



# 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

August 11, 2016

### Call to Order

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

### Commissioners and Staff Present

Commissioner Cheryl Engle, Commissioner Paul Messner, Deputy Chief Charlie Smith, Captain Jerry Helm and Office Manager/Board Secretary Kim Harpe

**Members of the Public Present** - Mr. Ron Newberry (Whidbey News Times Reporter)

### Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

### Approval/Correction of Previous Minutes

Commissioner Paul Messner moved to approve and Acting Chair Cheryl Engle seconded approval of the minutes for the meeting on July 14, 2016.

**Action:** Approved Unanimously.

### Approval of Vouchers

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

M&O Vouchers & Payroll # 10891 through # 10941	\$67,962.05
Direct Deposit Payroll	\$59,328.80
IRS - Payroll Taxes	\$13,077.64
Capital Vouchers #	\$
<b>Grand Total</b>	<b>\$140,368.49</b>

**Action:** Approved Unanimously.

### Chief's Report

Deputy Chief Charlie Smith reported on the following activity in the month of July 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 August 11, 2016.

#### New Business.

Motion to approve or disapprove Signing an Underwriting Engagement Letter with D.A. Davidson & Co. Office Manager Kim Harpe provided the Board with an updated Capital Facilities and Equipment Option Plan and a generic bond payment spreadsheet provided by Mr. Jim Nelson at D.A. Davidson & Co. She stated, "Under new laws underwriters can only share generic numbers for debt capacity, payback rates and bond interest rates. By signing the engagement letter, Mr. Nelson would be able to provide actual numbers related to the district". Office Manager Harpe shared, "Chief Hartin is looking for the Boards direction regarding the bond at their special meeting scheduled for August 23<sup>rd</sup> so the 2017 budget and long term capital plan can be finalized".

Commissioner Paul Messner asked, "If a competitive bid process was or should be done prior to choosing an underwriting bond company?" He also stated, "He would like the district's attorney to review the engagement letter as well." Office Manager Kim Harpe stated, "She did not think a competitive bid process was required, but would have a definitive answer for the Board prior to their special meeting scheduled for August 23<sup>rd</sup> and she would send the letter to the district's attorney". Commissioner Paul Messner moved and Acting Chair Cheryl Engle seconded to table this motion until the Board meets on August 23<sup>rd</sup>.

**Action:** *Tabled.*

### Good of the Order/Announcements

Oct 26-29, 2016

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

Commissioner Paul Messner requested Office Manager Kim Harpe check and see when the Board members need to re-new their "Open Public Records Act Training and Open Public Meetings Act Training".

**Next Special Meeting**

August 23, 2016  
Time: 10:00am  
Location: Station 53

**Next Regular Meeting**

September 8, 2016  
Time: 17:00  
Location: Station 53

There being no further business, Acting Chair Cheryl Engle adjourned the meeting at 17:45.

Submitted,

A handwritten signature in cursive script that reads "Kim Harpe".

Kim Harpe, Secretary