



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

June 11, 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 Chad Michael, Office Manager/Board Secretary Kim Harpe (Chief Hartin out on personal leave).

Members of the Public Present

Mrs. Alana Hutchinson.

Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

Swear In Mr. Steve Hutchinson as New Board Member

Chair Cheryl Engle and Commissioner Paul Messner appointed Mr. Steve Hutchinson to the Office of Commissioner, Position 3. Deputy Chief Michael administered the Commissioner Oath of Office and his wife, Alana Hutchinson, pinned his badge on his uniform.

Input from the Public. None.

Approval/Correction of Previous Minutes

Commissioner Paul Messner moved to approve and Chair Cheryl Engle seconded approval of the minutes of the following meeting: May 8, 2014.

Action: Approved Unanimously.

Commissioner Paul Messner moved to approve and Chair Cheryl Engle seconded approval of the minutes of the following meeting: May 13, 2014.

Action: Approved Unanimously.

Commissioner Paul Messner moved to approve and Chair Cheryl Engle seconded approval of the minutes of the following meeting: May 19, 2014.

Action: Approved Unanimously.

Approval of Vouchers

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of the following vouchers:

Vouchers Numbered 610 through 697	\$289,543.22
This includes the Electronic Funds Transfer (EFTPS)	

Action: Approved Unanimously.

Chief's Report

Deputy Chief Chad Michael reported on the following activity in the month of May 2014:

1. Emergency Response Activity
2. Shift Activity
3. Recruitment/Training
4. Community Risk Reduction. Deputy Chief Michael shared, the Whidbey Island Community Risk Reduction Coalition recently held a two day workshop and "Senior Falls" would be their first area of focus. Two senior members from the community have been invited to attend the next coalition meeting to provide their thoughts and input on the subject.
5. Facilities Maintenance. Deputy Chief Michael reported that the architectural and engineering team from Rice Fergus Miller had been on site to conduct an assessment of the District's existing facilities on June 6, 2014. Staff from Rice Fergus Miller will meet with the Facilities Working Group on June 18th to assess current and projected operational requirements and begin identifying potential facility requirements. After some discussion, Commissioner Paul Messner asked, "What the impact would be to the District's fire rating if Station 52 were surplused? Commissioner Paul Messner also commented "He felt Station 52 should be included in the current Facilities Assessment". Deputy Chief Michael stated, he would do some research and have answers for him at their next regular scheduled meeting.
6. Vehicle Maintenance
7. Administration
8. External Activity

Deputy Chief Chad Michael reported the agreement between CWIF&R and Island County had been finalized. Lieutenant Jen Porter is working to compile a list of current business locations and will be sending letters to each of the businesses with an explanation regarding the inspection process.

Finance Officer's Report

Office Manager Kim Harpe presented the board with the Budget Position as of June 11, 2014.

Unfinished Business – None.

New Business - None.

Good of the Order

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

October 22-25, 2014 WFCFA Annual Conference, Spokane Red Lion at the Park

Next Special Meeting

June 23, 2014 (Training on Open Public Records and Open Public Meetings)

Time: 10:00

Location: Station 53

Next Regular Meeting

July 10, 2014

Time: 17:00

Location: Station 53

There being no further business, Chair Cheryl Engle adjourned the meeting at 17:38.

Submitted,

A handwritten signature in cursive script, appearing to read "Kim Harpe".

Kim Harpe, Secretary