



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

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Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

[www.cwfire.org](http://www.cwfire.org)

## Board of Fire Commissioners Meeting Minutes

February 12, 2014

### 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 17:06 hours.

### Commissioners and Staff Present

Chair Cheryl Engle, Commissioner Tom Smith, Paul Messner, Chief Ed Hartin, Office Manager/Board Secretary Kim Harpe, Deputy Chief Chad Michael, Acting Captain Jerry Helm.

### Members of the Public Present

None.

### Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

### Input from the Public

None.

### Approval/Correction of Previous Minutes

Commissioner Tom Smith moved to approve and Commissioner Paul Messner seconded approval of the minutes of the following meeting: January 9, 2014

**Action:** Approved Unanimously.

### Approval of Vouchers

Commissioner Paul Messner moved to approve and Commissioner Tom Smith seconded approval of the following vouchers:

Vouchers Numbered 201 - 224 & 300 - 359  
This includes the Electronic Funds Transfer (EFTPS)

\$129,404.10

**Action:** Approved Unanimously.

### Chief's Report

Chief Hartin reported on the following activity in the month of January 2014:

1. Emergency Response Activity
2. Shift Activity
3. Recruitment/Training
4. Community Risk Reduction
5. Facilities Maintenance
6. Vehicle Maintenance
7. Administration
8. External Activity

### Finance Officer's Report

Office Manager Kim Harpe presented the board with the Budget Position as of February 12, 2014 and reported the following lines over expended and would be addressed in the upcoming budget adjustment in April.

- 522-10-51-03 (Legislative Election Fees)
- 522-20-12-01 (Shift Coverage Overtime)
- 522-30-49-01 (Professional Memberships)
- 522-50-48-04 (Station 54 Repair& Maintenance)

### Unfinished Business

The Board addressed the following unfinished business from the previous meeting:

1. Commissioner Tom Smith moved to approve and Commissioner Paul Messner seconded approval of an Inter-Local Agreement between Island County and Fire Districts Relating to Fire Inspection Services.

**Action:** Approved Unanimously.

2. Commissioner Paul Messner moved to approve and Commissioner Tom Smith seconded approval of Chief Hartin entering into competitive negotiations with Ategan Technologies, LLC for the provision of Information Technology Services for the District.

**Action:** Approved Unanimously.

### New Business

The Board addressed the following items of new business:

1. Commissioner Tom Smith moved to approve and Commissioner Paul Messner seconded approval of the 2013 Certification for Pension Participation with the Board for Volunteer Firefighters.

**Action:** Approved Unanimously.

2. Commissioner Paul Messner moved to approve and Commissioner Tom Smith seconded approval a Revision to update Page 24 of the Commissioners Handbook Manual.

**Action:** Approved Unanimously.

3. Commissioner Paul Messner moved to approve and Commissioner Tom Smith seconded a Mutual Aid Agreement between Central Whidbey Island Fire & Rescue and East Jefferson Fire & Rescue.

**Action:** Approved Unanimously.

### Good of the Order

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

March, 4-7, 2014	45 <sup>th</sup> Annual NW Leadership Seminar (Red Lion Hotel, Portland, OR)
March, 8-13, 2014	Excellence Conference (Green Valley Ranch & Spa, Henderson, NV)

Chair Engle reported, "She reviewed the District's financial records on January 15, 2014 and everything looked good".

Acting Captain Jerry Helm shared, "He and Firefighter Alex Majestic were accepted to the National Fire Academy and will be attending in August 2014". The Government will reimburse all expenses.

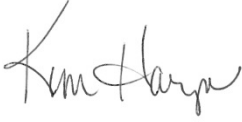
Due to travelling conflicts, the Board unanimously agreed to move their next meeting March 14<sup>th</sup>.

### Next Regular Meeting

March 14, 2014  
Time: 17:00  
Location: Station 53

There being no further business, Chair Cheryl Engle adjourned the meeting at 18:42.

Submitted,

A handwritten signature in cursive script that reads "Kim Harpe". The signature is written in black ink and is positioned below the word "Submitted,".

Kim Harpe, Secretary