



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

January 9, 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, Deputy Chief Chad Michael, Acting Captain Jerry Helm, Firefighter Mike Siemion and Firefighter Steve Hutchinson.

Members of the Public Present

Heather Luttge.

Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

Input from the Public

None.

Chief Hartin Swore in Commissioner Engle as the 2014 Board Chair Person.

Approval/Correction of Previous Minutes

Commissioner Smith moved to approve and Commissioner Messner seconded approval of the minutes of the following meeting(s): December 12, 2014 and December 30, 2014

Action: Approved Unanimously.

Approval of Vouchers

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

Vouchers Numbered 137 through 231
This includes the Electronic Funds Transfer (EFTPS)

\$164,167.41

Action: Approved Unanimously.

Chief's Report

Chief Hartin reported on the following activity in the month of December 2013:

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

The Board recognized and thanked Firefighter Mike Siemion for his 25 years of volunteer service with the district.

Finance Officer's Report

Office Manager Kim Harpe presented the Board with the Budget Position as of the January 9, 2014 and reported the following lines over expensed and would be addressed in the upcoming budget adjustment:

- 522-10-41-02(Accounting)
- 522-20-18-01 (Command Duty Officer)
- 522-45-12-01 (Training Overtime)
- 522-50-48-03 (Station 53 R&M)

Unfinished Business

The Board addressed the following unfinished business from the previous meeting:

1. Motion 5A.

Commissioner Smith moved to approve and Commissioner Messner seconded approval of SOG 1.2.11 "Executive Staff Salary & Benefits".

Action: Approved Unanimously.

2. Motion 5B.

Commissioner Messner moved to approve and Commissioner Smith seconded approval of the Memorandum of Understanding (MOU) to the Fire Chief's Contract.

Action: Approved Unanimously.

3. Motion 5C.

Commissioner Smith moved to approve and Commissioner Messner seconded approval of the Proposed New Pay Scale for Part-Time Members.

Action: Approved Unanimously.

New Business

The Board addressed the following items of new business:

Commissioner Messner moved to approve and Commissioner Smith seconded approval of “Member’s for the 2014 Local Board for Volunteer Firefighter & Reserve officers.

Action: Approved Unanimously.

Good of the Order

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

March 4-7, 2014	45 th Annual NW Leadership Seminar (Red Lion Hotel), Portland, OR
March 8-13, 2014	Excellence Conference (Green Valley Ranch & Spa, Henderson, NV)

Commissioner Smith expressed his appreciation to the crews that participated in the Santa Mobile. He also shared he would be unable to attend the annual Sno-Isle banquet.

Next Regular Meeting

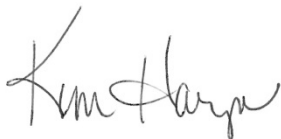
February 12, 2014

Time: 17:00

Location: Station 53

There being no further business, Chair Cheryl Engle adjourned the meeting at 18:25.

Submitted,



Kim Harpe, Secretary