



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

April 9, 2026

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 Steve Hutchinson at 5:00 pm.

Commissioners and Staff Present

Commissioners Larry Goff, Paul Messner, Steve Hutchinson, Fire Chief Jerry Helm, Deputy Chief James Meek, Battalion Chief John Lloyd, and Finance Officer Sonja Lindensetein.

Consensus Approval of the Agenda

Commissioner Hutchinson received consensus approval of the agenda.

Input from the Public

There was none.

Approval of Previous Minutes

Commissioner Messner moved to approve, and Commissioner Goff seconded the approval of the minutes for the Regular Board Meeting on March 12, 2026.

Action: Approved Unanimously.

Approval of Vouchers

M&O Vouchers # 260401001 – 260406003	\$120,061.42
WA State Dept of Retirement EFT	\$38,199.49
Payroll – Direct Deposit	\$131,990.38
IRS EFTPS EFT	\$23,427.68
Capital Vouchers #260405001	\$77,441.78
Total	\$391,435.50

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

Action: *Approved Unanimously.*

Chief's Report

Chief Jerry Helm, Deputy Chief James Meek, and Battalion Chief John Lloyd shared with the Fire Commissioners the Chief's Report as of April 9, 2026.

Finance Officer's Report

Finance Officer Sonja Lindenstein shared the Budget Position for April 9, 2026.

It was noted that the Board Policy Manual review was deferred to 2027, as the Board completed a comprehensive review and adopted an updated manual in October 2025.

ICOM Board Report

Commissioner Messner gave a brief report from the most recent ICOM Board of Directors Meeting and other issues related to ICOM 911.

New Business

1. Report to Board of Fire Commissioners regarding electrical safety concerns at the McPherson building. Discussion included considerations common to historic buildings and planning for the upcoming Fall Safety Week in cooperation with local businesses in the Town of Coupeville.
2. Chief Helm requested to schedule a Board of Fire Commissioners workshop in late April or early May to review (and update, if needed) the Capital Projects Plan. Board members will provide their availability to the Chief.

Old Business

The board entered into an Executive Session to review personnel matters, in accordance with RCW 42.30.110(1)(f), which started at 5:35 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 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 re-enter 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 5:45 pm with no decisions made.

Good of the Order

Hustle with Heroes
May 30, 2026 – Saturday
7am set-up, 10am run
Coupeville High Stadium

WFCA Conference
October 21 -24, 2026
Davenport Hotel
Spokane, WA
Commissioners Goff, Hutchinson, Messner

Regular Meeting

May 14, 2026
Time: 5:00 pm
Location: Station 53, 1164 Race Rd., Coupeville, WA

There being no further business, Commissioner Hutchinson adjourned the meeting at 5:45 pm.

Submitted, *Sonja Lindenstein, Secretary*