



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

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## Board of Fire Commissioners Meeting Minutes

*DRAFT*

**May 14, 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, and Finance Officer Sonja Lindenstein.

### 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 April 9, 2026.

*Action: Approved Unanimously.*

### Approval of Vouchers

M&O Vouchers # 260501001 – 260502036	\$171,856.22
WA State Dept of Retirement EFT	\$38,779.04
Payroll – Direct Deposit	\$127,812.57
IRS EFTPS EFT	\$22,610.98
<b>Total</b>	<b>\$361,058.81</b>

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

**Action:** *Approved Unanimously.*

### Chief's Report

Chief Jerry Helm shared with the Fire Commissioners the Chief's Report as of May 14, 2026.

### Finance Officer's Report

Finance Officer Sonja Lindenstein shared the Budget Position for May 14, 2026.

### 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. Motion was made by Commissioner Hutchinson and seconded by Commissioner Messner to approve an inter-fund transfer of \$106,500 from #644 Capital Bond Fund to #778 Bond Redemption Fund for Debt Service Payment.
2. Motion was made by Commissioner Messner and seconded by Commissioner Goff to approve purchase order 50-2026-001 to Boss Roofing for \$77,441.78 for Station 51 full roof replacement.
3. Motion was made by Commissioner Messner and seconded by Commissioner Goff to approve an inter-fund transfer of \$77,441.78 from #640 General Fund to #643 Capital Projects Fund for Station 51 full roof replacement.
4. Motion was made by Commissioner Goff and seconded by Commissioner Messner to approve purchase order 20-2026-003 to LN Curtis for \$39,857.34 (plus applicable shipping and handling) to purchase PPE.
5. Motion was made by Commissioner Goff and seconded by Commissioner Messner to approve an inter-fund transfer of \$280.44 from General Fund #640 to Grant Management Fund #624.

### 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 5:34 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 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 5:44 pm with no decisions made.

## **Good of the Order**

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

**Oak Harbor Fire Station #82**  
**Monday, June 1, 2026**  
Ribbon Cutting Ceremony  
855 E Whidbey Ave

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

**Regular Meeting**

June 11, 2026

Time: 5:00 pm

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

There being no further business, Commissioner Hutchinson adjourned the meeting at 5:44 pm.

Submitted, *Sonja Lindenstein, Secretary*