



# 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

January 14, 2016

### Call to Order

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

### Commissioners and Staff Present

Chair Paul Messner, Commissioner Cheryl Engle, Chief Ed Hartin, Deputy Chief Charlie Smith, Office Manager/Board Secretary Kim Harpe, Captain Jerry Helm, Firefighter/EMT Alexandra McMahon, Paul Rempa, Firefighter Mike Pelzer, Apparatus Operators Jesse Leyva, Chuck Hathaway, Brent Stevens and Kolton Kellison.

**Members of the Public Present** – Ray and Christy Kellison, Kristi, Morgan and Chelsi Stevens, Mr. Pelzer, Mrs. Rempa, and Mrs. Pat McMahon and Mr. Pat Cammeyer.

### Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

Chair Paul Messner and Commissioner Cheryl Engle welcomed the public. Chief Ed Hartin swore in new members Alexandra McMahon, Paul Rempa, Mike Pelzer, Jesse Leyva, Chuck Hathaway, Brent Stevens and Kolton Kellison.

### Approval/Correction of Previous Minutes

Commissioner Cheryl Engle moved to approve and Chair Paul Messner seconded approval of the minutes for the meeting on December 10, 2015.

### Approval of Vouchers

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

M&O Vouchers & Payroll # 10483 through # 10546	<b>\$86,323.94</b>
Direct Deposit Payroll	<b>\$61,602.01</b>
IRS - Payroll Taxes	<b>\$13,879.46</b>
Capital Voucher #60	<b>\$206.63</b>
<b>Grand Total</b>	<b>\$162,012.04</b>

**Action:** Approved Unanimously.

## Chief's Report

Chief Hartin reported on the following activity in the month of December 2015:

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

Additionally, Chief Hartin reported the Washington Survey and Rating Bureau (WSRB) completed their evaluation of the district's fire protection capabilities. The Protection Class (PC) for inside town limits improved from a Protection Class 5 to Protection Class 4. County areas within five road miles of a responding fire station and having a standard fire hydrant distribution and water supply have improved from Protection Class 7 to Protection Class 6, effective May 1, 2016.

Chief Hartin stated, "He and Firefighter Dillon Rogers are scheduled to meet with the (WSRB) evaluator in February".

## Finance Officer's Report

Office Manager Kim Harpe presented the Monthly Budget Position as of January 14, 2016 to the Board. She reported the Maintenance and Operations budget was 7.5% expended and the Capital budget was .4% expended.

## New Business

1. After some discussion, Commissioner Cheryl Engle moved to approve the appointment of Commissioner Steve Hutchinson as the 2016 Board Chair and Commissioner Paul Messner seconded this motion.

**Action:** Approved Unanimously.

2. Commissioner Cheryl Engle moved to approve budget adjustments to carry forward Fund Lines and their 2015 ending balances for:

522-10-51-01	Administrative Audit	\$7,337
522-10-51-03	Legislative Election Fees	\$2,000
594-22-63-03	Architect & Engineering	\$5,697
594-22-64-17	Replace Apparatus 0501	\$14,009

Chair Paul Messner seconded this motion.

**Action:** Approved Unanimously.

### Unfinished Business

Chief Hartin provided the Board with a Capital Facilities update.

### Good of the Order/Announcements

Jan 30, 2016	Annual Snohomish/Island County Commissioners Banquet, Gleneagle Restaurant Bar & Grill, Arlington, WA
Mar 1-4, 2016	47 <sup>th</sup> Annual Northwest Leadership Seminar, Red Lion Hotel, Jantzen Beach, OR ( <b>Commissioners Messner &amp; Hutchinson</b> )
Mar 14-19, 2016	2016 CPSE Excellence Conference, Caribe Royale Orlando Hotel, FL ( <b>Chief Hartin &amp; Commissioner Engle</b> )
June 3-6, 2016	WFCA Saturday Seminar, Campbell's Resort, Chelan, WA ( <b>Commissioner Messner</b> )
Oct 26-29, 2016	Annual WFCA Conference, Yakima Convention Center, Yakima, WA ( <b>Commissioners Messner, Engle, Hutchinson &amp; Chief Hartin</b> )

Commissioner Messner shared, "The parking lot lights as well as the flag pole light at Station 54 are completely burned out".

### Next Regular Meeting

February 11, 2015  
Time: 17:00  
Location: Station 53

There being no further business, Chair Paul Messner adjourned the meeting at 18:00.

Submitted,



Kim Harpe, Secretary