



Central Whidbey Island Fire & Rescue

1164 Race Road
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Professionalism • Integrity • Compassion • Excellence

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DRAFT

Board of Fire Commissioners Special Meeting Minutes

April 2, 2019

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 10:00am.

Input from the Public - None.

Commissioners and Staff Present

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

Members of the Public Present - None.

Consensus Approval of the Agenda

New Business.

Entrance conference phone call with the WA. State Auditor. Mr. Steven Lutz, Audit Lead introduced himself and the Ms. Deena Garza, Audit Manager to the Board and shared their backgrounds with the Washington State Auditor's office. Mr. Lutz stated, "The audit would be an Accountability and Financial Statement audit covering the periods of January 1, 2017 through December 31, 2018. He stated the audit would cover the following areas:

- Examine the management, use and safeguarding of public resources as well as evaluate whether there is reasonable assurance for adherence to applicable state laws, regulations and policies and procedures
- Payroll disbursements including benefit payments
- Other disbursements including credit card purchases and purchases for travel, theft sensitive
- Provide an opinion on whether the district's financial statements are presented fairly, in all material respects and in accordance with the applicable reporting framework.

The Board did not have any questions for the auditors. Mr. Lutz, stated, "He would be working with Finance Officer, Kim Harpe through the course of the audit and when they were prepared to do the exit conference he would be back in touch with the Board members".

Old Business. None.

Good of the Order/Announcements

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|-----------------|--|
| Jun 1, 2019 | WFOA Saturday Seminar @ Campbell's Resort @ Lake Chelan
(Commissioner Messner) |
| Sept 5, 2019 | Host Sno-Isle Meeting |
| Oct 23-26, 2019 | Annual WFOA Conference, Tulalip Casino, WA
(Commissioners Messner, Hutchinson & Engle) |

Commissioner Paul Messner shared, "He would not be able to attend the Board's regular scheduled meeting on May 9, 2019".

Next Regular Meeting

April 11, 2019
Time: 5:00pm
Location: Station 53

There being no further business, Board Chair Steve Hutchinson adjourned the meeting at 11:08.
Submitted,



Kim Harpe, Secretary