



# Central Whidbey Island Fire & Rescue

1164 Race Road  
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[www.cwfire.org](http://www.cwfire.org)

## Board of Fire Commissioners Special Meeting Minutes

May 25, 2017

### Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Board Chair Cheryl Engle at 10:15 hours due to Commissioner Steve Hutchinson being delayed.

### Commissioners and Staff Present

Board Chair Cheryl Engle, Commissioner Paul Messner, Commissioner Steve Hutchinson, Chief Ed Hartin, and Office Manager/Board Secretary Kim Harpe

### Members of the Public Present - None

### Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

### New Business.

1. Budget Assumptions Discussion. Chief Hartin walked the Board through proposed revenue and expenditure assumptions for the 2018 budget.
2. Workshop Meeting Schedule. Chief Hartin stated, "The 2018 budget was being prepared and he wanted to ensure enough money was budgeted to cover one regular meeting and one workshop each month and asked the Board if they wanted to continue to do two meetings a month?" He shared, "There were at least two months during the year where two meetings would be needed for the review of the budget and district plans". Chair Cheryl Engle shared, "She did not think there was a need for two meetings each month throughout the year and to plan for five additional meetings would be reasonable. Board members Steve Hutchinson and Paul Messner concurred.
3. Planning Calendar Discussion. Chief Hartin and the Board members reviewed the Integrated Comprehensive Planning (ICP) Calendar and discussed the various timelines for:
  - Volume 1 (ICP) District Overview
  - Volume 2 (ICP) Strategic Plan
  - Volume 3 (ICP) CRA/CRR/SOC
  - Fire & Emergency Service Self-Assessment Manual (FESSAM)
  - Long Term Financial Plan
  - Capital Projects Plan
  - Annual District Budget

**New Business.**

Chief Hartin briefed the Board regarding an upcoming shift staff member that will be out on light duty for approximately eight months. Chief Hartin stated, "There were a few different ways to cover the shifts but his recommendation would be to hire a temporary firefighter for the position. The cost is comparable to paying the current shift staff overtime to fill the shifts and would help with continuity. Chief Hartin shared "He was looking for the Boards direction". The Board concurred hiring a temporary firefighter made the most sense. Chief Hartin stated, "He would post the job position immediately and set the assessment test up".

**Good of the Order/Announcements**

June XX, 2017 (TBD)

Commissioner's Workshop (*Cancelled not needed*)

**Next Regular Meeting**

June 8, 2017

Time: 19:00

Location: Station 53

There being no further business, Chair Cheryl Engle adjourned the meeting at 12:00.

Submitted,



Kim Harpe, Secretary