



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 April 12, 2018

Call to Order

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

Input from the Public – None.

Commissioners and Staff Present

Board Chair Paul Messner, Commissioner Steve Hutchinson, Commissioner Cheryl Engle, Chief Hartin, Deputy Chief Charlie Smith, Finance Officer/Board Secretary Kim Harpe

Members of the Public Present - None.

Consensus Approval of the Agenda

Chair Paul Messner 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 March 8, 2018.

Action: Approved Unanimously.

Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approval of the minutes for the meeting on March 29, 2018.

Action: Approved Unanimously.

Approval of Vouchers

Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approval of the following vouchers:

M&O Vouchers & Payroll #11915 through #11972	\$90,915.27
Capital Vouchers #7	\$37.85
Direct Deposit Payroll	\$73,523.42
IRS - Payroll Taxes	\$14,564.51
Grand Total	\$179,041.05

Action: Approved Unanimously.

Chief's Report

Chief Ed Hartin reported on the following activity for the month of March 2018:

1. Administrative

2. Operations/B Shift

3. CRR/A Shift

4. Training/Retention. Chief Hartin shared his ideas on collaborating with neighboring agencies. Commissioner Messner stated, "He would like to see the agencies on island work more closely together regarding training and gave the example of active shooter scenarios". He shared, "His concern was to ensure that if an incident happens, the fire districts would be able to respond and work cohesively together". After much discussion, Chief Hartin stated, "He would continue to work on ideas and reach out to our neighboring districts for mutual training".

Commissioner Steve Hutchinson stated, "He would like to see the topic of training and operational issues be placed on the agenda for the Board's special meeting on May 22, 2018 for further discussion". All Board members concurred that would be a better time to discuss in detail.

5. Facilities/C Shift

6. Fleet Maintenance

Finance Officer's Report

Office Manager Kim Harpe presented the Monthly Budget Position as of April 12, 2018 for the Maintenance & Operation and Capital funds.

New Business.

1. Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve the Minutes of March 8, 2018.

Action: Approved Unanimously.

2. Commissioner Steve Hutchinson made a motion and Commissioner Cheryl Engle seconded to approve the Minutes of March 29, 2018.

Action: Approved Unanimously.

3. Commissioner Steve Hutchinson made a motion and Commissioner Cheryl Engle seconded to approve the following vouchers:

M&O Vouchers & Payroll #11915 through #11972	\$90,915.27
Void 11930	
Capital Voucher #7	\$37.85
Direct Deposit Payroll	\$73,523.42
IRS - Payroll Taxes	\$14,564.51
Grand Total	\$179,041.05

Action: Approved Unanimously.

4. Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve the Fire Chief entering into an agreement with Island County Public Works for the placement of a trailer at Station 53.

Action: Approved Unanimously.

5. Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve the Purpose, Scope & Policy for SOG 2.5.1 "Hydrant Inspection & Testing".

Action: Approved Unanimously.

6. Commissioner Steve Hutchinson made a motion and Commissioner Cheryl Engle seconded to approve the purchase of two 2018 Ram 5500 Crew Cab & Chassis 4X4 Trucks.

Action: Approved Unanimously.

7. Commissioner Cheryl Engle made a motion and Commissioner Paul Messner seconded to approve the Washington Board for Volunteer Firefighters Certificate of Eligibility for Pension for Steve Hutchinson.

Action: Approved Unanimously.

Old Business. None.

Good of the Order/Announcements

May 13-16, 2018	CPSE Site Visit (Bowling Green, KY) (Chief Hartin)
May 31 – June 3, 2018	WFCA Saturday Seminar, (Chelan, WA) (Commissioner Engle & Chief Hartin)

Next Regular Meeting

May 10, 2018
Time: 5:00pm
Location: Station 53

Commissioner's Workshop (Special Meeting)

May 22, 2018

Time: 10:00am

Location: Station 53

There being no further business, Chair Paul Messner adjourned the meeting at 18:20.

Submitted,

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

Kim Harpe, Secretary