



# 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

October 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 Paul Messner 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, Firefighter/EMT Dillon Rogers, and Finance Officer/Board Secretary Kim Harpe

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

### Consensus Approval of the Agenda

### Approval/Correction of Previous Minutes

Commissioner Steve Hutchinson moved to approve and Board Chair Paul Messner seconded approval of the minutes for the meeting on September 13, 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 #3192 through #3243	\$93,711.90
Direct Deposit Payroll	\$73,527.48
Dept. of Retirement Systems (Debit)	\$19,335.55
IRS – Payroll Taxes (Debit)	\$14,524.34
Capital Voucher #1	\$934.82
Bond Capital Voucher #8 & 9	\$6,575.21
IAFC Training Grant Voucher #8 & 9	\$8,824.02
<b>Grand Total</b>	<b>\$217,433.32</b>

**Action:** Approved Unanimously.

### Chief's Report

Chief Ed Hartin reported on the following activity for the month of August 2018:

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

### Finance Officer's Report

Finance Officer Kim Harpe presented the Monthly Budget Position as of October 11, 2018 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 Firefighters Certificate of Eligibility for Pension for Phil Matthes.

**Action:** Approved Unanimously.

### Old Business.

1. Chief Hartin presented the Board with an overview and highlights of the 2019 Proposed Budget and Long Term Financial Plan. The Board agreed the date of the Public Budget 2019 Hearing would be scheduled for October 22, 2018 at 7:00pm at the districts headquarters station.
2. Discussion on BLS Contract with WhidbeyHealth Hospital. Chief Hartin provided the Board with an update on his discussions with WhidbeyHealth Hospital EMS Director, Mr. Roger Meyers and stated, "His next step towards further discussions would be to set up a date to meet in person with Mr. Meyers and WhidbeyHealth CEO, Ms. Geri Forbes". He stated, "He would brief the Board again once that meeting took place".

### Good of the Order/Announcements

- |                     |  |
|---------------------|--|
| October 18-21, 2018 | FireHouse Expo @ Nashville, TN<br><b>(Chief Hartin)</b>  |
| October 22, 2018    | 2019 Public Budget Hearing @ 7:00pm  |
| October 24-28, 2018 | WFCA Annual Conference @ Yakima Convention Center, WA<br><b>(Commissioners Engle, Messner, Hutchinson)</b> |
| October 29, 2018    | CFAI Consortium Meeting @ Happy Valley, OR<br><b>(Chief Hartin)</b>  |

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November 6-11, 2018

IAFC Volunteer Training Grant Closeout @ Clearwater, FL  
**(Chief Hartin, Captain Jerry Helm & AO Brent Stevens)**

**Next Regular Meeting**

November 8, 2018

Time: 5:00pm

Location: Station 53

There being no further business, Board Chair Paul Messner adjourned the meeting at 18:56.

Submitted,

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

Kim Harpe, Secretary-