



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

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## Board of Fire Commissioners Meeting Minutes

May 8, 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 17:00 hours.

### Commissioners and Staff Present

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

### Members of the Public Present

Mr. & Mrs. Joe Biller.

### Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

### Input from the Public

None.

### Executive Session

An Executive Session was scheduled, but not needed.

### Approval/Correction of Previous Minutes

Commissioner Paul Messner moved to approve and Chair Cheryl Engle seconded approval of the minutes of the following meeting: April 10, 2014.

**Action:** Approved Unanimously.

### Approval/Correction of Previous Minutes

Chair Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the minutes of the following meeting: April 22, 2014.

**Action:** Approved Unanimously.

### Approval of Vouchers

Commissioner Paul Messner moved to approve and Chair Cheryl Engle seconded approval of the following vouchers:

Vouchers Numbered 539 through 609 (#562 Voided)	\$136,924.33
This includes the Electronic Funds Transfer (EFTPS)	

**Action:** Approved Unanimously.

### Chief's Report

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

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 May 8, 2014 and reported she is working to resolve a payroll issue causing medicare and L&I to deduct from the wrong wage lines.

### Unfinished Business

In preparation to allow one of the candidates to skype in for the upcoming Commissioner's Interview process, Chief Hartin and Acting Captain Jerry Helm provided the Board a live skype demonstration and explained how the process would work.

**Action:** Information only, no action taken by the Board.

### New Business

The Board addressed the following items of new business:

Commissioner Paul Messner moved to approve and Chair Cheryl Engle seconded approval of the Purpose, Scope and Policy 1.1.13 "Public Access WIFI".

**Action:** Approved Unanimously.

**Good of the Order**

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

Due to a conflict, Chair Cheryl Engle asked that the regular June meeting be moved from the 12<sup>th</sup> to the 11<sup>th</sup>. Commissioner Paul Messner agreed to this change.

June 7, 2014

WFCA Saturday Seminar, Campbell's Resort at Chelan, WA

**Next Regular Meeting**

June 11, 2014

Time: 17:00

Location: Station 53

There being no further business, Chair Cheryl Engle adjourned the meeting at 17:26.

Submitted,



Kim Harpe, Secretary