



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

November 14, 2019

Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Commissioner Cheryl Engle at 17:00 hours.

Input from the Public - None.

Commissioners and Staff Present

Board Chair Steve Hutchinson – remotely, Commissioner Cheryl Engle – acting chair, Commissioner Paul Messner, Finance Officer/Board Secretary Cathy Niuro, Chief Ed Hartin, Deputy Chief Charlie Smith and LT Marvin Raavel

Members of the Public Present - Mr. Chris Geiger and Mrs. Luanne Raavel

Member Recognition – Exceptional Service Award present to Lt. Marvin Raavel for his service to the Olympic View Trailer Park for help with the installation and testing of smoke detectors.

Consensus Approval of the Agenda

Approval/Correction of Previous Minutes

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the approval of the minutes for the regular meeting on October 10, 2019.

Action: Approved Unanimously.

Approval/Correction of Previous Minutes

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the approval of the minutes for the special meeting on October 29, 2019.

Action: Approved Unanimously.

Approval of Vouchers

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

M&O Vouchers & Payroll #3794 through #3840	\$67,863.53
Direct Deposit Payroll	\$86,247.40
Dept. of Retirement Systems (Debit)	\$21,744.71
IRS – Payroll Taxes (Debit)	\$17,174.96
Capital	\$5,152.20
Capital Bond	\$6,190.24
Total	\$204,383.04

Action: Approved Unanimously.

Chiefs Report was presented by Chief Ed Hartin as follows:

1. Administrative

As reported last month, the Station 53 project continues slow progress with Carletti Architects completing Island County’s required Site Plan Review and Conditional Use Permit process. We have received word from Island County that we will not need to do a traffic concurrency study in relation to construction of the new Station 53, this was one of the last hurdles to moving forward with the conditional use permit.

2. Operational Activity

The District had 101 calls for service in October with 1214 calls year to date. The District experienced 11 instances in which calls were received concurrently for a total of 23 incidents affected. Central Whidbey Island Fire & Rescue (CWIFR) covered all marine areas for North Whidbey Fire and Rescue during Chief Lemon’s memorial service on October 14, 2019.

Chief Hartin presented on Initial Incident Commander Competence and Effective Exterior Streams at Firehouse Expo in Nashville, TN this week with all expenses paid by Firehouse Magazine. In addition, Chief Hartin participated in a presentation panel discussion on Bond Measures and Bond Ratings along with Mr. Jim Nelson of D.A. Davidson at the 2019 Washington Fire Commissioners Association in October.

Chief Hartin and Deputy Chief Smith have been working with BK2 consultants to improve the quality of data generated in the district’s ImageTrend records management system. Considerable progress has been made in cleaning 2016-2018 data and resolving conflicts between the Spillman computer aided dispatch (CAD) system and ImageTrend. In addition BK2 has assisted CWIFR with implementation of the Locations, Occupancies, and Inspections Module within ImageTrend which will improve fire code inspection workflow and documentation starting in 2020.

Firefighter/emergency medical technician Dillon Rogers has notified the district of his intention to retire effective November 30, 2019. This creates a vacancy in the position of full-time firefighter/emergency medical technician.

Firefighter/emergency medical technician Jeff Rhodes has been hired as to fill a full time position effective October 1. Firefighter/emergency medical technician Ryan Smith has been hired to fill a full-time position effective on December 1, 2019. Firefighter/emergency medical technician John Lloyd has been hired to fill a full-time position effective on January 1, 2019.

3. CRR/A Shift

Fire & Life Safety Inspections: Considerable progress has been made in reducing the inspection backlog on each shift, but continued work will be needed to ensure completion of annual inspections by the end of 2019.

Shift	Inspections Complete	(Past Month)	Inspection Backlog	(Prior Months)
A	3 of 3	19		
B	6 of 6	12		
C	5 of 5	37		

LT Jen Porter is working with the Town of Coupeville Building Official to bring the Oystercatcher, Cambey, and Tyee hood systems into compliance.

Hydrant Inspections and Flow Testing: 31 hydrant flow tests were completed in October. Efforts continue to schedule inspections for all other water systems in the District that have hydrants (total of 17 systems). The manager of the Admirals Cove and Lagoon Point Water Districts systems has indicated that he does not want us to flow test hydrants on their systems. Chief Hartin reached out to the Water District's Boards of Water Commissioners to discuss the operational and fire insurance rating implications of failing to inspect and flow test hydrants on a regular basis, but has not received a response as of today.

