



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

September 10, 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

Chair Paul Messner, Commissioner Cheryl Engle, Commissioner Steve Hutchinson, Chief Ed Hartin, Deputy Chief Charlie Smith, Office Manager/Board Secretary Kim Harpe and EMT Jessica Shaffer

Members of the Public Present – None.

Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

EMT Jessica Shaffer shared she coordinated the recent District Golf Tournament and it was a huge success. Members from all three legs of the stool participated and fun was had by all. She was able to reach out to local businesses who donated various prizes for a raffle to raise funds to assist a district member and their family.

Input from the Public -None.

Approval/Correction of Previous Minutes

Commissioner Cheryl Engle moved to approve and Chair Paul Messner seconded approval of the minutes for the meeting on August 13, 2015.

Action: Approved Unanimously.

Commissioner Cheryl Engle moved to approve and Chair Paul Messner seconded approval of the minutes for the meeting on August 27, 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 # 10256 through # 10305	\$76,481.32
Direct Deposit Payroll	\$56,995.65
IRS EFTPS - Payroll Taxes	\$13,371.66
Capital Vouchers #29 through #35 (voided #32 & #33)	\$4,443.67
Grand Total	\$151,292.30

Action: Approved Unanimously.

Chief's Report

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

1. Emergency Response Activity.
2. Shift Activity
3. Recruitment/Training
4. Community Risk Reduction
5. Facilities Maintenance.
6. Vehicle Maintenance. Chief Hartin shared "He appreciated all the man hours put in by FF Bob Moore getting the new boat ready for service".
7. Administration
8. External Activity

Finance Officer's Report

Office Manager Kim Harpe presented the board with the Monthly Budget Position as of September 10, 2015 and reported all negative lines are addressed in the 3rd Quarter Budget Adjustment to be discussed under "New business".

Unfinished Business

Discussion regarding Whidbey General Hospital's access road at Station 51. Chief Hartin reported that he has sent a letter to the hospital agreeing to the hospitals original proposal for access. He also shared we would be meeting with the Town Planner to discuss the ballards at Station 51 and stated he would contact the Board if there were any substantial changes.

New Business

Commissioner Cheryl Engle made a motion to approve the proposed 3rd Quarter Budget Adjustments. Commissioner Steve Hutchinson seconded approval of this motion.

Action: Approved Unanimously.

Good of the Order/Announcements

Oct 21-24, 2015	WFCA Annual Conference – Tulalip Casino, WA
Oct 29, 2015	2016 Public Budget Hearing, Station 53 at 6:00PM

Next Regular Meeting

October 8, 2015
Time: 17:00
Location: Station 53

The Board discussed tentative dates for the Commissioner’s workshops and stated they would confirm individually with the Board Secretary on which dates and times would work for each of them.

Next Special Meeting

Commissioner’s Workshop for “Facilities Plan Review”
Date: TBD
Time: TBD
Location: Station 53

Next Special Meeting

Commissioner’s Workshop for existing “Capital Plan” and “Long Term Financial Plan Review”
Date: TBD
Time: TBD
Location: Station 53

Chief Hartin reported, the “Customer Survey Cards” were printed and would be ready to mail out to each of the residents we provide service to as a tool for feedback on how we can improve our service.

There being no further business, Chair Paul Messner adjourned the meeting at 18:30.

Submitted,



Kim Harpe, Secretary