



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 August 10, 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 17:00 hours.

Input from the Public-None.

Commissioners and Staff Present

Board Chair Cheryl Engle, Commissioner Paul Messner, Commissioner Steve Hutchinson (excused absence), Chief Ed Hartin, Deputy Chief Charlie Smith, Office Manager/Board Secretary Kim Harpe

Members of the Public Present -Ms. Liz Loomis (Consultant) and Whidbey Times News Reporter Laura Guido

Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

Member Recognition

Chief Hartin presented FF/Mechanic Mike Matros with his Master Emergency Vehicle Technician (EVT) certificate. Chief Hartin and the Board members thanked him for all his hard work in achieving it a year earlier than expected.

Approval/Correction of Previous Minutes

Commissioner Paul Messner moved to approve and Chair Cheryl Engle seconded approval of the minutes for July 13, 2017.

Action: Approved Unanimously.

Approval of Vouchers

Commissioner Paul Messner moved to approve and Chair Cheryl Engle seconded approval of the following vouchers:

M&O Vouchers & Payroll #11535 through #11575	\$ 62,763.11
Direct Deposit Payroll	\$ 72,553.99
IRS - Payroll Taxes	\$ 16,176.38
Capital Vouchers	\$ -0-
Grand Total	\$151,493.48

Action: Approved Unanimously.

Chief's Report

Chief Ed Hartin reported on the following activity for the month of July 2017:

1. Administrative
2. Operations/B Shift
3. CRR/A Shift
4. Training/Retention Program
5. Facilities/C Shift
6. Fleet Maintenance

Finance Officer's Report

Office Manager Kim Harpe presented the Monthly Budget Position as of August 10th, 2017 for the Maintenance & Operation and Capital funds and shared, "A proposed budget adjustment to bring lines into balance would be on the agenda at the Boards next regular scheduled meeting in September.

New Business.

1. Communication Consultant Ms. Liz Loomis introduced herself and shared what her firm has been doing for the district and what her plans for the future are as the district moves closer to the bond measure and November ballot.

2. Board Chair Cheryl Engle made a motion and Commissioner Paul Messner seconded to approve the "Proposed 2018 Wage Schedule for Part-Time Personnel".

Action: Approved Unanimously.

3. Commissioner Paul Messner made a motion and Board Chair Cheryl Engle seconded to approve the "Correction errata to 2017-2018 Executive Staff Compensation Schedule".

Action: Approved Unanimously.

4. Commissioner Paul Messner made a motion and Board Chair Cheryl Engle seconded to approve the "Financial Standard Operating Guidelines (SOGs) 1.3.1 through 1.3.15 as included in the Consolidated Financial Policies Manual".

Action: Approved Unanimously.

Old Business. None.

Good of the Order/Announcements

October 25-28, 2017 Annual WFOA Conference (Davenport Hotel, Spokane, WA)
(Commissioners Engle, Messner, Hutchinson, Deputy Chief Smith)

Commissioner Paul Messner shared, “He would be unavailable from September 5th through the 12th. Chief Hartin reported, “The district received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the fourth year in a row”. Board Chair Cheryl Engle congratulated the administrative staff on all their hard work.

Next Regular Meeting

September 14, 2017
Time: 17:00
Location: Station 53

Board Chair Cheryl Engle thanked the community members for attending and providing their thoughts and input. There being no further business, Chair Cheryl Engle adjourned the meeting at 18:00.

Submitted,



Kim Harpe, Secretary