



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

January 8, 2015

Call to Order

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

Commissioners and Staff Present

Chair Cheryl Engle, Commissioner Steve Hutchinson, Paul Messner, Chief Ed Hartin, Office Manager/Board Secretary Kim Harpe, Firefighters Alex Majestic and Will Suarez.

Members of the Public Present.

Mrs. Smith and Ema Smith and Mrs. Sue Hartin

Chief Hartin swore in Charlie Smith as the District's new Deputy Chief and swore in new part-time firefighters Brandon Skeith, David Winship and Trenton Taylor.

Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

Input from the Public - None.

Approval/Correction of Previous Minutes

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the meeting on December 11, 2014.

Action: Approved Unanimously.

Approval of Vouchers

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

M&O Vouchers 9763 through 9850 (void #9837)	\$162,292.89
Capital Vouchers 1 through 5	12,510.47
Total:	\$174,803.36

Action: Approved Unanimously.

Chief's Report

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

1. Emergency Response Activity
2. Shift Activity
3. Recruitment/Training. Chief Hartin shared a graph outlining where the 19 new and in process people are in becoming volunteers with the district.
4. Community Risk Reduction
5. Facilities Maintenance. The upcoming Interim Facilities Report meeting was moved to January 22, 2015 at 5:00PM.
6. Vehicle Maintenance
7. Administration
8. External Activity

Finance Officer's Report

Office Manager Kim Harpe presented the board with the Monthly Budget Position as of January 8, 2015.

Unfinished Business - None.

New Business

The Board addressed the following items of new business:

1. Chair Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approving the appointment of Commissioner Paul Messner as the 2015 Board Chair.

Action: Approved Unanimously.

2. Chair Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approving Commissioner Paul Messner as the 2015 Chair for the Local Volunteer Firefighters and Reserve Officers Board.

Action: Approved Unanimously.

3. Chair Cheryl Engle moved to disapprove and Commissioner Steve Hutchinson seconded not approving the Purpose Scope and Policy 4.8.2 "EMS Incident Documentation" until the Board had time to review at their next regular scheduled meeting.

Action: Disapproved Unanimously.

4. Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approving the Purpose Scope and Policy 1.1.12 "District Organization".

Action: Approved Unanimously.

5. Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approving the addition of Fund Line (594-22-64-12) "New Apparatus (502) to Capital Expenditures.

Action: Approved Unanimously.

Good of the Order

The following events or other announcements were presented for the good of the order.

January 22, 2015	Special Meeting for "Interim Facilities Report" -Station 53, 5:00PM
January 31, 2015	Annual Sno-Isle Banquet - Arlington (Commissioners Messner, Engle & Hutchinson)
February 10, 2015	Legislative Day 2015 - (Board unable to attend)
March 3-6, 2015	Northwest Leadership Seminar - Portland, OR (Commissioners Hutchinson & Engle)
March 6-7, 2015	WFCA Saturday Seminar -Yakima, WA (Commissioner Messner)
March 16-21, 2015	CPSE 2015 Excellence Conference - Orlando, FL (Chief Hartin & Chair Messner)
March 27-29, 2015	WFCA Saturday Seminar - Ocean Shores (Commissioner Hutchinson)
June 5-7, 2015	WFCA Saturday Seminar- Chelan, WA (Chief Hartin & Chair Messner)

Next Special Meeting

January 22, 2015
Time: 17:00
Location: Station 53

Next Regular Meeting

February 12, 2015
Time: 17:00
Location: Station 53

There being no further business, Chair Cheryl Engle adjourned the meeting at 18:05.

Submitted,



Kim Harpe, Secretary