



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

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[www.cwfire.org](http://www.cwfire.org)

**DRAFT**

## **Board of Fire Commissioners Meeting Minutes**

**February 14, 2019**

### **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 17:15 hours.

**Input from the Public** - None.

Chief Hartin swore in Commissioner Steve Hutchinson as the 2019 Board Chair.

### **Commissioners and Staff Present**

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

**Members of the Public Present** - Mr. Chris Geiger.

### **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 January 10, 2019.

**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 #3381 through #3429	\$51,008.81
Direct Deposit Payroll	\$73,194.94
Dept. of Retirement Systems (Debit)	\$20,170.36
IRS – Payroll Taxes (Debit)	\$14,023.90
Capital Vouchers #9	\$1,691.05
Bond Capital Voucher #13	\$5,294.00
<b>Grand Total</b>	<b>\$165,383.06</b>

**Action:** Approved Unanimously.

### Chiefs Report

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

### Finance Officer's Report

Finance Officer Kim Harpe presented the Monthly Budget Position as of February 14, 2019 for the Maintenance & Operations and Capital Funds.

**New Business.** None.

### Old Business.

1. IT Update (see Chief's Report).

2. WhidbeyHealth Hospital Inter-Local Agreement (ILA) Update. Chief Hartin provided the Board with an update on the status of CWIFR & WhidbeyHealth Hospital ILA and recent communication he had with Mr. Roger Meyers (WhidbeyHealth EMS Director). After much discussion, the Board agreed that working together and hosting a joint meeting with North Whidbey Fire Rescue's Board and Fire Chief to discuss the Fire District's Inter-Local Agreements with WhidbeyHealth was the best option. Board Chair Steve Hutchinson directed Chief Hartin to draft a letter to North Whidbey Fire Rescue's Board members and Fire Chief to arrange a joint Special Meeting as soon as possible.

3. Discussion of Station 53 Construction Project Update. Chief Hartin shared, "Project Manager, Mr. Tim Goodman of Carletti Architects is working on the civil design and Conditional Use Permit (CUP) submittal and coordinating the structural design on the plan and elevations. Once the structural work is going, Mr. Goodman will initiate the direction of the mechanical/plumbing and electrical team to start their design work and organize a team meeting with all the parties from their office to coordinate the elements the district would be including into the building".

### Good of the Order/Announcements

Mar 1-2, 2019	WFCA Saturday Seminar @ Suquamish Resort Casino <b>(Commissioners, Messner, Engle, Hutchinson)</b>
Mar 5-8, 2019	50 <sup>th</sup> Annual Northwest Leadership Seminar @ Portland, OR <b>(Commissioners Messner)</b>
Mar 7, 2019	Sno-Isle Meeting @ South County Fire, Everett 7:30pm
Mar 11-15, 2019	CPSE Excellence Conference @ Hyatt Regency, Garden Grove, CA <b>(Commissioners Hutchinson &amp; Engle)</b>
Jun 1, 2019	WFCA Saturday Seminar @ Campbell's Resort @ Lake Chelan <b>(Commissioner Messner)</b>
Sept 4, 2019	Host Sno-Isle Meeting
Oct 23-26, 2019	Annual WFCA Conference, Tulalip Casino, WA <b>(Commissioners Messner, Hutchinson &amp; Engle)</b>

Chief Hartin stated, "He and Board members Cheryl Engle and Steve Hutchinson would be attending the CPSE Conference during the Boards next regular scheduled meeting but would be available remotely via "join-me"".

**Next Regular Meeting**

March 14, 2019

Time: 5:00pm

Location: Station 53

There being no further business, Board Chair Steve Hutchinson adjourned the meeting at 18:10.  
Submitted,



Kim Harpe, Secretary