



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

December 12, 2019

DRAFT

Call to Order

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

Input from the Public - None.

Commissioners and Staff Present

Board Chair Steve Hutchinson, Commissioner Cheryl Engle, Commissioner Paul Messner, Finance Officer/Board Secretary Cathy Niiro, Chief Ed Hartin, CAPT Jerry Helm, LT James Meek and FF Alex Majestic

Members of the Public Present - Mr. Chris Geiger

Consensus Approval of the Agenda

Approval/Correction of Previous Minutes

Commissioner Cheryl moved to approve and Commissioner Paul Messner seconded the approval of the minutes for the regular meeting on November 14, 2019.

Action: Approved Unanimously.

Approval of Vouchers

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

M&O Vouchers & Payroll # 3844 through #3879	\$83,002.91
Direct Deposit Payroll	\$71,674.21
Dept. of Retirement Systems (Debit)	\$20,672.99
IRS – Payroll Taxes (Debit)	\$13,146.54
Capital Bond	\$2,693.13
Total	\$191,189.78

Action: Approved Unanimously.

Chiefs Report was presented by Chief Ed Hartin as follows:

Operational Activity

The District had 102 calls for service in November with 1316 calls year to date. The District experienced 11 instances in which calls were received concurrently for a total of 24 incidents affected (two instances involved three concurrent calls). The District has seen an 8% decrease in calls for service in comparison to 2018. This is likely in part due to the period of time between March and September during which we were not doing interfacility transfers for WhidbeyHealth.

One significant event in November was a house fire on Meerkerk Lane. The homeowner accidentally ignited a small evergreen tree while burning weeds and the fire extended to wood shingle siding and the eaves of the home. The homeowner took quick action with a bucket of water and garden hose followed up by good work by CWIFR checking for extension and removing smoke from the house.

Administrative Activity

As reported last month, the Station 53 project continues slow progress. Carletti Architects will be submitting plans for site plan review and conditional use permit the first week of January 2020. However, the county planner we were working has left county employment and we will be working with someone new (to be determined). Hopefully this will not result in further delay.

Chief Hartin attended the Northwest Accreditation and Credentialing Consortium meeting in Spokane. Division Chief Pat Schaffer presented their draft community risk assessment and standard of coverage and consortium members discussed the upcoming Quality Improvement Through Accreditation course that will be held in Bellevue in January. Captain Jerry Helm, Lieutenant Meek, and Firefighter Smith will be attending this training program.

Chief Hartin and Deputy Chief Smith continue 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 2016-2019 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. Training will be conducted for district staff on use of electronic inspections prior to January 1, 2020 implementation.

Chief Hartin assisted South Whidbey Fire/EMS with their assessment center for the position of Deputy Chief, developing and facilitating the tactical assessment with the assistance of Battalion Chief Chris Swiger of North Whidbey Fire and Rescue.

Community Risk Reduction (CRR)

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	6 of 6	13
B	7 of 7	7
C	15 of 5(includes past months)	13

Code Enforcement: LT Jen Porter is working with the Town of Coupeville Building Official to bring the Cambey, and Tye hood systems into compliance as well as repairs that were completed on the Coupeville Wharf sprinkler system.

Home Safety Surveys: Four home safety surveys were completed including installation of nine smoke alarms and replacement of batteries in other smoke alarms.

Car Seat Safety Checks: Three car seat safety checks were performed during the month of November.

Hydrant Inspections and Flow Testing: Efforts continue to complete hydrant inspections and flow tests. This program has been transferred from FF Dillon Rogers (ret) to LT Derik Vrable.

Other Community Outreach: Engine 542 was converted to the 2020 Santamobile. Excellent work by FF Holly Slothower, raising the bar on the number of reindeer carried on the roof of the engine.

Training

In-Service Training: Training during the month of November included infectious diseases, technical rescue (metal cutting), SCBA emergency procedures, hydrant connections, Blue Card multi-unit residential simulations, wind driven fires (delivered by Chris Geiger), attack lines for primary search, and special attention to A/O Task books for current part time firefighters.

Recruitment: Three new part-time firefighters were successful in the last hiring process and are moving forward, waiting on completion of the psychological exam and medical exam. In addition, we have one new volunteer ready for the fire academy starting in January 2020. One new volunteer A/O has begun training with station 54. Currently have two more applications pending backgrounds and an additional 6 have been sent out.

Captain Helm attended the Coupeville High School Career/Job fair and had a very favorable response to our booth. In addition, Captain Helm has been working with Firefighter Justin Burnett on new target marketing and recruitment strategies for volunteer recruitment.

Facilities

Fall preventative maintenance activities are underway with anticipated completion by the end of December. Station 53 beds have been replaced.

Fleet Maintenance

Construction of the Type 5 (brush) engines is nearing completion with anticipated delivery by the end of the year. A first draft of the specifications for Type I Engines has been completed and is under review. Annual National Fire Protection Association (NFPA) 1911 inspections have been completed at Station 51 and Station 53. Firefighter/Mechanic Matros has begun 1911s at Station 54.

New Business

1. Commissioner Paul Messner moved to approve and Commissioner Cheryl Engle seconded the motion to the budget adjustment to carry forward Capital Fund Line 594 22 64 34 (Replacement of Apparatus 0601 & 0602, B53 and B54) and its 2019 ending balance of \$315,000.00

Action: Approved Unanimously.

2. Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded the motion to approve the 4th Quarter Budget Adjustments as presented.

Chris Geiger asked for clarification on the ICOM billing increase. Chief Hartin replied that it was budgeted on a three year rolling average of how many calls were responded to and that we responded to more calls this year.

Action: Approved Unanimously.

Old Business – None.

Good of the Order/Announcements

Commissioners Cheryl Engle requested that the February 2020 meeting be moved to Tuesday the 11th. Board Chair Steve Hutchinson granted the request.

December 13-17, 2019	Paid Time Off
	Chief Hartin

Next Regular Meeting

January 9, 2020

Time: 5:00 pm

Location: Station 53

There being no further business, Board Chair Steve Hutchinson adjourned the meeting at 17:30.

Submitted,

Cathy Niiro

Cathy Niiro, Secretary