



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

[www.cwfire.org](http://www.cwfire.org)

## Board of Fire Commissioners Meeting Minutes

December 14, 2017

### Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Chair Cheryl Engle at 17:00 hours.

**Input from the Public** – None.

### Commissioners and Staff Present

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

**Members of the Public Present** – None.

### Consensus Approval of the Agenda

Chair Cheryl Engle received consensus approval of the agenda.

### Approval/Correction of Previous Minutes

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded approval of the minutes for the meeting on November 9, 2017.

**Action:** Approved Unanimously.

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded approval of the minutes for the meeting on November 21, 2017.

**Action:** Approved Unanimously.

### Approval of Vouchers

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of the following vouchers:

|  |              |
|--|--------------|
| M&O Vouchers & Payroll #11722 through #11774 | \$104,806.80 |
| Capital Voucher #81                          | \$9,997.14   |
| Direct Deposit Payroll                       | \$70,411.54  |
| IRS - Payroll Taxes                          | \$15,308.50  |
| Grand Total                                  | \$200,523.98 |

**Action:** Approved Unanimously.

### Chief's Report

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

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

### Finance Officer's Report

Office Manager Kim Harpe presented the Monthly Budget Position as of December 14, 2017 for the Maintenance & Operation and Capital funds.

### New Business.

1. Board Chair Cheryl Engle Administered the Oath of Office for a six year term for Commissioner Paul Messner.
2. Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve the Purpose, Scope and Policy SOG 1.4.1 "Integrated Comprehensive Planning".

**Action:** Approved Unanimously.

3. Commissioner Paul Messner made a motion and Commissioner Steve Hutchinson seconded to approve 1) 1993 Chevrolet 3500 4X4 Utility Truck; 1) 2003 Apex 17' Rigid Hull Inflatable Boat with Mercury 4 Stroke 90 HP; 1) 2000 Chevrolet 4X4 Suburban and 1) 2005 Ford Expedition as Surplus".

**Action:** Approved Unanimously.

4. Commissioner Steve Hutchinson made a motion and Commissioner Paul Messner seconded to approve Amending the Excess Levy amount from \$400,000 to \$382,000 on the 2018 Levy Certification and Resolution 17-09 "Budget Adoption".

**Action:** Approved Unanimously.

5. Commissioner Paul Messner made a motion and Commissioner Steve Hutchinson seconded to approve the Proposed 4<sup>th</sup> Quarter Adjustments.

**Action:** Approved Unanimously.

6. Board members and Chief Hartin had a lengthy discussion on upcoming Station 53 Renovations and Engine Capital Purchases. Chief Hartin shared with Board members that the Request for Proposals for an Architect had been sent out and the close date for submissions is January 19<sup>th</sup>, 2018. He shared he would be in contact with the facility review committee members to set up times to meet to review the submissions prior to the Boards special meeting on February 16<sup>th</sup>, 2018.

7. Commissioner Ipad Discussion. Chief Hartin briefed the Board on why their I pads were configured the way they are currently set up. Commissioner Messner requested that his Ipad be unlocked and after some further discussion Commissioners Engle and Hutchinson shared "They did not want to run afoul of the records act and would like to keep their I pads as they are".

**Old Business.** None.

**Good of the Order/Announcements**

|                                  |  |
|----------------------------------|--|
| December 16 <sup>th</sup> , 2017 | CWIFR Christmas Party @ Charlie & Tammy Smith's Home @6:00pm   |
| December 15-18, 2017             | Chief Hartin (Paid Time Off (PTO))   |
| Dec/Jan (???)                    | Celebrate CWIFR World Class Performance  |
| March 6- 10, 2017                | Northwest Leadership Conference, (Red Lion Hotel on the River, Portland OR) (Commissioner Messner)       |
| March 11-15, 2017                | CPSE Excellence Conference (Caribe Royale, Orlando, FL) (Commissioners Engle & Hutchinson, Chief Hartin) |

**Next Regular Meeting**

January 11, 2017  
Time: 5:00pm  
Location: Station 53

**Next Special Meeting**

February 16, 2018 (Execute Agreement with Selected Architect Firm)  
Time: 10:00am  
Location: Station 53

There being no further business, Acting Chair Paul Messner adjourned the meeting at 18:30.

Submitted,



Kim Harpe, Secretary