



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

February 8, 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 Paul Messner, Commissioner Steve Hutchinson, Commissioner Cheryl Engle, Chief Hartin, Deputy 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.

Finance Officer/Notary Kim Harpe swore in Commissioner Paul Messner as Board Chair for 2018.

Consensus Approval of the Agenda

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 January 11, 2018.

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 #11826 through #11869	\$83,201.15
Capital Vouchers #1 & 2	\$48,777.54
Direct Deposit Payroll	\$73,533.85
IRS - Payroll Taxes	\$13,719.28
Grand Total	\$219,231.82

Action: Approved Unanimously.

Chief's Report

Chief Hartin reported, the format of the Chief's Report to the Board was changed to be more project specific and make it easier to read. He stated, "The Chief's Report will be posted in the Boards drop box prior to meetings to be a more useful tool for the Board.

Finance Officer's Report

Office Manager Kim Harpe presented the Monthly Budget Position as of February 8, 2018 for the Maintenance & Operation and Capital funds.

New Business.

1. Chief Hartin shared "The district received four Requests for Proposals (RFPs) for the renovation and expansion of Station 53. The working group met on three occasions to review and evaluate the proposals based on the following criteria: Methodology (35 Points); Reference from Similar Projects (25 Points); Firm's Capabilities (25 Points); Understanding of Work (15 Points). After considerable discussion, the working group reached consensus on recommending Carletti as the Architectural & Engineering firm for the Station 53 Renovation and Expansion Project, The working group requested the Board direct the Fire Chief to enter into negotiations with this firm to establish a final scope of services and an appropriate fee to be paid to the Consultant.

After some discussion, Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve the selection of Carletti Architect for the renovation of Station 53.

Action: Approved Unanimously.

2. Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve the 2017 Board for Volunteer Firefighters Pension Certification Form

Action: Approved Unanimously.

3. Commissioner Steve Hutchinson made a motion and Commissioner Cheryl Engle seconded to approve the updates to Standard Operating Guideline (SOG) 1.2.6 "Part-time Firefighters".

Action: Approved Unanimously.

4. Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve the following Inter-Fund Transfers from the General Fund:

\$1,431 to Sick Buyback Fund

\$203,746 to Capital Fund

\$1,186 to CRR Grant Fund

Action: Approved Unanimously.

Old Business. None.

Good of the Order/Announcements

Date?	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 12-16, 2018	2018 Excellence Conference (Caribe Royale, Orlando, FL) (Commissioners Engle & Hutchinson, Chief Hartin)

Next Regular Meeting

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

There being no further business, Chair Paul Messner adjourned the meeting at 18:07.

Submitted,



Kim Harpe, Secretary