



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

May 12, 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

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

Members of the Public Present - Mr. Richard Delay, Mr. Joe Burton and Mr. Ron Newberry (Whidbey News Times)

Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

Input from the Public

Acting Chairperson Cheryl Engle asked the public for comments. Mr. DeLay stated, "He knew the Board would be discussing the formation of a non-profit water system for the respective properties on Day Road currently being served by Tallman Water Systems". He stated, "He was one of those property owners and would very much like to see the Board approve this action". Mr. Joe Burton concurred with Mr. DeLay's comments.

Mr. Ron Newberry introduced himself as a Whidbey News Times reporter and shared he was interested in covering Central Whidbey Island Fire & Rescue and what it is that we do.

Acting Chairperson Cheryl Engle thanked the public for their attendance and input.

Approval/Correction of Previous Minutes

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

Action: Approved Unanimously.

Approval of Vouchers

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

M&O Vouchers & Payroll #10042 through #10092	\$64,657.38
Direct Deposit Payroll	\$55,943.51
IRS EFTPS - Payroll Taxes	\$12,387.34
Capital Vouchers # through #	\$-0-
Grand Total	\$132,988.23

Action: Approved Unanimously.

Executive Session

At 17:05 Acting Chair Cheryl Engle called for an Executive Session in accordance with the provisions of RCW42.30.140(4)(b). Announcing the purpose was to provide guidance and direction to the Fire Chief for upcoming bargaining proceedings. Acting Chair Engle stated the session would last 10 minutes.

Members present: Acting Chair Cheryl Engle, Commissioner Steve Hutchinson, Fire Chief Ed Hartin and Board Secretary Kim Harpe

At 17:15, Acting Chair Cheryl Engle reconvened the regular meeting announcing "No decisions had been made".

Chief's Report

Chief Hartin reported on the following activity in the month of April 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 May 12, 2015 and reported "budget lines needing adjustments would be addressed in the proposed 2nd Quarter Budget Adjustments".

Unfinished Business

1. Commissioner Steve Hutchinson moved to approve and Acting Chairperson Cheryl Engle seconded approving the formation of a non-profit corporation to serve as a Water Association to manage the water system serving the respective properties on Day Road in Greenbank currently known as the Tallman Water System.

Action: Approved Unanimously.

2. Acting Chairperson Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approving the addition of a new section addressing “Transparency in Government” to the Commissioner’s Handbook.

Action: Approved Unanimously.

New Business

1. Commissioner Steve Hutchinson moved to approve and Acting Chairperson Cheryl Engle seconded approving the extension to the collective bargaining agreement through November 30, 2015.

Action: Approved Unanimously.

2. Commissioner Steve Hutchinson moved to approve and Acting Chairperson Cheryl Engle seconded the motion to approve entering into “Assistance to Firefighters Grant Program Inter-local Agreement” between the City of Oak Harbor, Camano Island Fire & Rescue, North Whidbey Fire & Rescue, South Whidbey Fire and EMS and Central Whidbey Island Fire & Rescue to provide radio system upgrades.

Action: Approved Unanimously.

3. Commissioner Steve Hutchinson moved to approve and Acting Chairperson Cheryl Engle seconded approval of the “2nd Quarter Budget Adjustments”

Action: Approved Unanimously.

4. Commissioner Steve Hutchinson moved to approve an “Inter-fund transfer from the General Fund to the Capital Fund in the amount of \$109,195.19”. Acting Chairperson Cheryl Engle asked Finance Officer Kim Harpe for an explanation. Finance Officer Kim Harpe stated “All revenue and property taxes collected are deposited in the General Fund and cannot be moved into any other fund without the Board’s approval of an inter-fund transfer. Previously, the district had all of its revenue inside the General fund and earmarked money for separate funds was outlined in the budget. In an effort to provide better transparency and remove the risk of co-mingling of money between funds, individual funds were established at the Treasurer’s Office. Acting Chairperson Cheryl Engle seconded the approval of this motion.

Action: Approved Unanimously.

June 5-7, 2015

WFCA Saturday Seminar- Chelan, WA
(Chief Hartin & Chair Messner)

Next Regular Meeting

June 11, 2015

Time: 17:00

Location: Station 53

There being no further business, Acting Chairperson Cheryl Engle adjourned the meeting at 17:50.

Submitted,

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

Kim Harpe, Secretary