



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

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**DRAFT**

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

**August 13, 2020**

### **Call to Order**

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

### **Commissioners and Staff Present**

Acting Chair Commissioner Steve Hutchinson, Commissioner Paul Messner, Chief Ed Hartin, Deputy Chief Charles Smith, Finance Officer Cathy Niiro and CAPT Jerry Helm. Board Chair Cheryl Engle was excused.

### **Members of the Public Present**

Chris Geiger

### **Consensus Approval of the Agenda**

The Acting Chair Steve Hutchinson received consensus approval of the agenda.

### **Input from the Public**

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

### **Approval/Correction of Previous Minutes**

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the Regular Board Meeting on July 9, 2020.

**Action:** Approved Unanimously.

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of the following vouchers:

M&O Vouchers & Payroll #4682 through #4727	\$59,304.49
Direct Deposit Payroll	\$86,104.28
Dept. of Retirement Systems (Debit)	\$22,887.40
IRS-Payroll Taxes (Debit)	\$17,571.42
Capital Bond Vouchers	\$4,050.50
<b>Grand Total</b>	<b>\$189,918.09</b>

**Action:** Approved Unanimously.

### Chief's Report

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

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 August 13, 2020)

### Finance Officer's Report

Finance officer Cathy Niuro presented the board with the Budget Position as of August 13, 2020.

### Old Business

None

### New Business

1. Motion to approve or disapprove adoption of the Capital Projects Plan

Discussion: Commissioner Steve Hutchinson commented on how well the document was done and presented.

Chief Hartin comments: New to the capital improvements budget is the portable radios replacement. We have applied for a federal grant for twenty-five radios. Mike Matros was evaluating where we were

currently on the engines. The utility tractor id mainly used for mowing grass so we were looking a less expensive piece of equipment to replace the current tractor.

Commissioner Paul Messner asked about the safety of a new truck for Mike Matros to lock up his tools. Chief Hartin reported that the body on back was completely lockable and will be stored in doors.

Commissioner Steve Hutchinson asked about the replacement of the gator and trailer. Chief Hartin reported that they use the gator to evacuate people. The replacement being looked at will be able to access the wooded area and the beach.

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded the approval of the Capital Projects Plan.

**Action:** Approved Unanimously

2. Motion to approve or disapprove Reclassification of Office Assistant position

Discussion: Chief Hartin reported that historically we have had one person responsible for inputting the vouchers and payroll. The reclassification of the Office Assistant will give the office multiple persons that will be trained for vouchers and payroll. This will increase the compensation and hours for the office assistant.

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the approval of the reclassification of office assistant position to administrative assistant/fiscal specialist.

**Action:** Approved Unanimously

3. Motion to approve or disapprove budget adjustment

Discussion: Chief Hartin explained the basically there are three areas being affected by the adjustment. The office assistant position, unanticipated expenses due to COVID 19 that was balanced with the training not being used, the delay of hiring a fulltime firefighter, maintenance expense of Marine 5 trailer repairs. All changes reflect a net zero change.

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the approval of the budget adjustment.

**Action:** Approved Unanimously

4. Motion to approve or disapprove surplus apparatus 0601 and 0602

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner Steve Hutchinson seconded the approval of the surplus of apparatus 0601 and 0602.

**Action:** Approved Unanimously

### Good of the Order

October 22-24, 2020

WFCA 72<sup>nd</sup> Annual Conference at the Davenport Grand Hotel in Spokane, WA has been CANCELED. A virtual meeting is being planned.

Finance Officer Cathy Niiro noted that Commissioner Steve Hutchinson completed an internal audit and oversight on August 6, 2020.

### Next Regular Meeting

September 10, 2020

Time: 17:00

Location: Station 53

There being no further business, Acting Chair Steve Hutchinson adjourned the meeting at 18:20.

Submitted,

*Cathy Niiro*

Cathy Niiro, Secretary