



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

August 6, 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 17:00 hours.

Input from the Public - None.

Commissioners and Staff Present

Board Chair Steve Hutchinson (available remotely via "Join-Me"), Commissioner Cheryl Engle, Chief Hartin, Finance Officer/Board Secretary Kim Harpe, In-coming Finance Officer/Board Secretary Cathy Niiro, Deputy Chief Charlie Smith, Firefighter Jim Huff and Lieutenants Jen Porter and Derik Vrable

Excused - Paul Messner

Members of the Public Present - Mr. Cedric Niiro.

Consensus Approval of the Agenda

Chief Hartin introduced and swore in the District's new Finance Officer/Board Secretary, Mrs. Cathy Niiro

Approval/Correction of Previous Minutes

Board Chair Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded the approval of the minutes for the special meeting on June 25, 2019.

Action: Approved Unanimously.

Board Chair Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded the approval of the minutes for the meeting on July 11, 2019.

Action: Approved Unanimously.

Board Chair Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded the approval of the minutes for the meeting on July 18, 2019.

Action: Approved Unanimously.

Approval of Vouchers

Board Chair Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded the following vouchers:

M&O Vouchers & Payroll #3664 through #3703	\$40,611.19
Direct Deposit Payroll	\$74,440.15
Dept. of Retirement Systems (Debit)	\$20,805.29
IRS – Payroll Taxes (Debit)	\$14,751.81
Bond Capital Voucher #	\$12,312.88
Grand Total	\$162,921.32

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 August 6, 2019 for the Maintenance & Operations and Capital Funds.

New Business.

1. Board Chair Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded the approval of moving \$22,000.00 into wage line 522-10-20-04 "Paid Time Off (PTO) Buyback".

Action: Approved Unanimously

2. Commissioner Cheryl Engle moved to approve and Board Chair Steve Hutchinson seconded approval of Resolution 19-002 "Appointment of the District's Finance Officer".

Action: Approved Unanimously

3. Board Chair Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approval of Resolution 19-003 "Appointment of Cathy Niiro as District Secretary".

Action: Approved Unanimously

4. Commissioner Cheryl Engle moved to approve and Board Chair Steve Hutchinson seconded approval of Resolution 19-004 "Authorizing Cathy Niiro to Sign Petty Cash Checks and Advance Travel Fund Checks".

Action: Approved Unanimously

Old Business.

1. WhidbeyHealth Hospital Inter-Local Agreement (ILA). Chief Hartin shared, "He did not have anything to add from what he previously shared under the Chief's Report". Board Chair, Steve Hutchinson stated, "He had called WhidbeyHealth Hospital EMS Director, Mr. Roger Meyers earlier in the day and was told they are working on a few minor items, it sounded positive and that we should hear back from them sometime in September".

2. Discussion of Station 53 Construction Project Update. Chief Hartin shared, "He did not have anything to add from what he previously shared under the Chief's Report".

Good of the Order/Announcements


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|-------------------|---|
| August 7-16, 2019 | UL Meeting, West Virginia, VA
(Chief Hartin) |
| Sept 5, 2019 | Host Sno-Isle Meeting |
| Oct 23-26, 2019 | Annual WFCFA Conference, Tulalip Casino, WA
(Commissioners Messner, Hutchinson & Engle) |

Next Regular Meeting

September 12, 2019
Time: 5:00pm
Location: Station 53

There being no further business, Commissioner Cheryl Engle adjourned the meeting at 17:20.

Submitted,



Kim Harpe, Secretary