



# Central Whidbey Island Fire & Rescue

1164 Race Road  
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Professionalism • Integrity • Compassion • Excellence

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[www.cwfire.org](http://www.cwfire.org)

## Board of Fire Commissioners Special Meeting Minutes

October 15, 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 11:00 hours.

### Commissioners and Staff Present

Chair Paul Messner, Commissioner Cheryl Engle, Commissioner Steve Hutchinson, Chief Ed Hartin, Office Manager/Board Secretary Kim Harpe and Mr. Andrew Face (Martin Nelson & Company Bond Consultant)

**Members of the Public Present** – None.

### Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

### New Business.

#### 1. Discuss existing Capital Plan and Long Term Financial Plan Review

Chief Hartin explained to the Board how the district came to be financially where it is. He explained the following elements of the Government Finance Officers Association (GFOA) best practices for long range financial planning:

- a. Time Horizon. Plans should look at least five to ten years into the future.
- b. Scope. Plans should consider all appropriated funds, especially funds that are used to account for the issues of top concern to elected officials and the community.
- c. Frequency. Governments should update long-term planning activities as needed in order to provide direction to the budget process.
- d. Content. A plan should include an analysis of the financial environment, revenue and expenditure forecasts, debt position and affordability analysis, strategies for achieving and maintaining financial balance, and plan monitoring mechanisms, such a scorecard of key indicators of financial health.

Chief Hartin provided the Board with an overview and explanation of the financial process steps, financial balance analysis and financial strategy. He stated, the bottom line is the district is fiscally

sound right now, but shortly the lines between revenue and expenses are going to cross and shared the approach to assessed valuation used in the district's plan.

Chief Hartin introduced Mr. Andrew Face from Martin Nelson & Company Bond Consultants and shared he and Finance Manager Kim Harpe had previously met with Mr. Face to gain a better understanding of the bond process. Mr. Face provided the Board with a Bond Feature Comparison handout and explained the difference between Unlimited Tax General Obligation (UTGO) bonds and Limited Tax General Obligation (LTGO) bonds.

2. Motion to Approve or Disapprove the "Inclusion of expenses in the proposed 2016 budget to place a voter approved bond on the 2016 ballot". After much discussion, Chief Hartin stated, by the Board approving the motion the advertising consultant could start working on the district's message as the time line was already short and the cost of putting the bond on the ballot would enable putting it in the proposed 2016 budget being presented to the Board on October 29, 2015. The Board still has the option to move forward or not with the actual placement of the bond on the ballot at a later date.

After additional discussion, Commissioner Steve Hutchinson moved to approve the inclusion of expenses in the proposed 2016 budget to place a voter approved bond on the 2016 ballot and Commissioner Cheryl Engle seconded this motion.

**Action:** Approved Unanimously.

#### **Good of the Order/Announcements**

Oct 21-24, 2015

WFCA Annual Conference – Tulalip Casino, WA

#### **Next Special Meeting**

2016 Public Budget Hearing

Date: October 29, 2015

Time: 19:00

Location: Station 53

#### **Next Regular Meeting**

Date: November 12, 2015

Time: 17:00

Location: Station 53

There being no further business, Chair Paul Messner adjourned the meeting at 13:25.

Submitted,



Kim Harpe, Secretary