



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

May 10, 2018

Call to Order

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

Input from the Public - None.

Introduction of New Members - Training Captain Jerry Helm introduced new members AO Ken Lindenstein and FF Dalton Martin to Board members. Captain Helm stated, "Mindy Paturzzio was also a new member with CWIFR but was unable to attend the meeting".

Commissioners and Staff Present

Acting Board Chair Steve Hutchinson, Commissioner Cheryl Engle, Chief Hartin, Deputy Chief Charlie Smith, Finance Officer/Board Secretary Kim Harpe, Captain Jerry Helm, Lieutenant James Meek, Apparatus Operator Ken Lindenstein and Firefighter Dalton Martin. Commissioner Paul Messner (excused absence).

Members of the Public Present - Mr. Chris Geiger

Consensus Approval of the Agenda

Acting Chair Steve Hutchinson received consensus approval of the agenda.

Approval/Correction of Previous Minutes

Commissioner Cheryl Engle moved to approve and Acting Chair Steve Hutchinson seconded approval of the minutes for the meeting on April 12, 2018.

Action: Approved Unanimously.

Approval of Vouchers

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

M&O Vouchers & Payroll #3000 through #3034	\$51,735.27
Direct Deposit Payroll	\$68,551.91
Dept. of Retirement Systems (Debit)	\$18,581.13
IRS - Payroll Taxes (Debit)	\$12,740.11
Capital Voucher #8	

\$15,161.84

Grand Total

\$166,770.26

Action: Approved Unanimously.

Chief's Report

Chief Ed Hartin reported on the following activity for the month of April 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

Office Manager Kim Harpe presented the Monthly Budget Position as of May 10, 2018 for the Maintenance & Operation and Capital funds.

New Business.

1. Commissioner Cheryl Engle made a motion and Acting Chair Steve Hutchinson seconded to approve an inter-fund transfer of \$109,168.89 from the 2017 Capital Bond Fund to the Bond Redemption Fund for first 2018 annual payment.

Action: Approved Unanimously.

2. Commissioner Cheryl Engle made a motion and Acting Chair Steve Hutchinson seconded to approve Purchase Order 20-2018-001 for the Purchase of a Resusci-Anne Simulator in the amount of \$15,161.84. Chief Hartin shared, "The cost of the simulator would be split equally between South Whidbey Fire/EMS, North Region EMS & Trauma Council and Central Whidbey Island Fire & Rescue".

Action: Approved Unanimously.

3. Commissioner Cheryl Engle made a motion and Acting Chair Steve Hutchinson seconded to approve the Board for Volunteer Firefighters Reimbursement Request for 2017/18 Volunteer Physicals in the amount of \$1,200.00.

Action: Approved Unanimously.

4. Commissioner Cheryl Engle made a motion and Acting Chair Steve Hutchinson seconded to approve minor changes to SOG 1.4.6 *Integrated Comprehensive Plan Volume 6 - Capital Projects Plan*.

Action: Approved Unanimously.

5. Following some discussion, Commissioner Cheryl Engle made a motion and Acting Chair Steve Hutchinson seconded to approve the Surplus of Items at Station 52.

Action: Approved Unanimously.

6. Commissioner Cheryl Engle made a motion and Acting Chair Steve Hutchinson seconded to approve a budget adjustment to move money into the following Community Risk Reduction (CRR) Grant Fund Lines:

522-30-10-03	PT FF (CRR) Grant Salary	\$3,900.00
522-30-10-04	Volunteer (CRR) Grant Stipend	\$2,400.00
522-30-21-03	PT FF (Grant) (FICA/Medicare)	\$100.00
522-30-22-04	Volunteer (Grant) (FICA/Medicare)	\$50.00
522-30-22-03	PT FF (Grant) (L&I)	\$550.00
522-30-24-03	PT FF (Grant) (PERs)	\$500.00
522-30-31-10	Grant (CRR) Supplies	\$16,232.00
522-30-35-04	Grant (CRR) Equipment	\$1,188.00
	Total	\$24,920.00

Action: Approved Unanimously.

7. Chief Hartin provided the Board members with Executive Staff and Part-Time Firefighter Compensation studies. He explained how the comparable data was gathered for the executive and part-time positions and provided an explanation of internal and external comparability. After some discussion, Chief Hartin stated, "He would have proposals for the Board to review at their upcoming special meeting on May 22nd."

Old Business. None.

Good of the Order/Announcements

May 13-16, 2018	CPSE Site Visit (Bowling Green, KY) (Chief Hartin)
May 31 – June 3, 2018	WFCA Saturday Seminar, (Chelan, WA) (Commissioner Engle & Chief Hartin)

Acting Chair Steve Hutchinson reported, "The Water Rescue Coordinator in La Conner would like to do some joint marine training with Central Whidbey Fire and gave the contact information to Captain Jerry Helm and LT James Meek".

Chief Hartin shared, "Deputy Chief Smith and himself went to lunch with Fire Chief Mark Kirko (North Whidbey Fire & Rescue) to discuss the district's mutual interests in the BLS contract with Whidbey Health Hospital. Also discussed, was the automatic aid agreement between the two districts". Chief Hartin stated, "It was a productive lunch and he looked forward to hearing back from Chief Kirko regarding further collaboration on mutual aid and the BLS contract".

Acting Chair Steve Hutchinson stated, "Each of the Board members were contacted by (Volunteer) Lieutenant Bob Moore regarding the renewal of volunteer membership for a past serving volunteer". Chief

Hartin stated, "Training Captain Jerry Helm, Deputy Chief Smith and himself were also contacted by Bob Moore as well".

Mr. Chris Geiger stated, "He was not comfortable and felt the topic of a previous volunteer should be handled in an executive session away from the public".

Chief Hartin stated, "The rules for calling an executive session are very limited and the discussion of a past volunteer returning would not fall within the executive session guidelines".

Mr. Geiger exited the meeting. Chief Hartin shared, "Training Captain Jerry Helm emailed the past serving volunteer an application and reached out to him on a number of occasions and never received a response back from him". He stated, "No one has any animosity towards him and if he wanted to come back, he is welcome to do so. He would need to fill out an application, have his background run and take the physical that is required of each member of the organization. Captain Helm emailed him another application as well as sent him a message on facebook messenger".

Chief Hartin shared, "He told Bob Moore he was outside his lane by going directly to the Board members prior to bringing it him as the fire chief."

Acting Chair Steve Hutchinson said, "He would leave the process with Chief Hartin to handle" and Commissioner Cheryl Engle concurred.

Commissioner's Workshop (Special Meeting)

May 22, 2018

Time: 10:00am

Location: Station 53

Next Regular Meeting

June 14, 2018

Time: 5:00pm

Location: Station 53

There being no further business, Acting Chair Steve Hutchinson adjourned the meeting at 17:53.

Submitted,



Kim Harpe, Secretary