



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

January 9, 2020

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, Finance Officer/Board Secretary Cathy Niuro, Chief Ed Hartin, Deputy Chief Charlie Smith. Excused: Commissioner Paul Messner

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 Steve Hutchinson seconded the approval of the minutes for the regular meeting on December 12, 2019.

Action: Approved Unanimously.

Approval of Vouchers

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded the approval of the following vouchers:

M&O Vouchers & Payroll # 3882 through #3923	\$70,215.44
Direct Deposit Payroll	\$75,817.90
Dept. of Retirement Systems (Debit)	\$19,201.61
IRS – Payroll Taxes (Debit)	\$14,910.56
Bond Capital Voucher #3887	\$734.18
Total	\$180,879.69

Action: Approved Unanimously.

Chiefs Report was presented by Chief Ed Hartin as follows:

Operational Activity

The District had 120 calls for service in December with 1435 calls in 2019. In comparison, we ran 1599 calls in 2018, a 10% decrease. This decrease likely in part due to the period of time between March and September during which we were not doing interfacility transfers for WhidbeyHealth. The District experienced 14 instances in which calls were received concurrently for a total of 32 incidents affected, two instances involved three concurrent calls and another involving four calls.

Incident type	2018	2019
1 - Fire	21	43
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0	1
3 - Rescue & Emergency Medical Service Incident	872	824
4 - Hazardous Condition (No Fire)	14	12
5 - Service Call	229	187
6 - Good Intent Call	302	272
7 - False Alarm & False Call	112	90
8 - Severe Weather & Natural Disaster	47	5
9 - Special Incident Type	1	1
Total	1598	1435

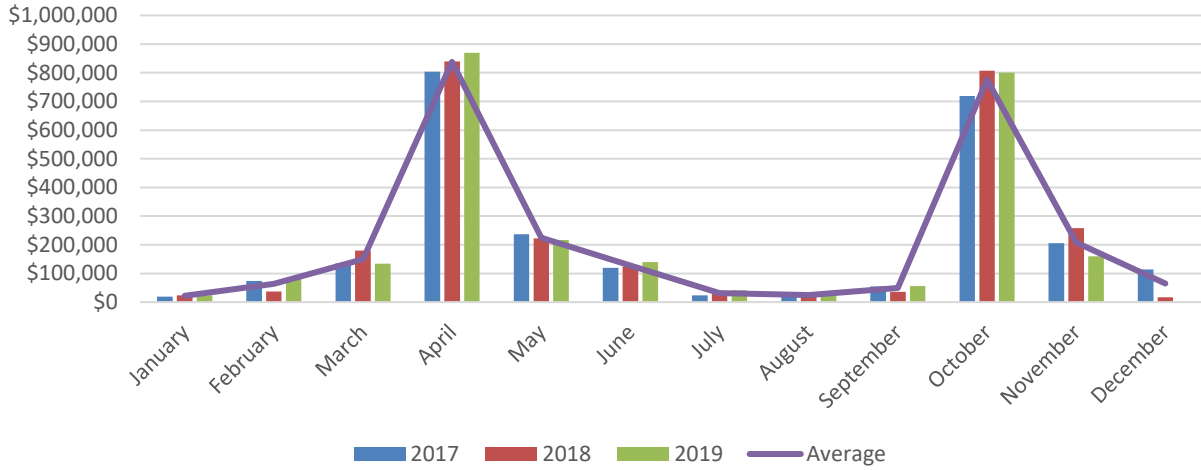
Administrative Activity

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 Rhodes are currently attending this training program.

