



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

March 14, 2019

Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Chair Steve Hutchinson at 17:00 hours.

Input from the Public - None.

Commissioners and Staff Present

Board Chair Steve Hutchinson, Commissioner Paul Messner, Commissioner Cheryl Engle, Chief Hartin, Deputy Chief Charlie Smith, and Finance Officer/Board Secretary Kim Harpe

Members of the Public Present - None.

Consensus Approval of the Agenda

Approval/Correction of Previous Minutes

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the meeting on February 14, 2019.

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 #3430 through #3483	\$84,019.97
Direct Deposit Payroll	\$71,480.70
Dept. of Retirement Systems (Debit)	\$19,558.68
IRS – Payroll Taxes (Debit)	\$14,039.19
Capital Vouchers #10-12	\$4,833.25
Bond Capital Voucher #13	\$15,184.96
Grand Total	\$209,116.75

Action: Approved Unanimously.

Chiefs Report

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

Finance Officer's Report

Finance Officer Kim Harpe presented the Monthly Budget Position as of March 14, 2019 for the Maintenance & Operations and Capital Funds.

New Business.

1. Commissioner Paul Messner made a motion and Commissioner Cheryl Engle seconded to approve the Surplus of 45 District Helmets that are at or past their useful life.

Action: Approved Unanimously.

2. Commissioner Cheryl Engle made a motion and Commissioner Paul Messner seconded to approve the Inter-Fund Transfer of \$35,360 from the General Fund to the Sick Leave Buyback Fund.

Action: Approved Unanimously.

3. Commissioner Cheryl Engle made a motion and Commissioner Paul Messner seconded to approve the Inter-Fund Transfer of \$205,119 from the General Fund to the Capital Fund.

Action: Approved Unanimously.

Old Business.

1. IT Update. Chief Hartin reported, "Work was ongoing to recover from the November 2018 cyber-attack and server failure. Remaining work involves testing the current backup system to ensure functionality, updating the interface used to access the printer/copier from individual computers and providing information necessary to describe our hardware and software computing environment. The Administrative Division is exploring options to address the District's ongoing IT service needs inclusive of hardware and software service, technology planning and continuity of operations planning".

2. WhidbeyHealth Hospital Inter-Local Agreement (ILA) Update. Chief Hartin stated, "He and Chief Kirko met to collaborate on the language for the draft proposal of the WhidbeyHealth Hospital Inter-Local Agreement (ILA)". Chief Hartin and CWIFR Board Chair, Steve Hutchinson also met with North Whidbey Fire and Rescue's Board Chair, TJ Lamont, and Fire Chief Mark Kirko, to review the draft proposal and he stated, "He felt the meeting was very productive".

3. Discussion of Station 53 Construction Project Update. Chief Hartin shared, "The civil engineering plans for review would hopefully be available in the coming weeks. The holdup was, they are waiting on a determination to see if a wild life biologist is needed in regards to the nesting osprey".

Good of the Order/Announcements

- | | |
|-----------------|--|
| Jun 1, 2019 | WFCA Saturday Seminar @ Campbell's Resort @ Lake Chelan
(Commissioner Messner) |
| Sept 5, 2019 | Host Sno-Isle Meeting |
| Oct 23-26, 2019 | Annual WFCA Conference, Tulalip Casino, WA
(Commissioners Messner, Hutchinson & Engle) |

Next Regular Meeting

April 11, 2019
Time: 5:00pm
Location: Station 53

There being no further business, Board Chair Steve Hutchinson adjourned the meeting at 18:22.
Submitted,



Kim Harpe, Secretary