



# 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

March 14, 2014

### Call to Order

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

### Commissioners and Staff Present

Chair Cheryl Engle, Commissioner Tom Smith, Paul Messner, Chief Ed Hartin, Office Manager/Board Secretary Kim Harpe, Acting Captain Jerry Helm, Firefighters Jim Huff and Alex Majestic.

### Members of the Public Present

Mr. and Mrs. Joe Biller, Mrs. Ingrid Smith.

### Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

### Input from the Public

None.

### Approval/Correction of Previous Minutes

Commissioner Paul Messner moved to approve and Commissioner Tom Smith seconded approval of the minutes of the following meeting(s): February 12, 2014

**Action:** Approved Unanimously.

### Approval of Vouchers

Commissioner Paul Messner moved to approve and Commissioner Tom Smith seconded approval of the following vouchers:

Vouchers Numbered 360 through 445  
This includes the Electronic Funds Transfer (EFTPS)

\$150,492.81

**Action:** Approved Unanimously

Chair Cheryl Engle closed the meeting at 17:20 to recognize Commissioner Tom Smith and his wife Ingrid Smith's contribution to the Fire District and community. Commissioner Smith shared his parting thoughts and made a donation to cover the registration of one volunteer member to attend next year's NW Leadership conference. Mr. Joe Biller shared his appreciation for the years he and Commissioner Smith worked together. The meeting was opened at 17:43.

### **Chief's Report**

Chief Hartin reported on the following activity in the month of February 2014:

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

### **Finance Officer's Report**

Office Manager Kim Harpe presented the board with the Budget Position as of March 13, 2014 and reported the following lines over expended and would be addressed in the upcoming budget adjustment in April:

- 522-10-21-04 (Office Assistant (FICA/Medicare))
- 522-10-41-06 (Information Technology)
- 522-10-42-03 (Telephone)
- 522-10-42-05 (Cable/Internet)
- 522-10-44-01 (Legal Advertising)
- 522-10-49-05 (On-Site Meeting Expense)
- 522-20-31-02 (EMS Supplies)
- 522-45-43-05 (Other Trng -Tvl/Lodge/Meals)
- 522-50-32-07 (Station 52 Propane)
- 522-50-32-10 (Station 53 Propane)
- 522-50-32-13 (Station 54 Propane)
- 522-50-47-02 (Station 51 Garbage)
- 522-50-47-04 (Station 52 Electric)
- 522-50-47-10 (Training Center Electric)

She reported, with the exception of the unanticipated costs of Station 53's Well and Station 54's generator switch all proposed adjustments would be made with zero impact to the current budget.

### **Unfinished Business**

Chief Hartin reported that the district's new webpage is up and running.

## New Business

The Board addressed the following items of new business:

1. Commissioner Paul Messner moved to approve and Chair Cheryl Engle seconded approval of Commissioner Tom Smith's Resignation.

**Action:** Approved Unanimously.

2. Commissioner Tom Smith moved to approve and Commissioner Paul Messner seconded approval of the Memorandum of Understanding for Working out of Class and Sick Leave.

**Action:** Approved Unanimously.

3. Chief Hartin reported, four bids were received from architect firms and after evaluating each one on a 100 point scale, the panel felt that Rice Fergus Miller was the best fit and additionally, the lowest bidder. Chief Hartin shared, that he would like to move \$15,000.00 from the Architect & Engineering line from 2015 budget to the same line in 2014. This will be covered in next months proposed budget adjustment. Commissioner Tom Smith moved to approve and Commissioner Paul Messner seconded approval for the Fire Chief to enter into competitive negotiations with Rice Fergus Miller for Architecture services for the district.

**Action:** Approved Unanimously.

4. Commissioner Paul Messner moved to approve and Chair Cheryl Engle seconded approval for the District reimbursing members who paid 50% of the cost of their Class "A" uniforms in December of 2008 for their share of the expense of this purchase.

**Action:** Approved Unanimously.

5. The process and timeline for filling the vacant commissioner seat was discussed. Chair Engle and Commissioner Messner collectively agreed to hold a special meeting on March 20<sup>th</sup> at 16:00 to further discuss the process of reviewing potential candidate's letters of interest and resumes.

## Good of the Order

The following events or other announcements were presented for the good of the order

April 26, 2014

WFCA Saturday Seminar, Shilo Inn at Ocean Shores

June 7, 2014

WFCA Saturday Seminar, Campbells' Resort at Chelan

## Next Regular Meeting

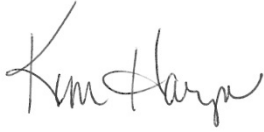
April 10, 2014

Time: 17:00

Location: Station 53

There being no further business, Chair Cheryl Engle adjourned the meeting at 6:55pm.

Submitted,

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

Kim Harpe, Secretary