



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 Meeting Minutes

March 10, 2016

Call to Order

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

Commissioners and Staff Present

Chair Paul Messner, Commissioner Cheryl Engle, Commissioner Steve Hutchinson, Deputy Chief Charlie Smith, Office Manager/Board Secretary Kim Harpe, Assistant Office Manager Megan Rogers

Office Manger Kim Harpe introduced newly hired Office Assistant Megan Rogers.

Members of the Public Present - None.

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 February 11, 2016.

Approval of Vouchers

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

M&O Vouchers & Payroll # 10608 through # 10667	\$70,880.82
Direct Deposit Payroll	\$58,125.76
IRS - Payroll Taxes	\$13,237.70
Capital Vouchers #64	\$2,750.00
Grand Total	\$144,994.28

Action: Approved Unanimously.

Chief's Report

Deputy Chief Charlie Smith reported on the following activity in the month of February 2016. He briefed the Board on the new style of monthly report and shared the new format provides for a more in depth look at district activity as well as, how the activities tie to district initiatives:

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 March 10, 2016. She briefed the Board on the status of the audit and reminded them of the auditors exit phone conference scheduled for 1:00PM, March 28, 2016.

New Business - None.

1. Commissioner Cheryl Engle moved and Chair Paul Messner seconded approval of Reimbursement for nine Physicals from the Washington Board of Volunteer Firefighters

Action: Approved Unanimously.

2. Commissioner Cheryl Engle moved and Chair Paul Messner seconded approval of the 2015 Volunteer Pension Participation Certification Form.

Action: Approved Unanimously.

3. Chair Paul Messner moved and Commissioner Cheryl Engle seconded approval of the Intergovernmental Agreement with the Town of Coupeville for Fire Prevention Services

Action: Approved Unanimously.

4. Chair Paul Messner moved and Commissioner Cheryl Engle seconded approval of a Correction to Motion #3 under New Business dated July 9, 2015 to read: (1) Helmet; (28) Pair of Boots; (24) Turnout Pants; (13) Turnout Coats; (4) Misc. Pant Liners; (4) Misc. Pant Shells and (2) Boxes of Gloves that have a commercial value of zero dollars.

Action: Approved Unanimously.

Old Business - None.

Good of the Order/Announcements

Mar 14-19, 2016 2016 CPSE Excellence Conference, Caribe Royale Orlando Hotel, FL
(Commissioner Engle & Chief Hartin)

June 3-5, 2016 WFCA Saturday Seminar, Campbell's Resort, Chelan, WA
(Chief Hartin)

Oct 26-29, 2016 Annual WFCA 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 18:40.

Submitted,



Kim Harpe, Secretary