



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 Special Meeting Minutes

November 2, 2017

Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Chairperson Cheryl Engle at 19:00.

Commissioners and Staff Present

Chair Cheryl Engle, Commissioner Paul Messner, Chief Ed Hartin, Deputy Chief Charlie Smith and Office Manager Kim Harpe (Commissioner Steve Hutchinson – approved absence)

Members of the Public Present – None.

Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

New Business.

Proposed 2018 Budget Presentation. Chief Hartin presented the Proposed 2018 Budget via a power point presentation. Highlights covered:

- An increase of 1.38% which is well within the limits established by District's long term financial plan
- Significant fiscal impacts included:
 - Increased AV (lowered the levy rate)
 - Increased New Construction (increased revenue)
 - Increased minimum wage (increased expense)
 - Level of funding of Inter-local agreements (WhidbeyHealth, Town of Coupeville, Island County)
 - Insufficient revenue for capital equipment and facilities projects (without the proposed bond passing)
- Overall the district is fiscally healthy and debt free
- The beginning balances are appropriate in all funds
- Revenue is sufficient to meet current operating needs
- Explanation of 2017 Accomplishments and 2018 Projects for each Division
- Explanation of "Modified Zero Based Bottom Up Budgeting"
- Capital Projects Budget

Chief Hartin explained Integrated Comprehensive Planning and how Volume 1 (District Overview), Volume 2 (Strategic Plan), Volume 3 (Standard of Coverage), Volume 4 (Fire & Emergency Services Self-Assessment

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Manual), Volume 5 (Long Term Financial Plan) and Volume 6 (Capital Projects Plan) all tie to the Maintenance and Operations Budget. In summary, Chief Hartin closed the presentation, by stating “The purpose of the budget was for use as a Policy Document, an Operations Guide, Financial Plan and a Communication Device”.

Chief Hartin asked the Board if they had any questions. The Board members collectively agreed they did not.

Old Business - None.

Good of the Order/Announcements

Board Chair Cheryl Engle congratulated Chief Hartin for being recognized by the Whidbey Island Conservation District for his commitment to the partnership and collaboration to implement the Firewise Program on Whidbey Island.

Next Regular Meeting

Date: November 9,

Time: 17:00

Location: Station 53

There being no further business, Chair Cheryl Engle adjourned the meeting at 20:30.

Submitted,



Kim Harpe, Secretary