



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

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## Board of Fire Commissioners Meeting Minutes

November 12, 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, Captain Jerry Helm, LT Derik Vrable, Firefighters Slothower, Majestic, Chittim, Winship and Kolton Kellison.

**Members of the Public Present** - Ron Newberry

### Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

**Input from the Public** -None.

Captain Jerry Helm was recognized for his recent designation of "Fire Officer". Chief Hartin shared, the district now has three credentialed members.

Firefighter/EMT Dareld Chittim was sworn in as the district's newest part-time member.

### Approval/Correction of Previous Minutes

Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approval of the minutes for the meeting on October 8, 2015.

**Action:** Approved Unanimously.

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the meeting on October 13, 2015.

**Action:** Approved Unanimously.

Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approval of the minutes for the meeting on October 15, 2015.

**Action:** Approved Unanimously.

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded approval of the minutes for the meeting on October 29, 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 # <b>10368</b> through # <b>10423</b>	<b>\$70,427.00</b>
Direct Deposit Payroll	<b>\$71,487.92</b>
IRS EFTPS - Payroll Taxes	<b>\$16,226.86</b>
Capital Vouchers # <b>39</b> through # <b>50</b>	<b>\$27,626.12</b>
<b>Grand Total</b>	<b>\$185,767.90</b>

**Action:** Approved Unanimously.

### Chief's Report

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

1. Emergency Response Activity.
2. Shift Activity.
3. Community Risk Reduction
4. Facilities Maintenance
5. Vehicle Maintenance
6. Administration.
7. External Activity

### Finance Officer's Report

Office Manager Kim Harpe presented the board with the Monthly Budget Position as of November 12, 2015. She reported Maintenance and Operations budget was 79.5% expended and the Capital budget 77.1% expended.

### New Business

1. Chair Paul Messner signed the "2016 Levy Certification".
2. Commissioner Cheryl Engle moved to approve "Resolution 15-06 Authorization of a 1% Increase from the Previous Year" and Commissioner Steve Hutchinson seconded this motion.

**Action:** Approved Unanimously.

3. Commissioner Cheryl Engle moved to approve “Resolution 15-07 Adoption of the 2016 Annual Budget” and Commissioner Steve Hutchinson seconded this motion.

**Action:** Approved Unanimously.

4. Commissioner Cheryl Engle moved to approve “Resolution 15-08 Increasing the Fire District’s Regular Property Tax Limit Factor above the Rate of Inflation” and Steve Hutchinson seconded this motion.

**Action:** Approved Unanimously.

5. Commissioner Cheryl Engle moved to approve the “2016 WFCA Healthcare Application for Employee Medical & Dental Benefits” and Commissioner Steve Hutchinson seconded this motion.

**Action:** Approved Unanimously.

### Unfinished Business

1. After some discussion, Commissioner Steve Hutchinson moved to approve “Adoption of the 2015 Capital Facilities Plan” and Commissioner Cheryl Engle seconded approval of this motion. Chief Hartin shared, the plan does not include time frames or funding it speaks to the buildings and the needs at each of them and is a conceptual look at the facility’s needs. The Long Term Financial Plan addresses the funding.

**Action:** Approved Unanimously.

2. Commissioner Cheryl Engle made a motion to approve the 2015 Long Term Financial Plan and Commissioner Steve Hutchinson seconded this motion.

**Action:** Approved Unanimously.

3. Commissioner Steve Hutchinson made a motion to approve the “Contract for Consulting Services with Liz Loomis Public Affairs” and Commissioner Cheryl Engle seconded this motion.

**Action:** Approved Unanimously.

### Good of the Order/Announcements

Jan 28, 2016	Legislative Day @ the State Legislative Building, Olympia, WA
Mar 1-4, 2016	47 <sup>th</sup> Annual Northwest Leadership Seminar, Red Lion, Jantzen Beach, OR

### Next Regular Meeting

December 10, 2015  
Time: 17:00  
Location: Station 53

There being no further business, Chair Paul Messner adjourned the meeting at 18:02.

Submitted,

A handwritten signature in cursive script, appearing to read "Kim Harpe".

Kim Harpe, Secretary