



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

February 12, 2015

Call to Order

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

Commissioners and Staff Present

Chair Paul Messner, Commissioner Steve Hutchinson, Commissioner Cheryl Engle, Chief Ed Hartin, Deputy Chief Charlie Smith and Office Manager/Board Secretary Kim Harpe

Members of the Public Present.

Mrs. Alana Hutchinson

Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

Input from the Public - None.

Approval/Correction of Previous Minutes

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the meeting on January 8, 2015.

Action: Approved Unanimously.

Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approval of the minutes for the meeting on January 22, 2015.

Action: Approved Unanimously.

Approval of Vouchers

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

M&O Vouchers & Payroll #9851 through #9914	\$101,653.51
Direct Deposit Payroll	\$56,077.89
IRS EFTPS - Payroll Taxes	\$12,489.91

Capital Vouchers #6 through #10	\$1,540.37
Grand Total	\$171,761.68

Action: Approved Unanimously.

Chief's Report

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

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 Monthly Budget Position as of February 12, 2015.

Unfinished Business.

The Board addressed the following items of old business:

1. Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approving The Purpose, Scope & Policy for SOG 4.8.2 "EMS Documentation".

Action: Approved Unanimously.

2. Follow-up Discussion on Interim Financial Guidance. At the Board's previous meeting Chief Hartin asked the Board to answer the following questions to help guide staff in the development of a Long Term Financial Plan.

a. If the staff should develop the District's Long Term Financial Plan to include the use of voter approved debt to address capital facility needs? If yes,

b. Given the pending need for a lid lift to maintain current service levels beyond 2020, when should the district consider presenting a bond measure to the voters (before or after the lid lift?).

After a lengthy discussion, Chief Hartin clarified what he understood the board's answers to be for the above questions:

- The Board confirmed staff should develop the District's Long Term Financial Plan to include options for use of voter approved and non-voter approved debt to address capital facilities needs.
- Complete the Standard of Cover before going to voters and say we are intending to remodel and build new stations
- Have a definite sense of the projected costs at each of the stations
- The district should be in a position to act when the hospital starts their upgrade to the EMS Facility at Station 51 so as not to get building and land locked. (WGH does not have a definitive date for this project at this time)
- Prior to a Maintenance Facility being constructed, confirm if other agencies would be agreeable to contract with CWIFR for their vehicle maintenance

New Business

The Board addressed the following items of new business:

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approving the 2014 Board for Volunteer Firefighters Pension Certification for Volunteers.

Good of the Order

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

March 3-6, 2015	NW Leadership Seminar - Portland, OR (Commissioners Hutchinson & Engle)
March 6-7, 2015	WFCAs Saturday Seminar -Yakima, WA (Commissioner Messner)
March 16-21, 2015	CPSE 2015 Excellence Conference - Orlando, FL (Chief Hartin & Chair Messner)
March 27-29, 2015	WFCAs Saturday Seminar - Ocean Shores (Commissioner Hutchinson)
June 5-7, 2015	WFCAs Saturday Seminar- Chelan, WA (Chief Hartin & Chair Messner)

Next Regular Meeting

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

There being no further business, Chair Paul Messner adjourned the meeting at 19:04.

Submitted,



Kim Harpe, Secretary