



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 10, 2019

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

Members of the Public Present - Mr. Chris Geiger and Mrs. Alana Hutchinson

Consensus Approval of the Agenda

Presentation of "Exceptional Service Citation". Chief Hartin presented Part-time Firefighter/EMT Holly Slothower with the "Exceptional Service Citation" for her recent above and beyond service to the community.

Approval/Correction of Previous Minutes

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the meeting on December 13, 2018.

Action: Approved Unanimously.

Approval/Correction of Previous Minutes

Approval of Vouchers

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the following vouchers:

M&O Vouchers & Payroll #3332 through #3380	\$81,336.08
Direct Deposit Payroll	\$77,344.40
Dept. of Retirement Systems (Debit)	\$19,995.38
IRS – Payroll Taxes (Debit)	\$15,750.14
Capital Vouchers #7 & 8	\$ 14,012.94
Bond Capital Voucher #12	\$ 5,319.80

Grand Total **\$213,758.74**

Action: Approved Unanimously.

Chief's Report

Chief Hartin shared, "The Chief's Report for the month of December would be abbreviated due to the recent information technology (IT) failures". Chief Hartin briefed Board members on the status of:

- Restoration of critical systems (internet, finance & accounting, e-mail, fleet database)
- IT objective completed in December
- Work that is in progress
- Ongoing challenges
- Impacts that will have a severe impact (i.e., essential files needing to be recreated)

Chief Hartin stated, "The District had been on a trajectory of continuous improvement and forward progress, which will now be severely constrained over the next 12 months as we recover from these IT and related issues. He shared, "We will come out the other side stronger, but this process will continue to strain our capacity and perseverance".

Finance Officer's Report

Finance Officer Kim Harpe presented the Monthly Budget Position as of January 10, 2019 for the Maintenance & Operation and Capital funds.

New Business.

1. Commissioner Cheryl Engle made a motion and Commissioner Paul Messner seconded to approve the Appointment of Commissioner Steve Hutchinson as the 2019 Board Chair.

Action: Approved Unanimously.

2. Commissioner Cheryl Engle made a motion and Commissioner Paul Messner seconded to approve the Selection of Members for the 2019 Local Board for Volunteer Firefighters and Reserve Officers.

Action: Approved Unanimously.

3. Commissioner Steve Hutchinson made a motion and Commissioner Cheryl Engle seconded to approve a budget adjustment to carry forward Capital Fund Line 594-22-64-20 (Replacement of Apparatus 0703) and it's ending balance of \$3756.00)

Action: Approved Unanimously.

4. Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve Resolution 19-01 "Amendment to Correct the 2019 General Fund Expenditure Balance".

Action: Approved Unanimously.

Old Business.

1. After much discussion, Chief Hartin provided clarification and answered a number of the Boards questions. Commissioner Steve Hutchinson made a motion and Commissioner Cheryl Engle seconded to approve the Integrated Comprehensive Plan Volume 5 Long Term Financial Plan.

Action: Approved Unanimously.

1. Discussion of Station 53 Construction Project Update. Chief Hartin provided Board members with an update to the Station 53 construction project. He stated, "Geo-Technical people had come and assessed the storm water mediation and soil and was hopeful that he would have a more comprehensive report for the Board in February.

Good of the Order/Announcements

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)
Mar 11-15, 2019	CPSE Excellence Conference @ Hyatt Regency, Garden Grove, CA (Commissioners Hutchinson & Engle)
Oct 23-26, 2019	Annual WFCM Conference, Tulalip Casino, WA (Commissioners Messner, Hutchinson & Engle)

Commissioner Cheryl Engle shared, "She would be away for the Boards next regular scheduled meeting in February but would be available remotely via "join-me"".

Next Regular Meeting

February 14, 2019
Time: 5:00pm
Location: Station 53

There being no further business, Board Chair Paul Messner adjourned the meeting at 19:00.
Submitted,



Kim Harpe, Secretary