



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

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**DRAFT**

## **Board of Fire Commissioners Meeting Minutes**

**July 11, 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, Lieutenants Jen Porter and Derik Vrable

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

### **Consensus Approval of the Agenda**

#### **Approval/Correction of Previous Minutes**

Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the minutes for the meeting on June 13, 2019.

**Action:** Approved Unanimously.

Commissioner Paul Messner moved to approve and Commissioner Cheryl Engle seconded approval of the minutes for the joint special meeting with North Whidbey Fire on April 24, 2019.

**Action:** Approved Unanimously.

Commissioner Paul Messner moved to approve and Commissioner Cheryl Engle seconded approval of the minutes for the joint special meeting with North Whidbey Fire on June 6, 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 #3610 through #3663	\$63,362.12
Direct Deposit Payroll	\$71,288.71
Dept. of Retirement Systems (Debit)	\$19,487.36
IRS – Payroll Taxes (Debit)	\$14,407.01
Capital Vouchers #15	\$115.22
Bond Capital Voucher #17	\$37,761.73
<b>Grand Total</b>	<b>\$206,422.15</b>

**Action:** Approved Unanimously.

### Chiefs Report

1. Administrative.
2. Operations/B Shift
3. CRR/A Shift - Chief Hartin reported, “A Shift had six past due inspections and none scheduled in the month of June, B Shift completed 6 of 6 inspections scheduled for the month of June (one requiring re-inspection), and C Shift had completed one past due inspection but none of the other inspections scheduled for the month of June. Deputy Chief Smith had not determined the cause of inspection backlog, nor had he taken effective steps to reduce inspection backlog and current inspection completion rate”. Chief Hartin stated, “He would be taking over responsibility for addressing the issues and ensure completion of the 2019 inspections prior to the end of the year”.

The Board provided the floor to Mr. Chris Geiger. Mr. Chris Geiger stated, “He did not feel the above statement made by Chief Hartin was appropriate and definitely not appropriate for a public meeting”. Commissioner Paul Messner concurred with Mr. Geiger’s statement.

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 July 11, 2019 for the Maintenance & Operations and Capital Fund. She shared, “There was a motion for the Boards consideration to approve a 3<sup>rd</sup> Quarter Budget Adjustment”.

### New Business.

1. Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of minor changes to the Boards Commissioner’s Manual Rev 1.5.

**Action:** Approved Unanimously.

2. Chief Hartin provided the Board with a memo from FF/Mechanic Mike Matros stating, “The District had received three bids for the construction of two Type 5 Wildland Engines on 2018 Dodge 5500 Four Wheel Drive Chassis. Mallory Fire was not the lowest bidder of all the vendors but they followed the districts specifications with only a few minor exceptions”. After some discussion, Commissioner Cheryl Engle

moved to approve and Commissioner Paul Messner seconded the approval to accept a Bid from Mallory Fire for the construction of two Type 5 Wildland Engines on 2018 Dodge 5500 Four Wheel Drive Chassis

**Action:** Approved Unanimously.

3. Board Chair Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded the approval to accept a Bid from Jerry Beck and Company for the purchase and installation of a 48 kW Kohler Propane Generator at Station 51. LT Derik Vrable shared, "He had recently spoke to WhidbeyHealth Hospitals new Facilities Manager Mr. Tim Wallin and CEO Finance Officer, Mr. Ron Tellis who both verbally confirmed WhidbeyHealth Hospital would pay half of the \$51,709.00 for this project".

**Action:** Approved Unanimously.

4. Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the Proposed 3<sup>rd</sup> Quarters Budget Adjustments.

**Action:** Approved Unanimously.

5. Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of an Inter-Fund Transfer of \$23,000.00 fro the Compensated Absence Fund to the General Fund

**Action:** Approved Unanimously.

6. Board Chair Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approval of the Purpose, Scope and Policy for Integrated Comprehensive Plan SOG 1.4.1

**Action:** Approved Unanimously.

7. Board Chair Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approval of the Purpose, Scope and Policy for Family Medical Leave SOG 1.2.15

**Action:** Approved Unanimously.

### Old Business.

1. Commissioner Cheryl Engle moved to table the motion to approve or disapprove the WhidbeyHealth Hospital Inter-Local (ILA) Agreement to pay CWIFR \$0.035/\$1000 AV. She stated, "She wasn't sure if everything had been done to get the original proposed WhidbeyHealth Hospital Agreement and would like to see what else could be done".

Board Chair Steve Hutchinson stated, "He agreed to table the motion and would also like to approach the hospital and give it one more shot as well". He said, "The possibility of \$280,000 vice \$66,000 is a big difference and worth one more try at negotiations in an attempt to forego impacting a lot of lives at Central Whidbey Fire and Rescue".

Commissioner Paul Messner stated, "He too would like to try one last time to make this work with the hospital and would be willing to go and speak WhidbeyHealth Hospital EMS Director, Mr. Roger Meyers.

Chief Hartin stated, "A budget would have to be built with the \$0.035 revenue scenario and also one with the \$280,000 revenue scenario". He asked, "that not only the revenue be discussed but also the operational impact of a new contract".

Commissioner Cheryl Engle stated, "She agreed, the operational impact should also be considered".

The Board provided the floor to Mr. Chris Geiger. Mr. Chris Geiger commented, "Maybe people in the community don't really understand how the impact of the reduced funds would impact on the services currently provided by Central Whidbey Island Fire & Rescue and a letter to the editor would be helpful to inform the public".

Commissioner Paul Messner stated, "The Board would not want to dissuade in any way member of the public or private citizen from writing a letter to the editor".

**Action:** The motion to approve or disapprove the WhidbeyHealth Hospital Inter-Local (ILA) Agreement was tabled.

2. The motion to approve or disapprove the Shift Staffing and Organization Plan was voided due to Motion 1 being tabled.

3. Discussion of Station 53 Construction Project Update. Chief Hartin stated, "The Station 53 project continues slow progress as Carletti Architects are completing Island County's required Site Plan Review and Conditional Use Permit process.

4. At 17:53 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 17 minutes.

At 18:10, Chair Hutchinson called for an additional five minutes and Board Secretary Kim Harpe notified the public.

At 18:15, Chair Hutchinson reconvened the regular meeting and announced, "No decisions had been made".

### Good of the Order/Announcements

July 21-26, 2019	UL Meeting, Cobb County, GA <b>(Chief Hartin)</b>
August 7-16, 2019	UL Meeting, West Virginia, VA <b>(Chief Hartin)</b>
Sept 5, 2019	Host Sno-Isle Meeting
Oct 23-26, 2019	Annual WFCM Conference, Tulalip Casino, WA <b>(Commissioners Messner, Hutchinson &amp; Engle)</b>

After some discussion, the Board agreed to hold their next regular scheduled meeting on August 6<sup>th</sup>, instead of August 8<sup>th</sup> due to a conflict in schedules. Board Chair Steve Hutchinson shared, "He would be away on travel but be available via "Join Me" to run the meeting.

**Next Regular Meeting**

August 6, 2019

Time: 5:00pm

Location: Station 53

There being no further business, Board Chair Steve Hutchinson adjourned the meeting at 18:39.

Submitted,

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

Kim Harpe, Secretary