Home Safety Surveys: Lt Marv Raavel coordinated and set up appointments for all residents who requested help in the Olympic View Mobile Park Community. Some residents are purchasing hardwired alarms and will receive a follow up visit.

- # of 10 year alarms installed: 16
- # of 9 V batteries changed: 22
- # of AA batteries changed: 6
- # of homes reached: 18

Public Education: All shifts and FF Chris Harris conducted fire safety presentation at the elementary school for Fire Safety Week (October 7-11). The theme was "Not Every Hero Wears a Cape. Plan and Practice Your Escape." This year we focused on Kindergartners and 3rd Graders due to limited staffing. Other Community Outreach: The District participated in the Coupeville Homecoming Parade on October 8th, Girl Scouts emergency preparedness event on October 5th, Coupeville 101 on October 15th, the haunted Fort Casey event on October 25th and 26th, and the Halloween Fall Festival at Living Hope Church on October 31st. Thanks to DC Smith, LT Porter, FF/EMT Slothower, Support Services Volunteer Chuck Hathaway, LT Moore, LT Raavel, FF Kellison, FF Barrett, and FF/EMT Andrews for assisting with these outreach events.

4. Training/Recruitment

Training during the month of September included Blue Card Mayday simulations, marine rescue, ladder rescue, apparatus operator training/class B foam, pediatric patient assessment, and infectious diseases.

Captain Helm conducted the recruitment process to develop a pool of qualified candidates for Full-Time and Part-Time Firefighter positions. This process involved 12 candidates and resulted in a pool of

four qualified candidates for full-time firefighter/emergency medical technician and four qualified candidates for part-time firefighter/emergency medical technician.

5. Facilities/C Shift

Water testing was conducted at Station 53 with results provided to Island County and the Washington Department of Health.

6. Fleet Maintenance

During the month of October, Firefighter/ Mechanic Mike Matros continued a major effort into catching up with completion of annual National Fire Protection Association (NFPA) 1911 inspections and preventative maintenance.

Finance Officer's Report

Finance Officer Cathy Niiro presented the Monthly Budget Position as of November 14, 2019 for the Maintenance & Operations, Capital Bond Funds and Capital Funds.

New Business

1. Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the motion to Approve an inter- fund transfer of \$246,350 from #644 Capital Bond Fund to #778 Bond redemption Fund for Debt Service Payments

Action: Approved Unanimously.

2. Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the motion to Approve the "2020 Levy Certification"

Action: Approved Unanimously.

3. Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded the motion to Approve Resolution 19-005 "Authorization for a 1% Levy increase from the Previous Year"

Action: Approved Unanimously.

4. Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded the motion to Approve Resolution 19-006 "Adoption of the 2020 Annual Budget"

Action: Approved Unanimously.

5. Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the motion to Approve the "2020 WFC HealthCare Application for Employee Medical and Dental Benefits" Action: Approved Unanimously.

Action: Approved Unanimously.

6. Commissioner Paul Messner moved to approve and Commissioner Cheryl Engle seconded the motion to Approve Resolution 19-007 “MRSC Roster Model Small Public Works, Consultants, and Vendor Rosters Resolution”

Action: Approved Unanimously.

7. Internal Fiscal Audit and Oversight Performed on October 12, 2019 by Steve Hutchinson, Board Chairperson was reviewed.

Old Business – Central Whidbey Island Fire & Rescue and Central Whidbey Island Firefighter Local 4299 IAFF January 1, 2019 – December 31, 2021 headings were corrected to 2019-2021 Collective Bargaining Agreement

Good of the Order/Announcements

December 2-4, 2019	NWACC Fire Dept. Meeting in Spokane (Chief Hartin)
December 4-6, 2019	Blue Card Meeting in Phoenix (Chief Hartin)
December 13-17, 2019	Paid Time Off (Chief Hartin)

Next Regular Meeting

December 12, 2019
Time: 5:00 pm
Location: Station 53

There being no further business, Commissioner Cheryl Engle adjourned the meeting at 17:45.

Submitted,

Cathy Niiro

Cathy Niiro, Secretary