



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

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Board of Fire Commissioners Meeting Minutes

July 10, 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 Steve Hutchinson, Commissioner Paul Messner, Chief Ed Hartin, Deputy Chief Chad Michael, Office Manager/Board Secretary Kim Harpe, Acting Captain Jerry Helm, Firefighter/EMT Dillon Rogers and Firefighter/EMT Jeff Rhodes.

Members of the Public Present - None.

Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

Approval/Correction of Previous Minutes

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes of the following meeting June 11, 2014

Action: Approved Unanimously.

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes of the following meeting June 23, 2014

Action: Approved Unanimously.

Approval of Vouchers

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

Vouchers Numbered 698 through 782
This includes the Electronic Funds Transfer (EFTPS)

\$224,532.32

Action: Approved Unanimously.

Chief's Report

Chief Hartin reported on the following activity in the month of June 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 reported that the Maintenance & Operations Fund was 53.9% expended and the Capital Fund was 19.7% expended as of July 10, 2014. She reported the "Deputy Chief Wages line" was at 83.9% expended but would be made whole again in two ways. The Long Term Sick payout would require a transfer from the Compensated Absence Fund at the next budget adjustment and the position of Deputy Chief being vacant for a minimum of ten weeks would cover the payout of Paid Time Off to Deputy Chad Michael.

Unfinished Business

The Board addressed the following unfinished business from the previous meeting: None.

New Business

The Board addressed the following items of new business:

1. Chief Hartin shared with the Board that an annual performance evaluation and review of his contract ending in December 2014 would be needed prior to the end of the year. Board Secretary Kim Harpe stated she would provide the Board with a copy of the current contract and evaluation form the district is using on all its members for their consideration.

Action: Approved Unanimously.

2. Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of Resolution 14-01 "Opening an Account at Key Bank for the Purpose of Establishing Payroll Direct Deposit".

Action: Approved Unanimously.

3. Chief Hartin briefed the Board on the state of the District's Information Technology (IT) Infrastructure and explained that by combining current 2014 and scheduled 2015 IT projects there would be a cost savings of \$2135.36. Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded approval of the Consolidation of 2014-2015 IT Capital Projects".

Action: Approved Unanimously.

4. Chief Hartin provided the Board with an explanation of a proposed Memorandum of Understanding (MOU) with Local 4299 regarding Lieutenants called back as Command Duty Officer's and related Compensation and shared that the MOU would be a temporary measure to ensure adequate command coverage for the district and would expire on December 31, 2014. Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of the MOU for Lieutenants called back as Command Duty Officer's and related Compensation.

Action: Approved Unanimously.

5. Chief Hartin and the Board had a discussion regarding the history of Station 52 and the reason it was not included in the Facilities Study. Chief Hartin shared he would like the Facilities Working Group to share preliminary concepts with the Board in late August.

Good of the Order

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

Commissioner Steve Hutchinson shared he would be out of town during the Commissioner's regular scheduled meeting August 14, 2014.

Commissioner Paul Messner stated "He was not sure how the other two Board members felt, but he felt the fulltime firefighter's overtime budget fund lines were going to run out of money before the end of the year and that he would not approve any more money for overtime fund lines and also expressed concern regarding current limited volunteer staffing."

August (TBD)
October 22-25, 2014

Facilities Study Progress Report
WFCA Annual Conference, Spokane Red Lion at the Park

Next Regular Meeting

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

There being no further business, Chair Cheryl Engle adjourned the meeting at 19:28.

Submitted,



Kim Harpe, Secretary