



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

November 10, 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

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

Members of the Public Present – Mr. Chris Geiger, Mr. Ron Newberry (Whidbey News Times), and Mr. Ian Bolton (via video conference)

Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

Board Chair Steve Hutchinson presented Washington Fire Commissioner Association (WFCA) Length of Service pins for serving as a commissioner to Commissioner Paul Messner for 30 years of service and to Commissioner Cheryl Engle for 25 years of service.

Approval/Correction of Previous Minutes

Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the minutes for the meeting on October 13, 2016.

Action: Approved Unanimously.

Commissioner Paul Messer moved to approve and Commissioner Cheryl Engle seconded approval of the minutes for the special meeting on October 24, 2016.

Action: Approved Unanimously.

Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the minutes for the special meeting on November 3, 2016.

Action: Approved Unanimously.

Approval of Vouchers

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

M&O Vouchers & Payroll #11040 through #11092	\$80,902.40
Direct Deposit Payroll	\$77,120.14
IRS - Payroll Taxes	\$18,455.58
Capital Voucher #	\$
Grand Total	\$176,478.12

Action: Approved Unanimously.

Chief's Report

Deputy Chief Charlie Smith reported on the following activity in the month of October 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 November 10, 2016.

Old Business.

1. Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approving the Proposed 2017 Wage Schedule for Part-Time Personnel.

Action: Approved Unanimously.

2. Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approving the Proposed 2017 Compensation for Executive Staff. Board Chair Steve Hutchinson stated and all Board members concurred, "They would like compensation for volunteers to be reviewed as well". Chief Hartin stated, "A working group would be put together to gather comparable data, much like the one Commissioner Hutchinson had previously been on and bring to the Board after the first of the new year".

Action: Approved Unanimously.

3. Chief Hartin provided the Board with an in depth explanation regarding the following bond options:

Bond Option (1) which provides for capital facilities improvements at Station 53, & 54 and fleet improvements with the purchase of three Type 1 Fire Engines or

Bond Option (2) which provides for capital facilities improvements at Station 53 and fleet improvements with the purchase of three Type 1 Fire Engines and defers Capital Improvements at Station 54. Amend the Budget by removing Station 54 from the Capital Program Schedules and Revision of the Long Term Capital Plan to reflect that change or

Lid Lift in 2018 Option (3) to sustain current service delivery levels.

Chief Hartin shared, "That by choosing an option at tonight's meeting, the Board would still need to do a resolution after the new year to place a bond on the ballot using specific language. The Board could change the option at that time if needed". After further conversation, Commissioner Cheryl Engle moved to approve Bond Option (1) and Commissioner Paul Messner seconded.

Action: Approved Unanimously.

Commissioner Paul Messner stated, "He felt the Board needed more information before the Boards next regular scheduled meeting in December and would like Chief Hartin to schedule an opportunity to meet with Mr. Dave Fergus of Rice Fergus Miller Architects to gain further clarification". The Board concurred Chief Hartin stated, "He would try and get a meeting scheduled before the end of the Year".

New Business.

1. Commissioner Paul Messner moved and Commissioner Cheryl Engle seconded to approve the "2017 Levy Certification".

Action: Approved Unanimously.

2. Commissioner Cheryl Engle moved and Commissioner Paul Messner seconded to approve Resolution 16-03 "Authorization for a 1% Levy Increase from the Previous Year".

Action: Approved Unanimously.

3. Board Chair Steve Hutchinson moved and Commissioner Cheryl Engle seconded to approve Resolution 16-04 "Adoption of the 2017 Annual Budget".

Action: Approved Unanimously.

4. Motion to Approve or Disapprove Revision to the 2017 Proposed Budget by removing Station 54 from the Capital Projects Plan and Long Term Financial Plan

Action: (This motion not needed)

5. Commissioner Cheryl Engle moved and Commissioner Paul Messner seconded to approve the "2017 WFCFA Healthcare Application for Employee Medical & Dental Benefits".

Action: Approved Unanimously.

6. Commissioner Cheryl Engle moved and Commissioner Paul Messner seconded to approve the "Proposed 4th Quarter Budget Adjustments"

Action: Approved Unanimously.

Good of the Order/Announcements

Oct 26-29, 2016 Annual WFCFA Conference, Yakima Convention Center, Yakima, WA
(Commissioners Messner, Engle & Hutchinson)

Commissioner Cheryl Engle requested, Board Secretary Kim Harpe include Chief Hartin's leave and travel in the "Good of the Order/Announcement" section of the agenda.

Officer Manager Kim Harpe shared the results from the Internal Audit completed in September by Commissioner Steve Hutchinson.

Next Special Meeting

October 24, 2016
Time: 19:00
Location: Station 53

Next Regular Meeting

November 10, 2016
Time: 17:00
Location: Station 53

There being no further business, Chair Steve Hutchinson adjourned the meeting at 18:08.



Submitted,

Kim Harpe, Secretary