



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

[www.cwfire.org](http://www.cwfire.org)

## Board of Fire Commissioners Meeting Minutes

December 10, 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, Deputy Chief Charlie Smith, Office Manager/Board Secretary Kim Harpe, Captain Jerry Helm, Kolton Kellison.

**Members of the Public Present** – None.

### Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

Chief Ed Hartin swore in Steve Hutchinson as Board Member Position 3.

### Approval/Correction of Previous Minutes

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the meeting on November 12, 2015.

### Approval of Vouchers

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

M&O Vouchers & Payroll # 10424 through # 10482	\$122,660.74
Direct Deposit Payroll	\$58,576.76
IRS - Payroll Taxes	\$12,708.98
Capital Vouchers #51 through #59	\$76,274.55
<b>Grand Total</b>	<b>\$270,221.03</b>

**Action:** Approved Unanimously.

### Chief's Report

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

1. Emergency Response Activity
2. Operations
3. Community Risk Reduction
4. Recruitment & Training
5. Shift Activity
6. Facilities Maintenance
7. Apparatus Maintenance
8. Administration.
9. External Activity

### Finance Officer's Report

Office Manager Kim Harpe presented the Monthly Budget Position as of December 10, 2015 to the Board. She reported the Maintenance and Operations budget was 88.8% expended and the Capital budget was 92.3% expended. She shared, that all of the negative fund lines were addressed and made whole in the proposed 4<sup>th</sup> Quarter Budget Adjustment with a net zero impact to the budget.

### New Business

1. Commissioner Cheryl Engle moved to approve the proposed "4<sup>th</sup> Quarter Budget Adjustments" and Commissioner Steve Hutchinson seconded this motion.

**Action:** Approved Unanimously.

2. Commissioner Steve Hutchinson moved to approve the Purpose, Scope & Policies for 4.2.1 through 4.2.8 "Functions of Command". Commissioner Cheryl Engle seconded this motion.

**Action:** Approved Unanimously.

### Unfinished Business

Capital Facilities Update. At the Board's request to gather more information and details regarding Station 51, Chief Hartin shared he met with Whidbey General Hospital's CEO Geri Forbes. Ms. Forbes shared that after talking to the hospital's financial officer, the best option for both entities would be to stay in the same building. The hospital would not be prepared to do their renovations for some time. Ms. Forbes requested Chief Hartin and a Board member come speak to the hospital's Board at their January meeting to share CWIFR's plans for Station 51. Chief Hartin stated "He would prepare a presentation and felt Commissioner Paul Messner might be the best choice because he was a member of the facilities planning committee." Chief Hartin stated, "Based on these conversations, the cost to have an appraisal done at Station 51 was included in the vouchers and scheduled for Friday December, 11, 2015. Consultant Ms. Liz Loomis has recommended, because there are variables at this time the

District wait until September 2016 to place the bond on the ballot to ensure our message to the public is exact and doesn't change.

Chief Hartin reported, "He submitted a proposal for review by Whidbey General Hospital EMS Manager Mr. Roger Meyers to take over the preventative maintenance on the BLS ambulance (A503). This gives our mechanic the opportunity to become familiar with the ambulance. Anything he is unable to handle would be contracted out".

Chief Hartin stated, "He was also working on renewing the BLS contract with Whidbey General Hospital. We have added language to include, "If the current wage of \$10.50 goes up on the island, the contract would be opened back up for discussion".

### **Good of the Order/Announcements**

Jan 28, 2016	Legislative Day @ the State Legislative Building, Olympia, WA
Mar 1-4, 2016	47 <sup>th</sup> Annual Northwest Leadership Seminar, Red Lion, Jantzen Beach, OR
Mar 14-19, 2016	2016 CPSE Excellence Conference, Caribe Royale Orlando Hotel, FL

The Board unanimously agreed they would not be attending Legislative Day on January 28<sup>th</sup>, 2016.

Due to a conflict, Commissioner Steve Hutchinson stated, "He would be unable to attend the 2016 CPSE Excellence Conference and will instead attend the NW Leadership Seminar with Commissioner Paul Messner". Commissioner Cheryl Engle will attend the CPSE excellence Conference with Chief Ed Hartin.

Commissioner Cheryl Engle, thanked the district for being in the procession for her husband.

### **Next Regular Meeting**

January 14, 2015  
Time: 17:00  
Location: Station 53

There being no further business, Chair Paul Messner adjourned the meeting at 18:23.

Submitted,



Kim Harpe, Secretary