



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 January 11, 2018

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.

Input from the Public – None.

Commissioners and Staff Present

Board Chair Cheryl Engle, Commissioner Steve Hutchinson, Commissioner Paul Messner, Acting Chief Charlie Smith, Finance Officer/Board Secretary Kim Harpe and Firefighters Dillon Rogers and Jeff Rhodes. (Chief Hartin was out on excused absence)

Members of the Public Present – Mr. Chris Geiger.

Consensus Approval of the Agenda

Chair Cheryl Engle received consensus approval of the agenda.

Approval/Correction of Previous Minutes

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded approval of the minutes for the meeting on December 14, 2017.

Action: Approved Unanimously.

Approval of Vouchers

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of the following vouchers:

M&O Vouchers & Payroll #11775 through #11825	\$95,595.34
Bond Capital Voucher #1 & 2	\$46,200.00
Direct Deposit Payroll	\$71,630.58
IRS - Payroll Taxes	\$16,405.43
Grand Total	\$229,831.35

Action: Approved Unanimously.

Chief's Report

Acting Chief Charlie Smith was only able to report on administrative activity for the month of December 2017 before he had to respond to a house fire. Office Manager Kim Harpe provided each of the board members a copy of the Chief's Report for December.

Board Chair Cheryl Engle stated, "She would like to move past the Chief's report and would come back to it if Acting Chief Charlie Smith got back in time".

Finance Officer's Report

Office Manager Kim Harpe presented the Monthly Budget Position as of January 11, 2018 for the Maintenance & Operation and Capital funds.

New Business.

1. Board Chair Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve the appointment of Commissioner Paul Messner as the 2018 Board Chair. Board Chair Cheryl Engle administered the swearing in of Commissioner Paul Messner to the position of the 2018 Board Chair person.

Action: Approved Unanimously.

2. Commissioner Steve Hutchinson made a motion and Board Chair Cheryl Engle seconded to approve the Selection of Members for the 2018 Local Board for Volunteer Firefighters and Reserve Officers.

Action: Approved Unanimously.

3. Board Chair Cheryl Engle made a motion and Commissioner Paul Messner seconded to approve the Selection of Commissioner Steve Hutchinson as the Whidbey Island Primary Fire District Representative to the ICOM Board of Directors.

Action: Approved Unanimously.

4. Commissioner Paul Messner made a motion and Commissioner Steve Hutchinson seconded to approve a budget adjustment to carry forward Capital Fund Line 594-22-64-20 (Replacement of Apparatus 0703) and its 2017 ending balance of \$70,000.

Action: Approved Unanimously.

5. Office Manager Kim Harpe shared with the Board, "The North Region EMS & Trauma Care Council awarded CWIFR & South Whidbey Fire/EMS (SWF/EMS) with a grant for partial funding for a Cardiac Arrest Patient Simulator in the amount of \$6,313.14 the remaining cost to be split between the two districts. CWIFR will pay the upfront cost of the simulator and be reimbursed by the agencies". Commissioner Paul Messner made a motion and Commissioner Steve Hutchinson seconded to approve Establishing Line 594-22-64-39 "Patient Simulator" within the Capital Projects Fund with a budgeted line of \$15,000. Mr. Chris Geiger asked, "If the money being recouped would be receipted back to an enterprise account?" Office Manager Kim Harpe stated, "There are only a few occasions when an enterprise fund could be used and she would need clarification from the state auditor as to the proper receipting when the time comes".

Action: Approved Unanimously.

6. Commissioner Steve Hutchinson made a motion and Commissioner Paul Messner seconded to approve Resolution 18-01 "Establishing a Debt Service Fund 591-22-70-01" and an inter-fund transfer from the Bond Fund in the amount of \$2,343.30.

Action: Approved Unanimously.

7. Commissioner Steve Hutchinson made a motion and Board Chair Cheryl Engle seconded to approve Establishing the following lines and appropriations within the Bond Fund:

Professional Services

594-22-61-01	Legal Services	\$32,200.00
594-22-61-02	Consulting	\$14,000.00
594-22-61-03	Station 53 Architectural & Engineering	\$283,927.00

Intergovernmental Professional Services

594-22-62-01	Permits & Fees
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Public Works

594-22-63-05	Station 53 Construction
594-22-63-11	Station 53 Land Work

Action: Approved Unanimously.

Old Business. None.

Good of the Order/Announcements

Jan 4-14, 2018	Chief Hartin to Vigo, Spain (PTO)
Jan 19 th , 2018	Close date for Facility Request for Qualifications (RFQ)
Jan 22 & 29, 2018	Review and Evaluation of submitted RFQ's by Committee
Jan 27, 2018	Annual Sno-Isle Banquet @Shawn O'Donnell's Restaurant, Everett
Dec/Jan (???)	Celebrate CWIFR World Class Performance
Feb 16, 2018 @ 10:00am	Special Comm. Mtg (Execute Agreement with Selected Architect Firm)
March 6- 10, 2018	Northwest Leadership Conference, (Red Lion Hotel on the River, Portland OR) (Commissioner Messner)
March 11-15, 2018	2018 Excellence Conference (Caribe Royale, Orlando, FL) (Commissioners Engle & Hutchinson, Chief Hartin)

Next Regular Meeting

February 8, 2018
Time: 5:00pm
Location: Station 53

There being no further business, Acting Chair Paul Messner adjourned the meeting at 17:56.

Submitted,

A handwritten signature in cursive script, appearing to read "Kim Harpe".

Kim Harpe, Secretary