



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

August 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 Paul Messner, Office Manager/Board Secretary Kim Harpe.

Members of the Public Present - None.

Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

Approval/Correction of Previous Minutes

Commissioner Paul Messner moved to approve and Chair Cheryl Engle seconded approval of the minutes of the following meetings: July 10, 2014.

Action: Approved Unanimously.

Approval/Correction of Previous Minutes

Commissioner Paul Messner moved to approve and Chair Engle seconded approval of the minutes of the following meeting: August 1, 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 783 through 861 (#786 & 821 Voided)
This includes the Electronic Funds Transfer for Payroll Taxes

\$247,683.07

Action: Approved Unanimously.

Chief's Report

Chief Hartin reported on the following activity in the month of July 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 August 14, 2014 and explained that the District currently has a Maintenance & Operating Fund which is an active fund, a Grant Management Fund and a LTGO Debt Service Fund which are not in use at this time. She reported she has requested the Treasurer's Office establish a General Capital Projects Fund and a Long Term Sick Buyback Fund which was previously approved by the Board to more precisely reflect the districts monies.

The Office Manager reported that the District's Financial Audit by the Washington State Auditor for revenues exceeding the \$2,000,000 dollar threshold would be conducted next year as well as an accountability audit. Previously the District received a 60 hour accountability audit every third year costing approximately \$6,500.00. The financial and accountability audit will take 110 hours and will be required every other year costing approximately \$12,000.

Unfinished Business

None

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 the Memorandum of Understanding (MOU) with IAFF Local 4299 to add two additional mandated unpaid holidays per calendar year for reasons of faith or conscience or for an organized activity under the auspices of a religious denomination, church or religious organization.

Action: Approved Unanimously.

2. Office Manager Kim Harpe provided the Board with an outline of the prospective Water Tender Operator Course. Chair Cheryl Engle requested and Commissioner Paul Messner concurred this discussion be tabled until their next scheduled meeting.

3. Commissioner Paul Messner moved to approve and Chair Cheryl Engle seconded approval of the Purpose, Scope and Policy for SOG 1.2.4 "Time and Activity Reporting".

Action: Approved Unanimously.

Good of the Order

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

The Board agreed to a Special Meeting on September 4, 2014 to receive a progress report on the Facilities Study Project by Rice Fergus Miller.

The Board agreed, they would like to attend a meet and greet with prospective general purpose attorney Mr. Richard Davis from Chemlik, Sitkin and Davis with the date to be determined.

October 22-25, 2015	WFCA Annual Conference, Spokane Red Lion at the Park
October (TBD)	"Special Meeting" to discuss the Fire Chief's Contract and Personnel Evaluation

Next Regular Meeting

September 11, 2014
Time: 17:00
Location: Station 53

There being no further business, Chair Cheryl Engle adjourned the meeting at 18:13.

Submitted,



Kim Harpe, Secretary