



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

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(360) 678-3602

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## Board of Fire Commissioners Meeting Minutes

September 8, 2016

### Call to Order

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

### Commissioners and Staff Present

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

**Members of the Public Present** - Mr. Ron Newberry (Whidbey News Times Reporter), Mr. and Mrs. Chris Tyau, Mrs. Diane Paul, Ms. Georgia Gardner (WhidbeyHealth Board Member) and Mr. Ron Wallin (WhidbeyHealth Board Member)

### Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

Chief Hartin presented citizens Chris Tyau and Diane Paul with appreciation certificates for their actions to assist a bicyclist who was in cardiac arrest. Chief Hartin shared, that it was their actions that resulted in the person having a positive outcome.

### Approval/Correction of Previous Minutes

Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the minutes for the meeting on August 11, 2016.

**Action:** Approved Unanimously.

Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the minutes for the meeting on August 23, 2016.

**Action:** Approved Unanimously.

### Old Business

Discussion regarding Station 51 Shared Facilities with WhidbeyHealth Board members. Board Chair Steve Hutchinson introduced WhidbeyHealth Board members Mr. Ron Wallin and Ms. Georgia Gardner and shared, "He was happy to have WhidbeyHealth Board members in attendance to discuss the shared facility". Mr. Wallin stated, "Getting together is a great starting point and shared the hospitals main

focus was to get through the current renovations and they are at least a year out from knowing exactly what they would like to do in regards to Station 51 renovations”. Both Boards agreed to:

1. A maintenance working group that will include Mr. Ron Wallin, Mr. Meyers and Mr. George Senreth from WhidbeyHealth and Commissioner Paul Messner, LT Derik Vrable and Deputy Chief Charlie Smith from Central Whidbey Fire.
2. Mr. Wallin contacting Commissioner Messner to set a date in October for the maintenance working group to meet and conduct an initial inspection of Station 51 to create a “projects list”; assess what each other’s needs are and discuss how to move forward in regards to the temporary road behind Station 51.
3. Meet quarterly. The next meeting will be in January 2017.
4. CWIFR sending the current maintenance agreement to their attorney for review, recommendations, feedback and identification of any missing items (i.e., Day to day Maintenance and Operation expenses, Conflict resolution, Buy-out provisions, Other facilities expenses (roof repairs, painting, auxiliary generator).

Ms. Gardner shared, “The WhidbeyHealth Board looks forward to working with Central Whidbey Fire and complimented the Board for their decisiveness”.

### Approval of Vouchers

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

M&O Vouchers & Payroll # 10942 through # 10980	\$66,191.97
Direct Deposit Payroll	\$62,014.69
IRS - Payroll Taxes	\$13,845.29
Capital Vouchers #	\$
<b>Grand Total</b>	<b>\$142,051.95</b>

**Action:** Approved Unanimously.

### Chief’s Report

Chief Hartin reported on the following activity in the month of August 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 September 8, 2016.

**Executive Session.** After some discussion, the Board collectively agreed that an executive session was not needed.

### New Business.

1. Commissioner Cheryl Engle made a motion to approve and Commissioner Paul Messner seconded approving the "The 2016-2018 Collective4 Bargaining Contract Agreement".

**Action:** Approved Unanimously.

2. Commissioner Cheryl Engle made a motion to approve and Commissioner Paul Messner seconded approving the "Creation of new General Fund Lines":

522-30-15-02	Fully Qualified Incentive
522-30-15-03	Longevity
522-45-13-02	Fully Qualified Incentive
522-45-13-03	Longevity
522-60-13-02	Fully Qualified Incentive
522-60-13-03	Longevity

**Action:** Approved Unanimously.

3. Commissioner Cheryl Engle made a motion to approve and Commissioner Paul Messner seconded approving an "Inter-fund transfer from the General Fund (6400095000) to the Capital Fund (6430095000) in the amount of \$150,000.00".

**Action:** Approved Unanimously.

4. Commissioner Cheryl Engle made a motion to approve and Commissioner Paul Messner seconded approving an "Inter-fund transfer from the General Fund (6400095000) to the Compensated Absence Fund (6260095000) in the amount of \$9,440.00".

**Action:** Approved Unanimously.

### Good of the Order/Announcements

Oct 26-29, 2016

Annual WFCFA Conference, Yakima Convention Center, Yakima, WA  
(Commissioners Messner, Engle & Hutchinson)

**Next Special Meeting**

October 24, 2016 Public Budget Hearing

Time: 19:00

Location: Station 53

**Next Regular Meeting**

October 13, 2016

Time: 17:00

Location: Station 53

There being no further business, Chair Steve Hutchinson adjourned the meeting at 19:33.

Submitted,

A handwritten signature in cursive script that reads "Kim Harpe".

Kim Harpe, Secretary