



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

[www.cwfire.org](http://www.cwfire.org)

## Board of Fire Commissioners Meeting Minutes

*DRAFT*

**December 11, 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 5:00 pm.

### Commissioners and Staff Present

Commissioners Cheryl Engle, Paul Messner, Steve Hutchinson, Fire Chief Jerry Helm, Deputy Chief James Meek and Finance Officer Cathy Niir.

In attendance: Larry Goff, Jim Huff, Chuck Juras, Jen Porter, Joe Conijn, Kyle Bryson, Stephen Stavros

### 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 November 13, 2025.

**Action:** *Approved Unanimously.*

### Approval of Vouchers

M&O Vouchers # 251202001-251202032	\$127,855.68
WA State Dept of Retirement Systems EFT	\$42,498.17
Payroll-Direct Deposit	\$119,734.10
IRS EFTPS	\$22,712.70
Grant Management	\$6,689.83
<b>Total</b>	<b>\$319,490.48</b>

Commissioner Messner moved to approve, and Commissioner Hutchinson 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 December 11, 2025.

### Finance Officer's Report

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

### ICOM Board Report

Commissioner Engle gave a brief report for the November ICOM Board meeting.

### New Business

1. Motion was made to approve by Commissioner Messner and seconded by Commissioner Hutchinson for 2026 Board Chair Steve Hutchinson, ICOM Representative Commissioner Paul Messner and Internal Auditor for new Commissioner Larry Goff.

Discussion: Commissioner Hutchinson will train Commissioner Goff on the role of the Internal Auditor.

**Action:** *Approved Unanimously.*

2. Motion was made by Commissioner Hutchinson and seconded by Commissioner Messner. Resolution 25-04, Order establishing the Island County Fire Protection District #5 will not maintain a Public Records Index.

**Action:** *Approved Unanimously.*

### Old Business

Executive Session to review personnel matters in accordance with RCW 42.30.110(1)(f) was started at 5:30 pm for 30 minutes. The board came out of the Executive Session at 6:00 pm and extended the Executive Session for another 15 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 6:15 pm with no decisions made.

### **Good of the Order**

Recognition Banquet  
January 23, 2026  
Oak Harbor Yacht Club, 1301 SE Catalina Dr., Oak Harbor, WA  
Time: 5:30 Cocktails, 6:30 Dinner

### **Regular Meeting**

January 8, 2026  
Time: 5:00 pm  
Location: Station 53, 1164 Race Rd., Coupeville, WA

There being no further business, Commissioner Engle adjourned the meeting at 6:18 pm.

Submitted, *Cathy Niño, Secretary*