



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

May 12, 2016

Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Chair Steve Hutchinson at 17:00 hours.

Commissioners and Staff Present

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

Members of the Public Present. None.

Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

Approval/Correction of Previous Minutes

Commissioner Cheryl Engle moved to approve and Chair Steve Hutchinson seconded approval of the minutes for the meeting on April 14, 2016.

Action: Approved Unanimously.

Approval of Vouchers

Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the following vouchers:

| | |
|--|---------------------|
| M&O Vouchers & Payroll # 10737 through # 10781 | \$64,531.44 |
| Direct Deposit Payroll | \$59,566.16 |
| IRS - Payroll Taxes | \$13,392.11 |
| Capital Vouchers # | \$ |
| Grand Total | \$137,489.71 |

Action: Approved Unanimously.

Chief's Report

Chief Hartin reported on the following activity in the month of April 2016:

1. Administrative
2. Operations/B Shift
3. CRR/A Shift
4. Training/Retention
5. Facilities/C Shift
6. Fleet Maintenance

Finance Officer's Report

Office Manager Kim Harpe presented the Monthly Budget Position as of May 12, 2016. She shared, "The District would be receiving a travel refund in the amount of \$1354.00 from the State Auditor".

New Business.

Commissioner Cheryl Engle made a motion to approve and Commissioner Paul Messner seconded the Renewal of the BLS Contract with Whidbey General Hospital.

Action: Approved Unanimously.

Old Business. None.

Good of the Order/Announcements

| | |
|-----------------|--|
| May 20, 2016 | Annual Awards Banquet @ Nordic Lodge, Coupeville -5:30PM |
| May 26, 2016 | Commissioner Workshop (Discuss the Bond & Review Policies) (Station 53 @ 10:00AM) |
| June 3-5, 2016 | WFCA Saturday Seminar, Campbell's Resort, Chelan, WA (Chief Hartin) |
| Oct 26-29, 2016 | Annual WFCA Conference, Yakima Convention Center, Yakima, WA (Commissioners Messner, Engle, Hutchinson & Chief Hartin) |

Next Special Meeting

May 26, 2016
Time: 10:00
Location: Station 53

Next Regular Meeting

June 9, 2016
Time: 17:00
Location: Station 53

There being no further business, Chair Steve Hutchinson adjourned the meeting at 17:30.

Submitted,

A handwritten signature in black ink, appearing to read "Kim Harpe". The signature is written in a cursive, flowing style.

Kim Harpe, Secretary