



# 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

June 8, 2017

### Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Board Chair Cheryl Engle at 19:00 hours.

**Input from the Public** – None.

### Commissioners and Staff Present

Board Chair Cheryl Engle, Commissioner Paul Messner, Commissioner Steve Hutchinson, Chief Ed Hartin, Deputy Chief Charlie Smith, Office Manager/Board Secretary Kim Harpe and Training Captain Jerry Helm

**Members of the Public Present** - Mr. Chris Geiger, Mr. Jim Nelson (Bond Underwriter), Ms. Cynthia Weed (Bond Attorney) and Mr. Ron Newberry (Whidbey News Times Reporter)

### 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 for the meeting on May 11, 2017.

**Action:** Approved Unanimously.

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the meeting on May 25, 2017.

**Action:** Approved Unanimously.

### Approval of Vouchers

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

M&O Vouchers & Payroll #11434 through #11480	\$ 98,138.26
Direct Deposit Payroll	\$ 64,718.80
IRS - Payroll Taxes	\$ 13,444.60
Capital Vouchers	\$ 11,054.95
<b>Grand Total</b>	<b>\$187,356.61</b>

**Action:** Approved Unanimously.

### Chief's Report

Chief Ed Hartin reported on the following activity for the month of May 2017:

1. Administrative
2. Operations/B Shift
3. CRR/A Shift
4. Training/Retention Program Manager Jerry Helm briefed the board on upcoming changes to the fire academy and shared CWIFR had two people recently complete the on island EMT academy.
5. Facilities/C Shift
6. Fleet Maintenance

### Finance Officer's Report

Office Manager Kim Harpe presented the Monthly Budget Position as of June 8<sup>th</sup>, 2017 for the Maintenance & Operation and Capital funds. She reported she is still working on a more informative monthly financial report to provide the Board more comprehensive information each month.

### New Business.

Commissioner Steve Hutchinson made a motion and Commissioner Paul Messner seconded to approve the Purpose, Scope and Policy for SOG 4.6.2 "Marine Operations.

**Action:** Approved Unanimously.

### Old Business.

Discussion on Proposed Resolution and Ballot Title. Chief Hartin introduced Mr. Nelson and Ms. Weed to the Board and shared "They were invited to answer any questions the community members or Board might have related to the Bond and ballot title". After some discussion, Chief Hartin stated, "The Board would be provided the resolution to formally approve the ballot title at their regular scheduled meeting in July".

### Good of the Order/Announcements

- |                     |   |
|---------------------|---|
| June 23, 2017       | Annual District Banquet (5:00pm @ Nordic Lodge, Coupeville)   |
| October 25-28, 2017 | Annual WFCFA Conference (Davenport Hotel, Spokane, WA)<br><b>(Commissioners Engle, Messner, Hutchinson, Deputy Chief Smith)</b> |

### Next Regular Meeting

July 13, 2017  
Time: 19:00  
Location: Station 53

There being no further business, Chair Cheryl Engle adjourned the meeting at 20:35.

Submitted,

A handwritten signature in cursive script that reads "Kim Harpe".

Kim Harpe, Secretary