



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 December 13, 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, and Finance Officer/Board Secretary Kim Harpe, Training Captain Jerry Helm, LT Jen Porter, Firefighter/EMT Dillon Rogers

Members of the Public Present – Mr. Chris Geiger.

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 November 8, 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 #3281 through #3331	\$90,312.71
Direct Deposit Payroll	\$70,708.40
Dept. of Retirement Systems (Debit)	\$22,007.21
IRS – Payroll Taxes (Debit)	\$13,607.06
Capital Vouchers #4 through #6	\$ 3,989.61
Bond Capital Voucher #11	\$ 4,681.05
Grand Total	\$201,306.04

Action: Approved Unanimously.

Chief's Report

Chief Hartin reported on the following activity for the month of November 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 December 13, 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 2018 4th Quarter Budget Adjustments.

Action: Approved Unanimously.

2. Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve an Inter-Fund Transfer of \$364,112.19 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 Purchase Order 10-2018-002 for a Phone System Upgrade with All Phase Communications.

Action: Approved Unanimously.

4. After some discussion, the Board agreed to table the motion to approve the Integrated Comprehensive Plan Volume 5 Long Term Financial Plan until the Boards next regular scheduled meeting on January 10, 2019.

Old Business.

1. After some discussion, Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve Carletti Architects Professional Services Contract for Station 53.

Action: Approved Unanimously.

Good of the Order/Announcements

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| Jan 26, 2019 | Annual Sno-Isle Commissioners Banquet @ Shawn O'Donnell's Restaurant (Commissioners Messner, Hutchinson & Engle) |
| Mar 5-8, 2019 | 50 th Annual Northwest Leadership Seminar @ Portland, OR (Commissioners Messner, Hutchinson & Engle) |
| Mar 11-15, 2019 | CPSE Excellence Conference @ Hyatt Regency, Garden Grove, CA (Commissioners Messner, Hutchinson & Engle) |
| Oct 23-26, 2019 | Annual WFCFA Conference, Tulalip Casino, WA (Commissioners Messner, Hutchinson & Engle) |

Chief Hartin briefed the Board regarding WhidbeyHealth's reply to the renegotiation of the BLS contract with Central Whidbey Island Fire & Rescue. Chief Hartin stated, "He would like to bring the current work being done into alignment with the money". He reconfirmed what he understood the Board members thoughts were regarding the BLS contract and stated, "He would keep the Board informed and if a special meeting was warranted he would contact the Board Chair".

Next Regular Meeting

January 10, 2019

Time: 5:00pm

Location: Station 53

There being no further business, Board Chair Paul Messner adjourned the meeting at 18:36.
Submitted,



Kim Harpe, Secretary