



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

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DRAFT

Board of Fire Commissioners Meeting Minutes

June 11, 2020

Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Board Chair Cheryl Engle at 17:00 hours. Fire Commissioners were participating remotely through Facebook Live in compliance with the Open Public Meeting Act RSW42.30 and Proclamation 20-28.

Commissioners and Staff Present

Board Chair Cheryl Engle, Commissioner Steve Hutchinson, Commissioner Paul Messner, Chief Ed Hartin, Office Assistant Sonja Lindenstone, Deputy Chief Charlie Smith, and Captain Jerry Helm.

Members of the Public Present

Mr. Chris Geiger

Consensus Approval of the Agenda

The Board Chair received consensus approval of the agenda.

Input from the Public

None. Members of the public were participating through Facebook Live.

Approval/Correction of Previous Minutes

Commissioner Steve Hutchinson moved to approve and Commissioner Board Chair Cheryl Engle seconded approval of the minutes for the Regular Board Meeting on May 14, 2020.

Action: Approved Unanimously.

Approval of Vouchers

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

M&O Vouchers & Payroll #4601 through #4637	\$40,654.70
Direct Deposit Payroll	\$77,691.47
Dept. of Retirement Systems (Debit)	\$21,001.40
IRS-Payroll Taxes (Debit)	\$14,583.73
Capital Vouchers	\$5,476.58
Capital Bond Vouchers	\$355.00
Grand Total	\$159,762.88

Action: Approved Unanimously.

Chief's Report

Chief Hartin reported on the following activity in the month of May:

1. COVID-19
2. Administration
3. Emergency Response Activity
4. Operations/B Shift
5. CRR/A Shift
6. Facilities C Shift
7. Training Recruitment
8. Vehicle Maintenance

(See Chief's Report dated June 11, 2020)

Finance Officer's Report

Chief Ed Hartin presented the board with the Budget Position as of May 31, 2020.

Old Business

None

New Business

1. Motion to approve or disapprove purpose, scope and policy of *Standard Operating Guideline 4.4.8 Mandatory Reporting*

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded approval of the purpose, scope and policy of *Standard Operating Guideline 4.4.8 Mandatory Reporting*.

Action: Approved Unanimously

2. Motion to approve or disapprove purpose, scope and policy of *Standard Operating Guideline 1.1.16 Supplemental Event Reporting*

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of the purpose, scope and policy of *Standard Operating Guideline 1.1.16 Supplemental Event Reporting*.

Action: Approved Unanimously

Good of the Order

October 22-24, 2020	WFCA 72 nd Annual Conference at Davenport Grand Hotel in Spokane, WA
District ID Cards	Chief presented ID cards Captain Jerry Helm created for district members and commissioners.

Next Regular Meeting

July 9, 2020
Time: 17:00
Location: Station 53

There being no further business, Board Chair Cheryl Engle adjourned the meeting at 17:22.

Submitted,

Sonja Lindenstein

Sonja Lindenstein, Acting Secretary