



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

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Board of Fire Commissioners Meeting Minutes

April 9, 2015

Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Acting Chairperson Cheryl Engle at 17:00 hours.

Commissioners and Staff Present

Commissioner Cheryl Engle, Commissioner Steve Hutchinson, Chief Ed Hartin, Deputy Chief Charlie Smith and Office Manager/Board Secretary Kim Harpe

Members of the Public Present - None.

Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

Input from the Public -None.

Approval/Correction of Previous Minutes

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the meeting on March 12, 2015.

Action: Approved Unanimously.

Approval of Vouchers

Acting Chairperson Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the following vouchers:

M&O Vouchers & Payroll #9973 through #10041	\$88,371.19
Direct Deposit Payroll	\$55,325.02
IRS EFTPS - Payroll Taxes	\$12,770.99
Capital Vouchers #13 through #14	\$87,739.25
Grand Total	\$244,206.45

Action: Approved Unanimously.

Chief's Report

Chief Hartin reported on the following activity in the month of March 2015:

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 Monthly Budget Position as of April 9, 2015 and reported, "The 1st Quarter Financial Report would be provided at their next regular scheduled meeting in May as well as the proposed 2nd Quarter Budget Adjustments".

Unfinished Business

Commissioner Steve Hutchinson moved to approve and Acting Chair Cheryl Engle seconded approving Resolution 15-01 "Adopting Municipal Research and Service Center (MRSC) for Small Public Works, Consultant and Vendor Rosters".

Action: Approved Unanimously.

New Business

The Board addressed the following items of new business:

1. Policy Direction for the Use of District Resources. Chief Hartin shared, "During preparation of the District's Annual State Report to the Auditor's Office (AO) the District Finance Officer reviewed a series of questions provided by the Auditor as a supplemental schedule for smaller fire districts. One of the questions related to the provision of meals and another related to the provision of facilities or space to other groups. Based on questions related to meals, we requested further clarification and guidance from the (AO) regarding the provision of non-travel related meals, other food and coffee service for district functions and/or day to day activities".

The Board was given the memo received from the (AO) written by the Attorney General regarding non travel meals, other food and coffee service for district functions and/or day to day activities. Based on that memo, the Executive Staff recommended:

The coffee service at Station 53 cease immediately and a "coffee fund" be established and funded by employees on a monthly basis or "per cup" by others who infrequently consume coffee.

Discontinuing the provision of food and refreshments as a general practice unless a legitimate public purpose could be met for specific events where the Board is meeting with volunteers who serve the district without any form of compensation like (i.e., Citizen Budget Reviewers) or for other special events that serve a specific business purpose.

Discontinuing the purchase of candy for parades and Santa Mobile and an alternate private funding option be established to continue the district's traditional activities.

After much discussion, the Board agreed with the Executive Staff's recommendations.

Chief Hartin shared that prior direction provided by the Auditor's Office regarding the use of district facility space by outside groups without charging would be a "gift of public funds". The Executive Staff recommended a policy of recovering the marginal cost of facility use (prorated hourly cost for utilities, cleaning and maintenance). After some discussion, Chief Hartin stated, he would draft a proposed Standard Operating Guideline (SOG) for the Board's review at their upcoming special meeting. The Board agreed that would be acceptable.

April 30, 2015	Special Meeting to discuss Strategic Goals, Commissioner Handbook Review and Financial Policies
May 7, 2015	CWIFR Hosting Sno-Isle Commissioner Meeting
June 5-7, 2015	WFCA Saturday Seminar- Chelan, WA (Chief Hartin & Chair Messner)

Acting Chair Engle stated, "She would be happy to present the annual Island County Fire Chiefs Scholarship at Coupeville's High School awards ceremony".

Office Manager Kim Harpe arranged for the review of the district's financial records on April 22nd at 09:00 by Acting Chair Cheryl Engle.

Next Special Meeting

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

Next Regular Meeting

May 14, 2015
Time: 17:00
Location: Station 53

There being no further business, Chair Cheryl Engle adjourned the meeting at 18:55.

Submitted,



Kim Harpe, Secretary