



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

April 10, 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 Paul Messner, Deputy Chief Michael and Office Manager/Board Secretary Kim Harpe.

Members of the Public Present

Mr. & Mrs. Biller, Mr. Wiegand and Mr. Bright.

Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

Input from the Public

Mr. Biller stated, "He thought the Board would be meeting on April 22, 2014 to review candidate resumes and visit with the selected panel and asked if it would be appropriate for him to come even though it is an open meeting?". Chair Cheryl Engle stated, "It would be an open meeting with an executive session".

Approval/Correction of Previous Minutes

Commissioner Paul Messner moved to approve and Chair Cheryl Engle seconded approval of the minutes of the following meeting: March 14, 2014.

Action: Approved Unanimously.

Chair Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the minutes of the following meeting: March 20, 2014.

Action: Approved Unanimously.

Approval of Vouchers

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

Vouchers Numbered 446 through 538 (#536 voided)	\$145,319.47
This includes the Electronic Funds Transfer (EFTPS)	

Action: Approved Unanimously.

Chief's Report

Deputy Chief Michael reported on the following activity in the month of March:

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 the April 10th, 2014. She reported that in March Capital was 3% expended, but due to a credit is now currently 0% expended.

Unfinished Business

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

1. Annual Review of Board Policy Manual.

Board Secretary Kim Harpe asked the Board if the Commissioner Selection & Appointment Process Flow Chart could be added as an appendix to the manual. The Board agreed that the flow chart should be added.

Commissioner Messner related that he had concerns about wording in one of the policies located in the Board Policy Manual. Commissioner Messner could not locate the specific policy, but shared that it related to the word "shall" used in one of the policies. Deputy Chief Michael stated that we could come back to the policy after Commissioner Messner has had a chance to locate the policy and wording he was concerned about.

He also stated, "He would like the wording "and RCWs" added to the last sentence related to Applicability of Policies and Guidelines".

2. Update on Standard of Cover.

Deputy Chief Michael gave a comprehensive report on the Standard of Cover and shared that work would be ongoing and updates would be provided as sections of the plan are completed.

New Business

The Board addressed the following items of new business:

1st Quarter Budget Adjustment.

Board Chair Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the 1st Quarter Proposed Budget Adjustment including a transfer from the Contingency Fund to the General Fund in the amount of \$19,667.00 and a transfer of \$45,000.00 from 2015 Capital Line "Architectural & Engineering" to the same line in 2014.

Commissioner Messner related that he felt the wording in CWIFR's Proposed 1st Quarter Budget Adjustment was confusing regarding the number of people available to respond on calls each day. Commissioner Messner shared that he interpreted the wording to mean that only two full-time firefighters are available to respond to emergency incidents, and did not speak to the fact that Acting Captain Jerry Helm, Firefighter Mike Matros, Deputy Chief Michael and Chief Hartin are all available to respond on emergency incidents as well. Deputy Chief Michael was confused by the explanation provided by Commissioner Messner during the meeting, and related to Commissioner Messner that he would share Commissioner Messner's concerns with Chief Hartin.

Action: Approved Unanimously.

Good of the Order

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

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|--------------|--|
| May 3, 2014 | Annual Awards Recognition Ceremony, Coupeville, Nordic Lodge |
| June 7, 2014 | WFCAs Saturday Seminar, Campbell's Resort at Chelan |

Next Regular Meeting

May 10, 2013
Time: 17:00
Location: Station 53

Next Special Meeting

April 22, 2013
Time: 16:00
Location: Station 53

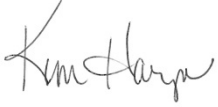
May 13, 2013

Time: 19:00

Location: Station 53

With no further business, Chair Cheryl Engle adjourned the meeting at 17:55.

Submitted,

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

Kim Harpe, Secretary