

# **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**

July 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, Chair Paul Messner, Deputy Chief Charlie Smith, Captain Jerry Helm, Office Manager/Board Secretary Kim Harpe, Firefighters Jim Huff, Mike Matros, Trenton Taylor and Will Suarez.

#### **Members of the Public Present**

Mrs. Tammy Smith and daughters Emma and Ciara, Mrs. Lindsay Helm and daughters Scotlyn and Finley, Mr. and Mrs. Gerald Helm, Mrs. Molly Waldron and Emily, Max and Wyatt Waldron, Ms. Anita Johnson and Ms. Janella Helm.

#### Consensus Approval of the Agenda

Acting Chair Cheryl Engle received consensus approval of the agenda and thanked members of the public for their attendance. She then turned the meeting over to Chair Paul Messner.

#### Input from the Public -None.

Deputy Chief Charlie Smith swore Jerry Helm in to the position of Captain and congratulated him on his promotion.

## **Approval/Correction of Previous Minutes**

Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approval of the minutes for the meeting on June 11, 2015.

**Action:** Approved Unanimously.

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the special meeting on June 30, 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 #10146 thro	ough <b>#10204</b>	\$73,765.23
Direct Deposit Payroll		57,730.85
IRS EFTPS - Payroll Taxes		13,060.71
Capital Vouchers #15 through #17		\$104,262.98
	Grand Total	248.819.77

Action: Approved Unanimously.

Chief's Report (Presented by Deputy Chief Charlie Smith)

Deputy Chief Charlie Smith reported on the following activity in the month of June 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 July 9, 2015.

**Unfinished Business - None.** 

# **New Business**

1. Commissioner Steve Hutchinson moved to approve corrected Resolution 15-04 "Adopting the Island County Multi-Jurisdiction Hazard Mitigation Plan" which was previously approved as Resolution 15-02. Commissioner Cheryl Engle seconded approval of this motion.

Action: Approved Unanimously.

2. Commissioner Cheryl Engle moved to approve the Purpose, Scope and Policy for SOG 1.3.3 "Finance and Accounting". Commissioner Steve Hutchinson seconded approval of this motion.

Action: Approved Unanimously.

3. Commissioner Steve Hutchinson moved to approve the surplus of (7) helmets; (20) pairs of boots; (24) turnout pants; (11) turnout coats; (7) misc. pant liners; (3) misc. pant shells and (27) pairs of gloves that have a commercial value of zero dollars. After some discussion, Commissioner Cheryl Engle moved to approve this motion.

Action: Approved Unanimously.

4. Commissioner Steve Hutchinson moved to approve Resolution 15-05 "Appointing the District's Auditing officer". Commissioner Cheryl Engle moved to approve this motion.

Action: Approved Unanimously.

5. Review of Internal Fiscal Audit Checklist. Finance Officer Kim Harpe, stated "The Internal Fiscal Audit Checklist was created to assist the Board in their task of oversight and review of the financial operations of the district and to help evaluate and improve the effectiveness of risk management, control and accountability.

Board members collectively agreed that having a checklist was a great idea and would be a big asset in assisting them when conducting the quarterly review of financial records. Commissioner Engle stated, "While she did not mind conducting the reviews, she had always done them in the past and thought it would be a good time for a different board member to learn the process and take over the reviews". Commissioner Steve Hutchinson stated, "He would like to take over the quarterly review of district financials". It was agreed the next review would be in September 2015 and Commissioner Cheryl Engle would assist Commissioner Steve Hutchinson with his first review.

July 16, 2015 Annual Sno-Isle "Burger & Bonding Bash" Lake Roesiger, WA

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

# **Good of the order/Announcements**

Commissioner Steve Hutchinson shared, "He would be gone the entire month of August".

The Board shared they would not be available to attend the annual "Sno-Isle Burger & Bonding Bash" on July 16, 2015.

Deputy Chief Smith reported, "The district had recently been contacted by the Washington Survey & Rating Bureau (WSRB) to arrange a time for them to come and review the District's capabilities and resources."

# **Next Regular Meeting**

August 13, 2015 Time: 17:00

Location: Station 53

There being no further business, Chair Paul Messner adjourned the meeting at 18:00.

Submitted,

Kim Harpe, Secretary