



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

June 9, 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 Steve Hutchinson, Commissioner Cheryl Engle, Commissioner Paul Messner, Chief Hartin, Deputy Chief Charlie Smith, 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.

Approval/Correction of Previous Minutes

Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the minutes for the meeting on May 12, 2016.

Action: Approved Unanimously.

Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the minutes for the meeting on May 26, 2016.

Action: Approved Unanimously.

Approval of Vouchers

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

M&O Vouchers & Payroll #10782 through #10829	\$ 101,825.88
Direct Deposit Payroll	\$ 56,598.79
IRS - Payroll Taxes	\$ 12,441.63
Capital Voucher #	\$ 0
Grand Total	\$ 171,226.30

Action: Approved Unanimously.

Chief's Report

Chief Hartin reported on the following activity in the month of May 2016:

1. Administrative
2. Operations/B Shift
3. CRR/A Shift
4. Training/Retention
5. Facilities/C Shift
6. Fleet Maintenance

Finance Officer's Report

Office Manager Kim Harpe presented the Monthly Budget Position as of June 9, 2016. She shared, "The 2015 annual report to the State Auditor had been completed and was sent out prior to the May 30th deadline.

New Business.

Commissioner Cheryl Engle made a motion to approve declaring Apparatus A53 (0501) and Marine 5 (0301) as Surplus. Commissioner Paul Messner asked, "If the apparatus would be auctioned?". Chief Hartin stated, "He would do the research to determine the values of each and set a reserve or minimum price so we get more than 10 dollars and would also look into one of three options, sealed bid, sell on line or auction". Commissioner Paul Messner seconded declaring Apparatus A53 (0501) and Marine 5 (0301) as Surplus.

Action: Approved Unanimously.

Old Business

1. Commissioner Paul Messner moved to approve and Commissioner Cheryl Engle seconded approval of the Purpose, Scope and Policy for SOG 1.3.10 "Capital Projects".

Action: Approved Unanimously.

2. Discussion regarding WGH and potential for Capital Bond. Chief Hartin provided the Board with a proposed draft letter to Whidbey General Hospital Board members requesting a meeting to finalize plans for Station 51 and help our agency prepare a bond packet for ballot. After some discussion, the board concurred they liked the overall letter but requested Chief Hartin make some minor language changes.

Chair Steve Hutchinson requested a special meeting be set for Monday June 13, 2016 so the Board could make a motion on the letter at that time. Commissioners Paul Messner and Cheryl Engle concurred.

Good of the Order/Announcements

Oct 26-29, 2016

Annual WFCFA Conference, Yakima Convention Center, Yakima, WA
(Commissioners Messner, Engle, Hutchinson)

Next Special Meeting

June 13, 2016

Time: 13:30

Location: Station 53

Next Regular Meeting

July 14, 2016

Time: 17:00

Location: Station 53

There being no further business, Chair Steve Hutchinson adjourned the meeting at 17:50.

Submitted,

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

Kim Harpe, Secretary