



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 through #10204	\$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.