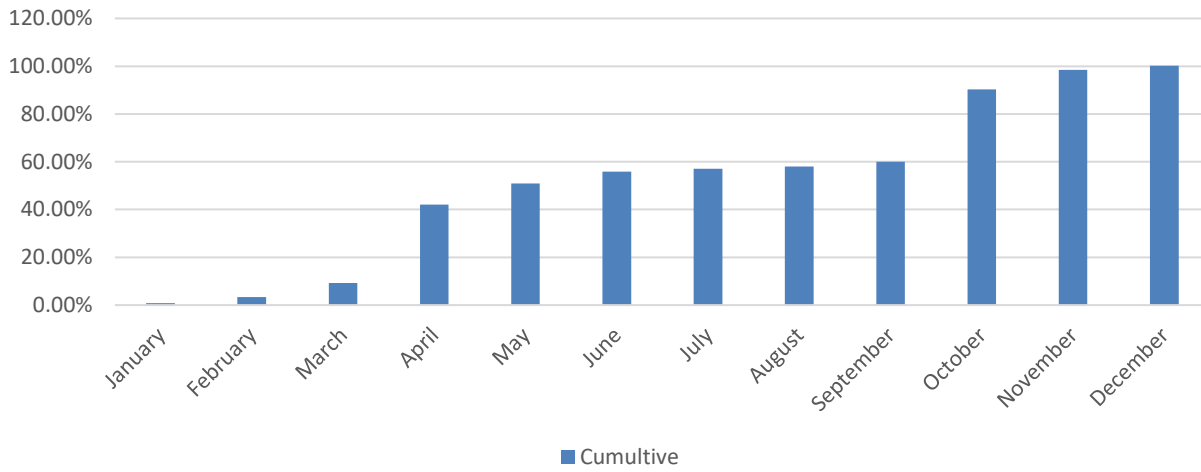
Chiefs Smith and Hartin continued work to clean the district’s incident data from 2016 through 2019, with significant success in ensuring accurate representation of incident types, locations, and when aid was given and received. Through this process, the chiefs identified training needs for staff related to incident documentation and have developed job aids to assist with ensuring data accuracy. We will be conducting training on the National Fire Incident Reporting System (NFIRS) the third week of January to continue improvement of data quality.

Chief Hartin and Finance Officer Niiro completed reconstruction and revision of the district’s investment standard operating guideline to reflect changes in the county’s investment program. Changes to this standard operating guideline and investment practices should result in a significant increase in investment interest revenue. As part of this revision process, Chief Hartin compiled historical data from the BIAS finance and accounting program to develop and improved understanding of revenue and expenses and the district’s month to month cash flow.

