



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

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DRAFT

Board of Fire Commissioners Meeting Minutes

November 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 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 (via "JoinMe"), Deputy Chief Charlie Smith, and Finance Officer/Board Secretary Kim Harpe

Members of the Public Present – Mr. Chris Geiger.

Consensus Approval of the Agenda

Pinning of Firefighter Graduate. Commissioner Cheryl Engle pinned Firefighter Graduate Ken Lindenstein.

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 11, 2018.

Action: Approved Unanimously.

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 22, 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 #3244 through #3280	\$49,647.90
Direct Deposit Payroll	\$86,767.08
Dept. of Retirement Systems (Debit)	\$22,249.03
IRS – Payroll Taxes (Debit)	\$17,583.44
Capital Vouchers #2 & #3	\$ 2,699.79
Bond Capital Voucher #10	\$ 3,901.35

Grand Total **\$182,848.59**

Action: Approved Unanimously.

Chief's Report

Acting Chief Charlie Smith reported on the following activity for the month of October 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 November 8, 2018 for the Maintenance & Operation and Capital funds.

New Business.

1. Commissioner Steve Hutchinson made a motion and Commissioner Cheryl Engle seconded to approve minor revisions to Chief Hartin's Contract.

Action: Approved Unanimously.

2. Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve an Inter-Fund Transfer of \$252,600.00 from Fund #644 Capital Bond Fund to #778 Bond Redemption Fund for December 1, 2018 Debt Service Payment.

Action: Approved Unanimously.

3. Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve the 2019 Levy Certification.

Action: Approved Unanimously.

4. Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve Resolution 18-04 "Authorization for a 1% Levy Increase from the Previous Year".

Action: Approved Unanimously.

5. Commissioner Steve Hutchinson made a motion and Commissioner Cheryl Engle seconded to approve Resolution 18-05 "Adoption of the 2019 Annual Budget".

Action: Approved Unanimously.

6. Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve the 2019 WFCFA Healthcare Application for Employee Medical & Dental Benefits

Action: Approved Unanimously.

7. Commissioner Steve Hutchinson made a motion and Commissioner Cheryl Engle seconded to approve Resolution 18-06 "Authorizing the Investment of Central Whidbey Island Fire & Rescue Monies in the Island County Treasurer Investment Pool".

Action: Approved Unanimously.

8. Commissioner Steve Hutchinson made a motion and Commissioner Cheryl Engle seconded to approve "Purpose, Scope and Policy 1.2.7 "Modified Work Schedule".

Action: Approved Unanimously.

9. Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve "Purpose Scope and Policy 4.5.1 "Hazmat Response-Carbon Monoxide".

Action: Approved Unanimously.

10. Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve Standard Operating Guideline 1.1.14 "Use of District Facilities".

Action: Approved Unanimously.

Old Business.

1. Discussion of Station 53 Construction Project Update. Chief Hartin provided Board members with an update to the Station 53 construction project. He stated, "He did not know if or how the Navy's increased flights might impact the project. The County in the past has been reluctant to change zones and that it will be something we will have to keep an eye on". He shared, "He would have a better update at the Board's next regular scheduled meeting in December".

Good of the Order/Announcements

November 6-11, 2018

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

Next Regular Meeting

December 13, 2018

Time: 5:00pm

Location: Station 53

There being no further business, Board Chair Paul Messner adjourned the meeting at 18:14.
Submitted,



Kim Harpe, Secretary