



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

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## Board of Fire Commissioners Meeting Minutes September 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 (via “Join Me”), Chief Hartin, Training Captain Jerry Helm, Firefighter/EMT Alex Majestic, Firefighter Kolton Kellison and Finance Officer/Board Secretary Kim Harpe

**Members of the Public Present** – Girl Scout Troop 40277, Mrs. Sue Hartin and Mr. Dave Fish

### Consensus Approval of the Agenda

Board Chair Paul Messner received consensus approval of the agenda.

### Presentations

Girl Scout Troop 40277 introduced themselves and presented the district with two resuscitation O2 pet mask kits to help animals in distress. They shared the work they did to raise the money to be able to purchase the masks and Mr. Dave Fish had his German Shepard Sonie model the O2 mask so the girl scouts could see how they work. Board members thanked the Girl Scouts for their presentation and donation.

Firefighter/EMT Alex Majestic provided the Board with a Resusci -Anne Simulator presentation. He shared, “Six years ago, Central Whidbey Fire, South Whidbey Fire/EMS, North Whidbey Fire & Rescue and Oak Harbor Fire partnered a “Hands Only CPR” program to reduce the risk of death due to heart attacks. With that initiative well over a couple hundred island residents were trained”.

“He shared, Central Whidbey Fire had a medium fidelity mannequin that was okay but didn’t provide adequate feedback results. Central Whidbey Fire partnered with the North Region EMS & Trauma Care Council and South Whidbey Fire/EMS and were able to purchase the high fidelity Resusci Anne Simulator. It’s a real time mannequin and provides great feedback and has a number of preprogramed scenarios with the following capabilities”:

- Breathing and lung sounds
- Chest compression rate feedback
- Mild asthma scenarios
- Pulse and respirations
- Ability to use live AED Equipment

- An IV arm to start IVs
- Measures volume of ventilation

Training Captain Jerry Helm and Firefighter Kolton Kellison performed a scenario requiring chest compressions. Board Chair Paul Messner thanked them for the presentation.

Training Captain Jerry Helm reported, “He made his final purchase using all of the \$25,000.00 awarded as part of the Volunteer Workforce Solutions Grant issued through the International Association of Fire Chiefs (IAFC) for Recruitment and Retention. He showed the Board the items purchased which included a small trailer to house all of the gear, a TV and computer for each station, indoor/outdoor display booths with CWIFR logos, small generator to power the booths, cell phone charger tables and banners.

### Approval/Correction of Previous Minutes

Commissioner Steve Hutchinson moved to approve and Board Chair Paul Messner seconded approval of the minutes for the meeting on August 9, 2018.

**Action:** Approved Unanimously.

### Approval of Vouchers

Commissioner Steve Hutchinson moved to approve and Board Chair Paul Messner seconded approval of the following vouchers:

M&O Vouchers & Payroll #3148 through #3191	\$51,239.90
Direct Deposit Payroll	\$70,894.27
Dept. of Retirement Systems (Debit)	\$19,307.37
IRS – Payroll Taxes (Debit)	\$13,373.06
CRR Grant Voucher #4	\$4,552.36
IAFC Grant Voucher #5 through #7	\$15,767.58
Bond Capital Voucher #6	\$10,335.96
<b>Grand Total</b>	<b>\$185,470.50</b>

**Action:** Approved Unanimously.

### Chief's Report

Chief Ed Hartin reported on the following activity for the month of August 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 September 13, 2018 for the Maintenance & Operation and Capital funds.

### **New Business.**

1. Commissioner Steve Hutchinson made a motion and Board Chair Paul Messner seconded to approve the Proposed 3<sup>rd</sup> Quarter Budget Adjustments.

**Action:** Approved Unanimously.

2. Commissioner Steve Hutchinson made a motion and Board Chair Paul Messner seconded to approve Purchase Order 20-2018-004 L.N. Curtis for (10) Sets of Turnouts

**Action:** Approved Unanimously.

3. Commissioner Steve Hutchinson made a motion and Board Chair Paul Messner seconded to approve Purchase Order 20-2018-005 Jefferson Fire & Safety for (35) Helmets

**Action:** Approved Unanimously.

4. After some discussion, Commissioner Steve Hutchinson made a motion and Board Chair Paul Messner seconded to approve Purpose, Scope and Policy for SOG 1.1.13 "Public Records"

**Action:** Approved Unanimously.

5. Commissioner Steve Hutchinson made a motion and Board Chair Paul Messner seconded to approve Purpose, Scope and Policy for SOG 1.2.7 "Modified Work Schedule"

**Action:** Approved Unanimously.

6. Chief Hartin briefed the Board regarding the revisions and three projects added to the Capital Plan (Phone System, Security System and Marine 5 Seats) and shared, "He would be sending out the draft 2019 budget by September 21<sup>st</sup> for their review". After some discussion, Commissioner Steve Hutchinson made a motion and Board Chair Paul Messner seconded to approve the additions and revisions to the Integrated Comprehensive Plan Volume 6-Capital Projects Plan.

**Action:** Approved Unanimously.

7. Commissioner Steve Hutchinson made a motion and Board Chair Paul Messner seconded to approve Proposed 2019 Compensation for Part-time Firefighters and Executive Staff.

**Action:** Approved Unanimously.

### Old Business.

1. Discussion of Station 53 Construction Project Update. Chief Hartin briefed the Board on the Station 53 Construction Project. He stated, "Carletti Architects was finalizing a few things with Mechanic Mike Matros and we're waiting on the County to approve the site plan. When that is completed, we should be able to move forward. 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 start once the Board has approved the plan".
2. Discussion on BLS Contract with WhidbeyHealth Contract. Chief Hartin briefed the Board on the status of the BLS Contract and the impacts of the increase to minimum wage. He shared, "He had previously contacted WhidbeyHealth Hospital EMS Director, Mr. Roger Meyers in December of 2016, March of 2017 and met with him on September 7<sup>th</sup>, 2018 to discuss the minimum wage increase per the BLS contract". After much discussion, Mr. Meyers stated, "He would talk to WhidbeyHealth Hospital CEO, Geri Forbes". Chief Hartin stated, "He would update the Board once he follows back up with Mr. Meyers the first week of October".

### Good of the Order/Announcements

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

### Next Regular Meeting

October 11, 2018  
Time: 5:00pm  
Location: Station 53

There being no further business, Board Chair Paul Messner adjourned the meeting at 18:37.

Submitted,



Kim Harpe, Secretary-