



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

June 11, 2015

Call to Order

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

Commissioners and Staff Present

Chairperson Paul Messner, Commissioner Cheryl Engle, Commissioner Steve Hutchinson, Acting Training Captain Jerry Helm, Firefighters Dillon Rogers, Marvin Raavel and Office Manager/Board Secretary Kim Harpe

Members of the Public Present - Mrs. Alana Hutchinson, and Whidbey News Times Reporter Ron Newberry.

Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

Input from the Public -None.

Retirement Presentation. Chairperson Paul Messner presented Firefighter Steve Hutchinson with a retirement shadow box and thanked him for his volunteer service spanning 27 years and stated, "He was glad he was still able to continue serving the district in his role as a Board member. Commissioner Engle stated, "She felt the same way".

Approval/Correction of Previous Minutes

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

Action: Approved Unanimously.

Approval of Vouchers

Acting Chairperson Cheryl Engle moved to approve and Chairperson Paul Messner seconded approval of the following vouchers:

M&O Vouchers & Payroll #10093 through #10145	\$106,916.87
Void #10112	
Direct Deposit Payroll	\$53,877.27
IRS EFTPS - Payroll Taxes	\$12,277.56
Capital Vouchers # through #	\$-0-
Grand Total	\$173,071.70

Action: Approved Unanimously.

Chief's Report (Presented by Acting Captain Jerry Helm)

Acting Captain Helm reported on the following activity in the month of May 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 June 11, 2015 and reported the financial Standard Operating Guidelines "Procurement" 1.3.2 and "Finance & Accounting" 1.3.3 had been completed and were now in use.

Unfinished Business - None.

New Business

1. Commissioner Cheryl Engle moved to approve an inter-fund transfer from the General Fund to the Capital Fund in the amount of \$465,680.00. Commissioner Steve Hutchinson seconded approval of this motion.

Action: Approved Unanimously.

2. Commissioner Cheryl Engle moved to approve Resolution 15-02 "Adopting the Island County Multi-Jurisdiction Hazard Mitigation Plan". Commissioner Steve Hutchinson seconded approval of this motion.

Action: Approved Unanimously.

Good of the Order/Announcements

Oct 21-24, 2015 WFOA Annual Conference – Tulalip Casino, WA

Acting Captain Jerry Helm shared the "Marine 5 Working Group" identified a boat that is currently on the market and is working on a proposal for the Boards consideration. Purchase of a boat was originally scheduled in the 2015 budget and moved to 2016 and will likely be requested to be moved back into this year's budget. The Board agreed to hold a "Special Meeting" to review the proposal if needed prior to their July regular meeting.

Next Regular Meeting

July 9, 2015

Time: 17:00

Location: Station 53

There being no further business, Chairperson Paul Messner adjourned the meeting at 18:35.

Submitted,

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

Kim Harpe, Secretary