



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

September 11, 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, Office Manager/Board Secretary Kim Harpe, Firefighter Dillon Rogers and Lieutenant Jen Porter.

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 meeting minutes for August 14, 2014.

Action: Approved Unanimously.

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of special meeting minutes for August 20, 2014.

Action: Approved Unanimously.

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of special meeting minutes for September 4, 2014.

Action: Approved Unanimously.

Approval of Vouchers

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

Vouchers Numbered 862 through 935

\$167,507.80

This includes the Electronic Funds Transfer for payroll taxes

Action: Approved Unanimously.

Executive Session. At 17:05 Chair Engle called the Board into Executive Session pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee and announced the executive session would take 20 minutes. At 17:25, Chair Engle called for an additional 10 minutes. At 17:35, the executive session was closed with no final decisions being made and the regular Board of Commissioner's meeting was re-opened.

Chief's Report. Chief's Report (Provided by Office Manager Kim Harpe. Chief Hartin was on Paid Time Off) Office Manager Harpe reported on the following activity in the month of August 2014:

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

Finance Officer's Report

Finance Officer Kim Harpe presented the board with the Budget Position as of September 11, 2014.

Unfinished Business - None.

New Business

The Board addressed the following items of new business:

1. Chair Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the Purpose, Scope and Policy for SOG 1.3.7 "Revenue & Cash Management".

Action: Approved Unanimously.

2. Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded approval of the Purpose, Scope and Policy for SOG 1.3.8 "Investments".

Action: Approved Unanimously.

Finance Officer Kim Harpe reported the District's current "Investment" Resolution 89-09 was recently reviewed by Attorney Davis. He was asked to provide recommendations for creating a clearer policy on the investment of district funds and also the redemption of funds prior to their maturity date.

Mr. Davis shared our current resolution was insufficient due to the lack of guidance, limitations and restrictions on investments except for the requirement to make a monthly report to the Board after the investment decision had already been made. He recommended Resolution 89-09 and the district's financial policies be tightened up in order to be more fully compliant with the guidance offered by the Attorney General as well as ensuring the district's financial policies are not the subject of auditor criticism in the future.

3. Commissioner Paul Messner moved to approve and Chair Cheryl Engle seconded approval of the Purpose, Scope and Policy for SOG 1.3.9 "Debt".

Action: Approved Unanimously.

4. Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of the Purpose, Scope and Policy for SOG 1.3.10 "Capital Projects".

Action: Approved Unanimously.

Finance Manager Kim Harpe stated, "She and Chief Hartin would be working on the procedures for each of these SOG's in the coming months.

5. Commissioner Paul Messner moved not to approve and Commissioner Steve Hutchinson seconded not to approve the motion for "Inter-Local Agreement (ILA) with South Whidbey Fire/EMS for Cost Sharing Community Risk Reduction Projects". After some discussion, the Board agreed to table this motion until a review could be done by the district attorney.

Action: Tabled until review by Attorney Davis.

Good of the Order

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

Chair Cheryl Engle called for a moment of silence in honor of the 10th anniversary of 9/11.

October 22-25, 2015	WFCA Annual Conference, Spokane Red Lion at the Park
October 29 th or 30 th	Special Meeting – "Public Budget Hearing".

The Board agreed to hold a special meeting at Station 51 on September 18, 2014 at 5:00pm to further discuss the fire chief's upcoming contract renewal and evaluation.

Chair Engle stated, she takes responsibility for not checking her phone messages, but was bothered that she learned of the recent house fire fatality by reading it in the paper prior to being notified by the command duty officer. Office Manager Harpe stated, Chief Hartin asked her to pass to the Board "that as standard protocol if

Board members are not reached by phone he or the command duty officer would follow-up again the next day.

Next Special Meeting

October 2, 2014
Time: 5:00
Location: Station 53

Next Regular Meeting

October 9, 2014
Time: 5:00
Location: Station 53

There being no further business, Chair Cheryl Engle adjourned the meeting at 6:25pm.

Submitted,

A handwritten signature in cursive script, appearing to read "Kim Harpe".

Kim Harpe, Secretary