



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

November 9, 2017

Call to Order

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

Input from the Public – None.

Commissioners and Staff Present

Board Chair Cheryl Engle, Commissioner Steve Hutchinson remotely attended the meeting. Commissioner Paul Messner, Chief Ed Hartin, Deputy Chief Charlie Smith, and Finance Officer/Board Secretary Kim Harpe

Members of the Public Present - Mr. Chris Geiger

Consensus Approval of the Agenda

Acting Chair Paul Messner received consensus approval of the agenda.

Approval/Correction of Previous Minutes

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the meeting on October 12, 2017.

Action: Approved Unanimously.

Commissioner Cheryl Engle moved to approve and Acting Chair Paul Messner seconded approval of the minutes for the meeting on October 16, 2017.

Action: Approved Unanimously.

Commissioner Cheryl Engle moved to approve and Acting Chair Paul Messner seconded approval of the minutes for the meeting on November 2, 2017.

Action: Approved Unanimously.

Approval of Vouchers

Acting Chair Paul Messner moved to approve and Commissioner Cheryl Engle seconded approval of the following vouchers:

| | |
|--|---------------------|
| M&O Vouchers & Payroll #11679 through #11721 | \$ 89,840.00 |
| Direct Deposit Payroll | \$ 83,131.93 |
| IRS - Payroll Taxes | \$ 18,969.86 |
| Grand Total | \$191,941.79 |

Action: Approved Unanimously.

Chief's Report

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

1. Administrative
2. Operations/B Shift
3. CRR/A Shift
4. Training/Retention
5. Facilities/C Shift
6. Fleet Maintenance

Finance Officer's Report

Office Manager Kim Harpe presented the Monthly Budget Position as of November 9, 2017 for the Maintenance & Operation and Capital funds.

New Business.

1. Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve the Board for Volunteer Pension Application for Edward Hilkey.

Action: Approved Unanimously.

2. Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve the 2018 Levy Certification.

Action: Approved Unanimously.

3. Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve Resolution 17-08 "Authorization for a 1% Levy Increase from the Previous Year".

Action: Approved Unanimously.

4. Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve Resolution 17-09 "Adoption of the 2018 Annual Budget".

Action: Approved Unanimously.

5. Commissioner Steve Hutchinson made a motion and Commissioner Cheryl Engle seconded to approve the 2018 Washington Fire Commissioners Healthcare Application for Employee Medical & Dental Benefits.

Action: Approved Unanimously.

6. Commissioner Steve Hutchinson made a motion and Commissioner Cheryl Engle seconded to approve the purchase of a 2018 Chevrolet Silverado ¾ Ton Pickup (4WD), Crew Cab using the Washington State Enterprise Contract #05916

Action: Approved Unanimously.

7. Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve the Proposed Longevity Compensation for Executive Staff.

Action: Approved Unanimously.

Old Business. None.

Good of the Order/Announcements

| | |
|----------------------------------|--|
| November 13-15, 2017 | Chief Hartin out of Office (Blue Card – Phoenix, AZ) |
| November 23-26, 2017 | Chief Hartin (Paid Time Off (PTO)) |
| December 1, 2017 | Whidbey Island Conservation District Award Presentation (Nordic Hall @ 5:30-8:00pm) |
| December 7, 2017 | Red Cross Heros Breakfast (Tulalip Casino @ 7:00am) (Commissioner Engle, Hutchinson and Chief Hartin) |
| December 8-12, 2017 | Chief Hartin (Paid Time Off (PTO)) |
| December 16 th , 2017 | CWIFR Christmas Party @ Charlie & Tammy Smith's Home @6:00pm |
| December 15-18, 2017 | Chief Hartin (Paid Time Off (PTO)) |
| March 6- 10, 2017 | Northwest Leadership Conference, (Red Lion Hotel on the River, Portland OR) |
| March 11-15, 2017 | CPSE Excellence Conference (Caribe Royale, Orlando, FL) |

Next Special Meeting

November 20 or 21, 2017 (To approve the Bond Resolution)

Time: TBD

Location: Station 53

Next Regular Meeting

December 14, 2017

Time: 5:00pm

Location: Station 53

There being no further business, Acting Chair Paul Messner adjourned the meeting at 17:30.

Submitted,

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

Kim Harpe, Secretary