



Central Whidbey Island Fire & Rescue

1164 Race Road
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Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

www.cwfire.org

Board of Fire Commissioners Meeting Minutes

February 11, 2016

Call to Order

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

Commissioners and Staff Present

Commissioner Cheryl Engle, Commissioner Steve Hutchinson, Chief Ed Hartin, Deputy Chief Charlie Smith, Office Manager/Board Secretary Kim Harpe, Captain Jerry Helm, Firefighter James Meek.

Members of the Public Present - Mrs. Audrey Meek and Mrs. Alana Hutchinson.

Commissioner Steve Hutchinson was sworn in as Board Chair for 2016 and Firefighter James Meek was sworn in to the new rank of Lieutenant.

Consensus Approval of the Agenda

The Chair 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 January 14, 2016.

Approval of Vouchers

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

M&O Vouchers & Payroll # 10547 through # 10607	\$83,366.56
Direct Deposit Payroll	\$58,080.14
IRS - Payroll Taxes	\$12,208.33
Capital Vouchers #60 through #63	\$5,727.57
Grand Total	\$159,382.60

Action: Approved Unanimously.

Chief's Report

Chief Hartin reported on the following activity in the month of January 2016 and gave the board a detailed brief on the new format of the monthly report to the commissioners.

1. Emergency Response Activity
2. Operations
3. Community Risk Reduction
4. Recruitment & Training
5. Shift Activity
6. Facilities Maintenance
7. Apparatus Maintenance
8. Administration
9. External Activity

Finance Officer's Report

Office Manager Kim Harpe presented the Monthly Budget Position as of February 11, 2016 to the Board and briefed them on the status of the state audit. Chief Hartin briefed the Board on the history of funds and shared that having five years of financial records audited vice one provides a very solid base as we move forward.

New Business - None.

Old Business

1. Commissioner Cheryl Engle moved and Commissioner Steve Hutchinson seconded approval of Resolution 16-01 carrying forward 2015 fund lines and their ending balances for:

522-10-51-01 "Administrative Audit" \$7337

522-10-51-03 "Election Fees" \$2000

594-22-63-03 "Architect/Engineering" \$5,697

594-22-64-17 "Replace Apparatus 0501 (A53)" \$14,009

Action: Approved Unanimously.

2. Capital Facilities Update. Chief Hartin reported, he met with Whidbey General Hospital (WGH) Board members and Ms. Gerri Forbes (WGH CEO). He shared with them the district's desire is to expand Station 51 by moving in where the EMS office is currently located as they expand off the back of the station. WGH's board shared they are not prepared to say what action they would take regarding Station 51 until the end of April. Based on this information, the district's consultant has recommended the district defer any action on a bond until 2017. This will mean the need for a larger turnout, but gives the district a great opportunity for public communication and time to build a solid plan on what we want. WGH Board members and Ms. Forbes agreed it is in the best interest of the community to continue to work together.

Good of the Order/Announcements

- Mar 1-4, 2016 47th Annual Northwest Leadership Seminar, Red Lion Hotel, Jantzen Beach, OR (***Commissioners Messner & Hutchinson***)
- Mar 14-19, 2016 2016 CPSE Excellence Conference, Caribe Royale Orlando Hotel, FL (***Commissioner Engle & Chief Hartin***)
- June 3-5, 2016 WFCAs Saturday Seminar, Campbell's Resort, Chelan, WA (***Commissioner Messner, Chief Hartin***)
- Oct 26-29, 2016 Annual WFCAs Conference, Yakima Convention Center, Yakima, WA (***Commissioners Messner, Engle, Hutchinson & Chief Hartin***)

Next Regular Meeting

March 10, 2016
Time: 17:00
Location: Station 53

There being no further business, Chair Paul Messner adjourned the meeting at 17:50.

Submitted,



Kim Harpe, Secretary