



Central Whidbey Island Fire & Rescue

1164 Race Road
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Professionalism • Integrity • Compassion • Excellence

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Board of Fire Commissioners Meeting Minutes

November 13, 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 Steve Hutchinson, Paul Messner, Chief Ed Hartin, Office Manager/Board Secretary Kim Harpe, Lieutenant Jen Porter, Firefighters Dillon Rogers and Holly Slothower

Members of the Public Present

Mrs. Sue Hartin

Consensus Approval of the Agenda

Commissioner Paul Messner called for an Executive Session per 42.30.110(1)(g) be placed on the agenda to discuss the performance of a public employee. The Chair received consensus approval of the agenda.

Input from the Public

None.

Approval/Correction of Previous Minutes

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded approval of the minutes of the following meeting: October 9, 2014

Action: Approved Unanimously.

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes of the following meeting: October 30, 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 9597 through 9679	\$294,039.37
This includes the Electronic Funds Transfer (EFTPS)	

Action: Approved Unanimously.

Chief's Report

Chief Hartin reported on the following activity in the month of October:

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 month of November 13, 2014 and shared that the budget lines currently with a negative amount were made whole by the Quarter Proposed Budget Adjustment with a net zero effect to the overall budget.

Unfinished Business

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

1. Board Chair Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the Fire Chief's Contract.

Action: Approved Unanimously.

2. Chief Hartin provided the Board a detailed report on IT services provided over the past 7 months.

New Business

The Board addressed the following items of new business:

1. Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of the 2015 WFC HealthCare Application for Employee Medical and Dental Benefits.

Action: Approved Unanimously.

2. Board Chair Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the 4th Quarter Proposed Budget Adjustment.

Action: Approved Unanimously.

3. Board Chair Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of Resolution 14-02 "2015 Levy Certification".

Action: Approved Unanimously.

4. Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded approval of Resolution 14-03 "Adoption of the 2015 Budget".

Action: Approved Unanimously.

Executive Session

At 18:03, Chair Engle called the board into Executive Session pursuant to RCW 42.30.110(1)(g) – "To review the performance of a public employee" and announced the executive session would take 10 minutes. At 18:13, Chair Cheryl Engle notified the public that the session would be extended another five minutes. The executive session was closed at 18:18 with no final decisions being made and the regular Board of Fire Commissioner's meeting was re-opened.

Those present: Chair Cheryl Engle, Commissioner Steve Hutchinson and Commissioner Paul Messner.

Good of the Order

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

March 16-21, 2015

CPSE 2015

Commissioner Steve Hutchinson shared, volunteer Firefighter/EMT Marvin Raavel requested he bring to the Board's attention a recent letter his wife had sent to Chief Ed Hartin expressing her displeasure that Central Whidbey Island Fire & Rescue's (CWIFR) members were left out of a recent article published by the Whidbey News Times during fire prevention week that recognized each of the fire districts and their members on Whidbey Island.

Chief Hartin shared, he wanted to correct Mrs. Raavel's accusation that "we refused to participate". Chief Hartin stated "He never refused or turned down the request to be a part of the article". Chief Hartin stated "He accepts full responsibility for CWIFR not appearing in the article and stated that while it's not excuse, it was an unfortunate oversight. When the request came four months earlier the department was in the process of addressing the Deputy Chief vacancy, two hiring processes, work on the 2015 Budget and Standard of Cover as well as addressing the day to day business of the district".

Chief Hartin shared, "This most unfortunate oversight definitely does not reflect his appreciation and gratitude he has for the districts volunteer members and that he apologized to volunteer members in attendance at the previous weeks training". Chief Hartin stated "He was currently working on a response to Mrs. Raavel's letter". The Board and Chief Hartin shared ideas on recognizing the district's member's in the upcoming December newsletter.

Next Regular Meeting

December 11, 2014

Time: 17:00

Location: Station 53

There being no further business, Chair Cheryl Engle adjourned the meeting at 18:21.

Submitted,



Kim Harpe, Secretary