



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

October 8, 2015

Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Chairperson Paul Messner at 17:00 hours.

Commissioners and Staff Present

Chair Paul Messner, Commissioner Cheryl Engle, Commissioner Steve Hutchinson, Chief Ed Hartin, 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.

Input from the Public -None.

Approval/Correction of Previous Minutes

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the meeting on September 10, 2015.

Action: Approved Unanimously.

Approval of Vouchers

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the following vouchers:

M&O Vouchers & Payroll # 10306 through # 10367	\$83,199.09
Direct Deposit Payroll	\$59,389.60
IRS EFTPS - Payroll Taxes	\$13,346.69
Capital Vouchers #36 through #38	\$5696.88
Grand Total	\$161,632.26

Action: Approved Unanimously.

Chief's Report

Chief Hartin reported on the following activity in the month of September 2015:

1. Emergency Response Activity.
2. Shift Activity. Chief Hartin reported, "FF Dillon Rogers was doing a great job collecting hydrant data".
3. Recruitment/Training. Chief Hartin shared, SWFR and CWIFR will be sharing evaluators and instructors and both districts are teaching the same fire training topics at the same time to assist members who miss training from either department to give them the opportunity to attend the other district's training for catch-up.
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 Monthly Budget Position as of October 8, 2015. She reported Maintenance and Operations budget was 71.8% expended and the Capital budget 71.7% expended.

Unfinished Business

Discussion regarding Whidbey General Hospital's access road at Station 51. Chief Hartin reported, the temporary road had been constructed and once paved will give us two ways to access our bays. He shared the CEO of Whidbey General Hospital (Ms. Geri Forbes) was able to make some progress with the Catholic Church and we are able to continue using the road with the provision that the church would give a 12 month notice if they decide they want to build there. Chief Hartin stated, "He would send the hospital contract to the district attorney for their review and comments prior to signing".

New Business

1. Motion to approve or disapprove the purchase of turn-out gear in the amount of \$23,611.16. Chief Hartin shared, "We are in the process of replacing gear that is coming up on its 10 year life as well as getting into a cycle so we don't have to purchase so much gear at one time. Some spare sets will be kept that can be swapped out when a members gear is contaminated and they are waiting for it to be cleaned and returned back in service". Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded the approval for the purchase of turn out gear.

Action: Approved Unanimously.

2. Presentation of the 2016 Budget. Chief Hartin provided the Board with a presentation of the proposed 2016 budget. He shared the following three items were not included in the proposed budget:

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1. Union pay raise (contract expires December 31, 2015)
2. Cost of placing a bond on the 2016 ballot
3. Consultant costs for bond issue

He stated, firefighters were moved from “Operations” to “Community Risk Reduction” to better reflect what it is they do.

Good of the Order/Announcements

Oct 21-24, 2015

WFOA Annual Conference – Tulalip Casino, WA

Commissioner Steve Hutchinson shared “He attended the most recent Sno-Isle Commissioner meeting. The guest speaker was the EMS Director for Snohomish County and the topic was “Pulse Point Program” for heart attacks”.

Next Regular Meeting

November 12, 2015

Time: 17:00

Location: Station 53

Next Special Meetings

Commissioner’s Workshop for “Facilities Plan Review”

Date: October 13, 2015

Time: 10:00

Location: Station 53

Next Special Meeting

Commissioner’s Workshop for existing “Capital Plan” and “Long Term Financial Plan Review”

Date: October 15, 2015

Time: 11:00

Location: Station 53

Next Special Meeting

2016 Public Budget Hearing

Date: October 29, 2015

Time: 19:00

Location: Station 53

There being no further business, Chair Paul Messner adjourned the meeting at 18:15.

Submitted,



Kim Harpe, Secretary