



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

March 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 Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approval of the minutes for the meeting on February 12, 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 #9915 through #9972	\$68,261.97
Direct Deposit Payroll	\$54,999.20
IRS EFTPS - Payroll Taxes	\$12,168.38
Capital Vouchers #11 through #12	\$ 103.13
Grand Total	\$135,532.68

Action: Approved Unanimously.

Chief's Report

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

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 Harpe provided the Board an investment and cash report for each of the established funds. She reported, Chief Hartin and herself met with the Island County Treasurer to discuss various options for the districts larger and longer held investments and shared the need to do further research on best interest rates versus least amount of risk and will have more information for the Board in the next month or two.

Office Manager Harpe then presented the Monthly Budget Position as of March 12, 2015.

Unfinished Business - None.

New Business

The Board addressed the following items of new business:

1. After some discussion, Commissioner Cheryl Engle moved to not approve and table Resolution 15-01 "Adopting Municipal Research and Service Center (MRSC) for Small Works, Consultant and Vendor Rosters" until the District's attorney could review and provide feedback. Commissioner Steve Hutchinson seconded the disapproval and the tabling of this motion.

Action: Disapproved Unanimously.

2. Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approving Resolution 15-02 "Authorizing District Purchases of Supplies, Materials and/or Equipment from or through the United States Government as permitted by RCW 39.32.090".

Action: Approved Unanimously.

3. Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approving Resolution 15-03 "Adopting Policy & Procedure for District Credit Card Use"

Action: Approved Unanimously.

4. Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approving the Standard Operating Guideline SOG 1.2.21 "Discipline and Discharge (Non Union)".

Action: Approved Unanimously.

5. Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approving the Purpose, Scope and Policy for SOG 1.1.7 "General Orders".

Action: Approved Unanimously.

6. Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approving the Purpose, Scope and Policy for SOG 4.2.1 "Command of Emergency Incidents".

Action: Approved Unanimously.

7. Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approving the Purpose, Scope and Policy for SOG 4.3.1 "Fixed Fire Protection Systems".

Action: Approved Unanimously.

8. Chief Hartin and the Board discussed General Order 15-1 "Apparatus Systems" and the importance of all members following safe work practices with regard to personal protective equipment and protective systems such as seat belts and in-cab warning systems.

Good of the Order

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

March 16-21, 2015	CPSE 2015 Excellence Conference - Orlando, FL (Chief Hartin & Chair Messner)
March 27-29, 2015	WFCA Saturday Seminar - Ocean Shores (Commissioner Hutchinson)
April 30, 2015	Special Commissioner Meeting to discuss Strategic Goals, Commissioner Handbook Review & Financial Policies
May 7, 2015	CWIFR Hosting Sno-Isle Commissioner Meeting (Station 53)
June 5-7, 2015	WFCA Saturday Seminar- Chelan, WA (Chief Hartin & Chair Messner)

Next Regular Meeting

April 9, 2015 (Commissioner Messner will out of the area and will attend via skype).
Time: 17:00
Location: Station 53

Next Special Meeting

April 30, 2015
Time: 17:00
Location: Station 53

There being no further business, Chair Paul Messner adjourned the meeting at 19:20.

Submitted,

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

Kim Harpe, Secretary