



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

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DRAFT

Board of Fire Commissioners Meeting Minutes

March 8, 2018

Call to Order

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

Input from the Public – None.

Commissioners and Staff Present

Acting Chair Steve Hutchinson, Commissioner Cheryl Engle and Finance Officer/Board Secretary Kim Harpe (Chair Paul Messner and Chief Hartin were out on excused absences)

Members of the Public Present – Mr. Chris Geiger.

Consensus Approval of the Agenda

Acting Chair Steve Hutchinson received consensus approval of the agenda.

Approval/Correction of Previous Minutes

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the meeting on February 8, 2018.

Action: Approved Unanimously.

Approval of Vouchers

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the following vouchers:

M&O Vouchers & Payroll #11870 through #11914	\$71,373.75
Capital Vouchers #4 through 6	\$26,312.85
Direct Deposit Payroll	\$72,620.66
IRS - Payroll Taxes	\$13,216.36
Grand Total	\$184,523.62

Action: Approved Unanimously.

Chief's Report

Acting Chief Charlie Smith, was called out on a response for an incident and unavailable to brief the Board on the Chief's Report. Both Commissioner's Engle and Hutchinson concurred, they had read the Chief's report prior to the meeting and were comfortable moving on to the next item of business.

Finance Officer's Report

Office Manager Kim Harpe presented the Monthly Budget Position as of March 8, 2018 for the Maintenance & Operation and Capital funds.

New Business.

1. After some discussion, Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve the selection of Carletti Architect for the renovation of Station 53.

Action: Approved Unanimously.

2. Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve the 2017 Board for Volunteer Firefighters Pension Certification Form

Action: Approved Unanimously.

3. Commissioner Steve Hutchinson made a motion and Commissioner Cheryl Engle seconded to approve the updates to Standard Operating Guideline (SOG) 1.2.6 "Part-time Firefighters".

Action: Approved Unanimously.

4. After some discussion, Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve Purchase Order 10-2018-001 for (1) Lenovo ThinkServer TD3560, (15) 2016 Exchange Server Licenses and (3) Sophos Enterprise Firewalls in the amount of \$22,464.88.

Mr. Chris Geiger asked, "If the items were already part of the budget or if they would be in addition to what was already approved"? Finance Officer Kim Harpe, shared "The purchases were included in the 2018 Capital Plan the Board had previously approved".

Action: Approved Unanimously.

Old Business. None.

Good of the Order/Announcements

March 6- 10, 2018	Northwest Leadership Conference, (Red Lion Hotel on the River, Portland OR) (Commissioner Messner)
March 12-16, 2018	2018 Excellence Conference (Caribe Royale, Orlando, FL) (Commissioners Engle & Hutchinson, Chief Hartin)
April 5, 2018	Sno-Isle Commissioner's Meeting (Commissioners Engle, Hutchinson & Messner)

Next Regular Meeting

April 12, 2018

Time: 5:00pm

Location: Station 53

There being no further business, Acting Board Chair Steve Hutchinson adjourned the meeting at 17:17.

Submitted,

A handwritten signature in cursive script, appearing to read "Kim Harpe".

Kim Harpe, Secretary