



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

October 9, 2014

Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Chair Engle at 17:01 hours.

Commissioners and Staff Present

Chair Cheryl Engle, Commissioner Paul Messner, Commissioner Steve Hutchinson, Chief Ed Hartin, Office Manager/Board Secretary Kim Harpe, Acting Captain Jerry Helm, Firefighters Alex Majestic, Jim Huff and Kyla Jacobsen.

Members of the Public Present

Mrs. Lisa Edlin and Mr. Jim Sykora and family.

Consensus Approval of the Agenda

Chair Engle requested an Executive Session be added to the agenda pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee. The Board agreed and Chair Engle received consensus approval of the agenda.

Recognition

Chief Hartin and Acting Captain Jerry Helm presented Letters of Commendation to community members Mr. Jim Sykora and Mrs. Lisa Edlin on her husband Luke Edlin's behalf for their heroic action to rescue an occupant of a burning vehicle on July 16th, 2014.

Input from the Public - None.

Approval/Correction of Previous Minutes

Commissioner Paul Messner moved to approve and Chair Cheryl Engle seconded approval of the minutes of the following meeting: September 11, 2014.

Action: Approved Unanimously.

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded approval of the minutes of the following meeting: September 18, 2014.

Action: Approved Unanimously.

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded approval of the minutes of the following meeting: October 2, 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 9506 through 9593 (Void 9587)	\$134,709.46
This includes the Electronic Funds Transfer for Payroll Taxes	

Action: Approved Unanimously.

Chief's Report

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

1. Emergency Response Activity
2. Shift Activity
3. Recruitment/Training. Chief Hartin shared during a recent working lunch he was able to recruit Ms. Jessica Larson as a volunteer. While she has a Firefighter 1 certificate, she will be volunteering to assist the district with its mapping and GIS projects.
4. Community Risk Reduction
5. Facilities Maintenance
6. Vehicle Maintenance. Chief Hartin reported the new Tender was delivered, but will have to go back because the dump valve won't come out all of the way.
7. Administration
8. External Activity

Finance Officer's Report

Office Manager Kim Harpe presented the board with the Monthly Budget Position as of October 9, 2014. She reported a 4th Quarter Budget Adjustment would be needed but the majority of lines being adjusted were minimal adjustments under \$500.00.

Unfinished Business

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

An Inter-Local Agreement with South Whidbey Fire/EMS relating to Community Risk Reduction. Chief Hartin stated, "The concept for this inter-local agreement is to pool money on projects that benefit both agencies. Both agencies must agree that the identified projects are in both districts interest and that both districts have the money to fund the projects".

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded approval of the "Inter-Local Agreement with South Whidbey Fire/EMS relating to Community Risk Reduction".

Action: Approved Unanimously.

New Business

The Board addressed the following items of new business:

Chief Hartin walked the Board through the 2015 proposed Budget and reported that the overall Maintenance & Operations increase was 2.61%. He shared, a Special Meeting was scheduled for October 30th for the Public Budget Hearing.

Executive Session

At 18:22, 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 10 minutes. At 18:32 the executive session was closed with no final decisions being made and the regular Board of Fire Commissioner's meeting was re-opened.

Those present: Chair Cheryl Engle, Commissioner Steve Hutchinson, Commissioner Paul Messner, Chief Ed Hartin and Board Secretary Kim Harpe.

Good of the Order

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

October 22-25, 2014	WFCA Annual Conference, Spokane Red Lion at the Park
October 30, 2014	Special Meeting - Public Hearing on the District's 2015 Budget Station 53 at 19:00

Chair Engle shared the Boards appreciation and thanked Kim Harpe for her work as their Board Secretary.

Chair Engle directed Board Secretary Kim Harpe to forward Chief Hartin's proposed contract to the District's attorney for review.

Commissioner Paul Messner thanked Firefighter Mechanic Mike Matros and Acting Captain Jerry Helm for all their hard work on the new engine.

Next Regular Meeting

November 13, 2014
Time: 17:00
Location: Station 53

Notice of Attendance

November 4, 2014

Meet & Greet Deputy Chief Candidates

Time: 18:00

Location: Station 53

There being no further business, Chair Engle adjourned the meeting at 18:35.

Submitted,

A handwritten signature in cursive script that reads "Kim Harpe".

Kim Harpe, Secretary