



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

January 12, 2017

Call to Order

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

Commissioners and Staff Present

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

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

Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

Introduction of New Members – Chief Hartin introduced Volunteer Firefighter Edward Pratt

Approval/Correction of Previous Minutes

Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the minutes for the meeting on December 8, 2016

Action: Approved Unanimously.

Approval of Vouchers

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

M&O Vouchers & Payroll #11152 through #11225	\$96,180.93
Direct Deposit Payroll	\$63,228.76
IRS - Payroll Taxes	\$15,391.75
Capital Voucher #	\$
Grand Total	\$174,801.44

Action: Approved Unanimously.

Chief's Report

Chief Ed Hartin reported on the following activity in the month of December 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 January 12, 2017 for the Maintenance & Operation and Capital funds.

New Business.

1. Board Chair Steve Hutchinson made a motion and Commissioner Paul Messner seconded to approve the appointment of Commissioner Cheryl Engle as the 2017 Board Chair.

Action: Approved Unanimously.

2. Commissioner Cheryl Engle made a motion and Commissioner Paul Messner seconded to approve the selection of members for the 2017 Local Board for Volunteer Firefighters and reserve Officers.

Action: Approved Unanimously.

3. Commissioner Paul Messner made a motion and Commissioner Cheryl Engle seconded to approve Resolution 17-01 "Establishment of Minimum Set Aside for the General Fund Beginning Balance and Contingency Fund".

Action: Approved Unanimously.

4. Commissioner Paul Messner made a motion and Board Chair Steve Hutchinson seconded to approve Resolution 17-02 "Establishing a Sister District Relationship between Central Whidbey Island Fire & Rescue and Laramie County, Wyoming Fire District 2". Chief Hartin shared, "Laramie County has a number of similar characteristics and programs to Central Whidbey Fire and to be able to share ideas and assets would be a win for both districts".

Action: Approved Unanimously.

Old Business.

1. Commissioner Cheryl Engle made a motion and Commissioner Paul Messner seconded to approve Resolution 17-03 “2017-2021 Strategic Plan”

Action: Approved Unanimously.

2. Chief Hartin briefed the Board on the process of the volunteer stipend working group and shared the methodology the group used to compile the pay and various benefits of the comparable agencies. Chief Hartin stated, “The working group members would attend the Boards next regular meeting to share their thoughts and answer any questions the Board might have”.

Good of the Order/Announcements

January 16-20, 2017	International Fire Instructors Workshop, Hong Kong (Chief Hartin)
February 5-8, 2017	Firehouse World Conference, San Diego, CA (Chief Hartin)
February XX, 2017 (TBD)	Commissioners Workshop (Commissioners, Engle, Hutchinson, Messner)
March 1-4, 2017	Northwest Leadership Seminar, Red Lion Hotel, Portland, OR (Commissioner Messner, Firefighter/EMT Dillon Rogers)
March 19-24, 2017	2017 CPSE Excellence Conference, Hyatt Regency, Orange County, CA (Commissioners Hutchinson & Engle & Chief Hartin)
March 24-26, 2017	WFCA Saturday Seminar, Shilo Inn, Ocean Shores, WA (Commissioner Paul Messner)
April XX, 2017 (TBD)	Special meeting to discuss Strategic Goals, Commissioner Handbook & Review of Financial Policies

Board Chair Steve Hutchinson shared, “The water issue has not gone away. The Navy is testing a one mile radius around the golf ball radar at the outlying field and he thinks it’s a good idea to wait and see what the Navy comes up with and if they are going to expand their radius of testing”.

Next Regular Meeting

February 9, 2017
Time: 17:00
Location: Station 53

There being no further business, Chair Steve Hutchinson adjourned the meeting at 18:03.

Submitted,



Kim Harpe, Secretary