



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

June 13, 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, Finance Officer/Board Secretary Kim Harpe, Deputy Chief Charlie Smith, Training Captain Jerry Helm, Firefighters Holly Slothower, Jeff Rhodes and Jim Huff

Members of the Public Present – Mr. Chris Geiger and Mrs. Sue Hartin.

Consensus Approval of the Agenda

Approval/Correction of Previous Minutes

Board Chair Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approval of the minutes for the meeting on May 9, 2019.

Action: Approved Unanimously.

Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the minutes for the special meeting on May 16, 2019.

Action: Approved Unanimously.

Approval of Vouchers

Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the following vouchers:

M&O Vouchers & Payroll #3567 through #3609	\$118,681.71
Direct Deposit Payroll	\$66,430.05
Dept. of Retirement Systems (Debit)	\$19,331.63
IRS – Payroll Taxes (Debit)	\$12,937.09
Capital Vouchers #14 & 15	\$26,630.94
Bond Capital Voucher #16	\$10,820.03
Grand Total	\$254,820.03

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 June 13, 2019 for the Maintenance & Operations and Capital Funds.

New Business.

District Shared Services Discussion. Chief Hartin shared, "The topic of district shared services connects to the WhidbeyHealth Hospital Inter-Local Agreement as well as to the district's staffing". He provided the Board information explaining the differences between Inter-Local Agreements; District Mergers and Regional Fire Authorities (RFAs) and shared the following options and stated, "Both option 1 and 2 have significant downsides":

Option 1: The Deputy Chief would be demoted to Captain and he and the current Training Captain would go to day shifts. One Lieutenant would move to a Captains position; two Lieutenants would demote to Firefighters and all Part-time firefighters would go away.

Option 2: The Training Captain and Firefighter Mechanic would go to day shifts with the part-time firefighters and the Deputy Chief's positions being eliminated.

Option 3: Establish an Inter-Local Agreement with North Whidbey Fire & Rescue for shared fire chief services. Chief Hartin shared, "After speaking previously to (CWIFR) Board about this option and having the Boards support, he shared the idea via email with North Whidbey Fire & Rescue's (NWFR's) Board Chair TJ LaMont". Chief Hartin stated, "He explained the differences between shared services, mergers and Inter-Local agreements with him and was told that (NWFRs) Board agreed to talk about it further in detail in the future". He further explained, "If North Whidbey Fire & Rescue split half the cost of CWIFR's fire chief position of \$80,000 for shared services the district could maintain the daily three person staffing and keep the Deputy Chief's position".

Board Chair Steve Hutchinson reported, "(NWFR's) Board Chair TJ LaMont had reached out to him after the district's joint meeting on May 16th and shared he would be interested in discussing an Inter-Local agreement for shared services". Board Chair Hutchinson stated "He was all for a shared service Inter-Local Agreement with North Whidbey Fire & Rescue".

Commissioner Paul Messner stated, "He felt it was well worth it and beneficial to both districts and wants the district to do whatever it can do to prevent any layoffs".

Commissioner Cheryl Engle stated, "The idea of collaborating was exciting and she was all in favor of the districts working together".

Chief Hartin shared, "He doesn't want to see the Deputy Chief or any positions go away, but knows the Board will hold him accountable to maintain a fiscal budget and long term financial plan".

After further discussion, the Board was in agreement that Board Chair Steve Hutchinson would write a letter to the Board of North Whidbey Fire & Rescue to express the (CWIFR's) desire to further discuss the topic of shared services.

Old Business.

1. Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded the approval of Purchase of two Dodge Ram Tradesman 5500 Four Wheel Drive Chassis Cabs in the corrected amount of \$126,957.25 and awarded the bid to Ken Garff West Valley Chrysler Jeep Dodge.

Action: Approved Unanimously.

*Old Business agenda items 2 & 3 were discussed under New Business.

4. Discussion of Station 53 Construction Project Update. Chief Hartin provided the Board with a hand out received from Carletti Architects. He reported, "Carletti Architects were working to put together a package to be submitted to the County for the required Site Plan Review (SPR) process and Conditional Use Permit that the County requires and that Carletti Architects would be back in contact with him by June 14th to provide further updates.

5. Status of Station 51 Generator Bid. Chief Hartin reported, "The district received only one bid and it was double what was originally budgeted for the project. Lieutenant Derik Vrable reached out to additional vendors and the request for bids was re-posted and will close at 4:00pm on July 11, 2019".

6. At 18:37 Board Chair Steve Hutchinson 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 collective bargaining proceedings. Chair Hutchinson announced the session would last 10 minutes.

At 18:47, Chair Hutchinson called for an additional five minutes and Board Secretary Kim Harpe notified the public.

At 18:52, Chair Hutchinson called for an additional five minutes and Board Secretary Kim Harpe notified the public.

At 18:57, Chair Hutchinson reconvened the regular meeting and announced, "No decisions had been made".

Good of the Order/Announcements

June 14-21, 2019	Professional Development Workshop (Netherlands) (Chief Hartin)
Jun 25, 2019	Special Joint Meeting with North Whidbey Fire & Rescue
July 9, 2019	Meet & Greet – Finance Officer Candidates 7:00pm @ Station 53
Sept 5, 2019	Host Sno-Isle Meeting
Oct 23-26, 2019	Annual WFCFA Conference, Tulalip Casino, WA (Commissioners Messner, Hutchinson & Engle)

Next Regular Meeting

July 11, 2019

Time: 5:00pm

Location: Station 53

Next Special Meeting with North Whidbey Fire & Rescue

June 25, 2019

Time: 7:00pm

Location: North Whidbey Fire & Rescue

2720 Heller Rd, Oak Harbor, WA

There being no further business, Board Chair Steve Hutchinson adjourned the meeting at 19:05.

Submitted,

A handwritten signature in cursive script, appearing to read "Kim Harpe".

Kim Harpe, Secretary