond Redemption Fund for debt service payment.

Action: *Approved Unanimously.*

4. Motion was made by Commissioner Messner and seconded by Commissioner Engle 2026 WFLA Healthcare Program Employer Application.

Action: *Approved Unanimously.*

5. Motion was made by Commissioner Messner and seconded by Commissioner Engle Resolution 25-02 Adopting the Budget for 2026.

Action: *Approved Unanimously.*

6. Motion was made by Commissioner Messner and seconded by Commissioner Engle Resolution 25-03 Levy Certification "Authorization for a 2.7% levy increase from the previous year.

Action: *Approved Unanimously*

7. Motion was made by Commissioner Messner and seconded by Commissioner Engle Executive Staff Compensation.

Action: *Approved Unanimously*

Old Business

Executive Session to review personnel matters in accordance with RCW 42.30.110(1)(f) was started at 5:50 pm 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 6:00 pm with no decisions made.

Good of the Order

Congratulations to Larry Goff, the new 2026 Fire Commissioner for CWIFR.

Fire Commissioners Cheryl Engle Retirement Open House
December 11, 2025
Time: 3:00 – 5:00 pm

Regular Meeting

December 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 6:02 pm.

Submitted, *Cathy Niño, Secretary*