



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

[www.cwfire.org](http://www.cwfire.org)

## Board of Fire Commissioners Meeting Minutes July 12, 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.

Chief Hartin presented LT James Meek with the 2017 Member of the Year award and thanked him for all his hard work.

### Commissioners and Staff Present

Board Chair Paul Messner, Commissioner Steve Hutchinson, Commissioner Cheryl Engle, Chief Hartin, Training Captain Jerry Helm and Finance Officer/Board Secretary Kim Harpe

### Members of the Public Present – Mr. Chris Geiger.

### Consensus Approval of the Agenda

Chair Paul Messner received 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 June 14, 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 #3083 through #3133	\$59,981.49
Direct Deposit Payroll	\$71,038.38
Dept. of Retirement Systems (Debit)	\$18,836.48
IRS – Payroll Taxes (Debit)	\$13,815.02
Capital Voucher #	\$2,965.87

**Grand Total**

**\$167,727.44**

**Action:**

Approved Unanimously.

**Chief's Report**

Chief Ed Hartin reported on the following activity for the month of June 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 July 12, 2018 for the Maintenance & Operation and Capital funds.

**New Business.** None.

**Old Business.**

1. Pay increase for Part-time Members. Chief Hartin provided Board members with a proposed pay increase for part-time members. He shared, he was conducting one on one interviews with each member in the organization and there were common themes relevant to part-time members.

1. Pay is lower than what unskilled workers are getting;
2. They are willing to stay because of the trade-off of getting good training;
3. Almost all part-time members are working more than one job.

Chief Hartin shared, He believed that pay was at least one factor in not being able to attract and keep part-time members and because we have had vacancies and not all part-time Firefighters are working the max available hours the proposed pay increase if approved could be done with a net zero increase to the current budget.

Chief Hartin stated, "The money is going down and the level of service keeps going up. He said, he would try and schedule a meeting with the WhidbeyHealth Hospital EMS Director, Mr. Roger Meyers in the next 30 days to discuss an increase to the BLS contract".

After some discussion, Commissioner Cheryl Engle made a motion and Commissioner Steve Hutchinson seconded to approve the proposed pay increase for part-time members.

**Action:** Approved Unanimously.

## 2. Station 53 Construction Project Discussion.

Chief Hartin shared the following: Carletti Architects provided a timeline for the initial phase of the renovation project (inclusive of structural and civil engineering assessments and development of conceptual plan options for selection of the final design by the district to be completed by the end of July).

The Facilities Working Group would meet later in July to discuss the proposed plan with the hopes of it being ready to give to the Board at their regular scheduled August board meeting. Once the Board approves the design, the plan will be posted for everyone to look at with times being arranged for input. Public communications will be start once the Board has approved the plan.

### Executive Session

At 18:21 Board Chair Paul Messner called for an Executive Session in accordance with the provisions of RCW 42.30.140(4)(a). Announcing the purpose was to provide guidance and direction to the Fire Chief for upcoming bargaining proceedings. Chair Messner announced the session would last 10 minutes.

At 18:31, Chair Messner called for an additional ten minutes. Board Secretary Kim Harpe reported there was no public to notify.

At 18:41, Chair Messner reconvened the regular meeting and announced, "No decisions had been made".

### Good of the Order/Announcements

August 10-18, 2018                      IFIW @ Revinge, Sweden  
**(Chief Hartin)**

October 24-28, 2018                      WFCFA Annual Conference @ Yakima Convention Center, WA  
**(Commissioners Engle, Messner, Hutchinson)**

Commissioners Messner shared, "He would be on travel and not available for the regular meeting scheduled for August 9, 2018". Commissioner Hutchinson also shared, "He would be away on travel but would attend the meeting via "join me"".

### Next Regular Meeting

August 9, 2018

Time: 5:00pm

Location: Station 53

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There being no further business, Chair Paul Messner adjourned the meeting at 18:43.

Submitted,

A handwritten signature in cursive script that reads "Kim Harpe".

Kim Harpe, Secretary