



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 Special Meeting Minutes

March 28, 2016

Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Chairperson Steve Hutchinson at 1:00PM.

Commissioners and Staff Present

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

Members of the Public Present - None.

Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

New Business.

1. Exit Audit Conference with Washington State Auditor. Office Manager Kim Harpe provided the Board with preliminary draft copies of the Financial and Accountability Audit Reports the state auditor would cover during the exit audit conference.

State Audit Managers Andy Abjorsen, Deena Garza and Assistant Audit Manager Elizabeth Corcoran were called and provided the Board via speaker phone a detailed explanation of the audit process. The auditing staff complemented the District's transparency and efforts to work with them and also immediately implement recommendations for process improvements discussed during the audit process. The Auditor did not identify any deficiencies in internal controls considered to be material weaknesses and stated the financial statements were fairly stated for 2010-2014, in all material respects in relation to the financial statements taken as a whole.

2. Orientation of Recue Boat. The Board proceeded to the Keystone Ferry and boarded the districts rescue boat for an orientation with Captain Jerry Helm.

Good of the Order/Announcements

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

Oct 26-29, 2016 Annual WFOA Conference, Yakima Convention Center, Yakima, WA
(Commissioners Messner, Engle, Hutchinson & Chief Hartin)

Chief Hartin asked the Board to consider becoming a registered agency for accreditation. He shared that becoming a registered agency would give the district a three year timeline to put everything in place for accreditation and he would provide the Board with more detailed information in the upcoming week.

Commissioner Paul Messner stated, "He would like to schedule a workshop to discuss the bond process and format of getting information to the public". Chief Hartin stated, "He would be meeting with Whidbey General Hospital CEO, Ms. Gerry Forbes the last week of April and felt a good time to schedule the workshop would be early May". The Board collectively agreed that a workshop was needed and that early May would be the time to do it.

Next Regular Meeting

Date: April 14, 2016

Time: 17:00

Location: Station 53

There being no further business, Chair Steve Hutchinson adjourned the meeting at 14:40.

Submitted,

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

Kim Harpe, Secretary