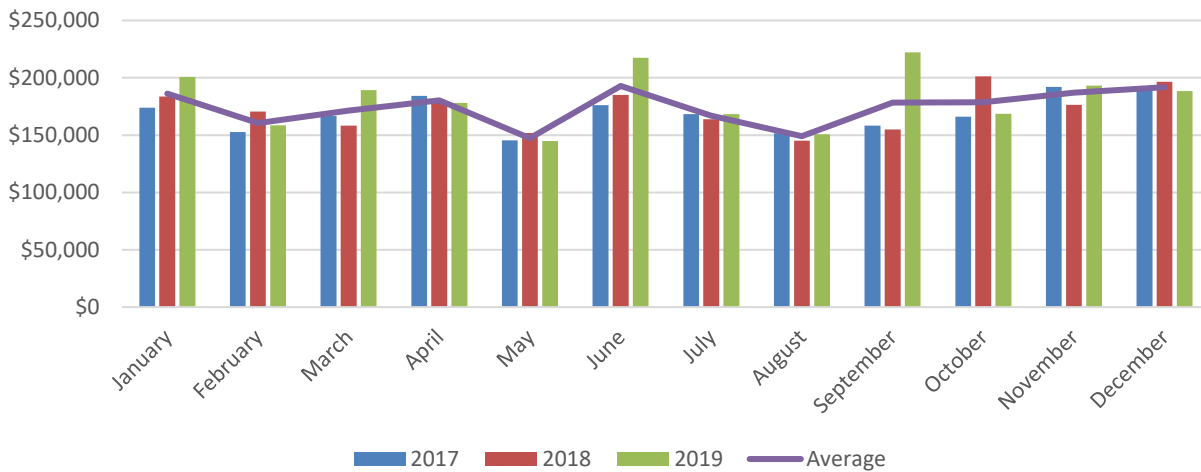
General Fund Revenue



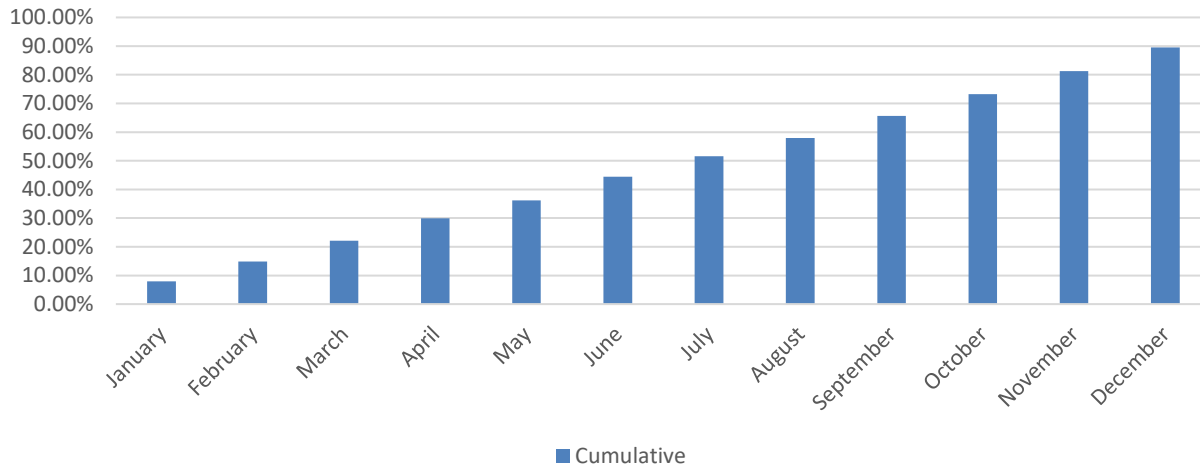
General Fund Revenue % of Budgeted



General Fund Monthly Expense



General Fund Expense % of Budgeted



This data will be used to enhance the finance officer’s report to the board of commissioners on a monthly basis beginning in February, comparing year to date with a rolling three-year historical average.

All district desktop computers were upgraded to Windows 10 in anticipation of Microsoft discontinuing support for Windows 7. One challenge encountered in this process was the inability to upgrade the two Panasonic Toughbook computers in Chief Hartin’s and Captain Helm’s command vehicles due to the age of these machines. These computers will be replaced with I-Pads similar to those used in other district apparatus. The district’s current I-Pads have a similar issue in that 12 of 17 I-Pads used by the district cannot be upgraded to the current version of the IOS operating system. This does not present an immediate problem but will likely require replacement in the near future as software applications change and are upgraded. Ategan (IT contractor) has also been working to upgrade all Microsoft Office software to Office 2019 to provide consistency across all district computers.

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	7
B	1	6
C	8	5

Lieutenant Jen Porter has completed work with BK2 (ImageTrend consultants) for implementation of electronic inspections. Use of the ImageTrend records management system will simplify the workflow for scheduling, conducting inspections, billing, and analysis of inspection data. Lieutenant Porter is pilot testing the system during the month of January and will be conducting training for all other full-time staff before the end of the month.

Home Safety Surveys & Smoke Alarm Installation: Nine smoke alarms and one carbon monoxide alarm were installed in December (two hardwired alarms and the carbon monoxide alarm purchased by the homeowner) and batteries were changed in 13 smoke alarms.

Other Community Outreach: A huge thank you to Firefighter Holly Slothower for decorating Engine 542. Thanks to Captain Jerry Helm and Firefighter Kolton Kellison for lending their speakers for the music.

Thanks to all the drivers and elves and the crews who helped deliver the food bank donation. We really couldn't make the project happen without all of the CWIFR members assistance! Also thanks to Santa who also brought so many Girl Scout elves lead by Christie Messner. This was the first year a community member and son, with no fire department affiliation, came out to help. In addition, we had the largest single food bank donation received by Gifts from the Heart in 2019!

Training

In-Service Training: Training during the month of December focused on handlines and primary search, rope rescue, tire chains (in anticipation of winter weather), cardiac arrest management, medical ongoing training and evaluation makeups, and ladder rescue. In addition, a full-court press was put on completing apparatus operator training for Firefighter/EMT Maletto (now qualified as an apparatus operator) and Firefighter/EMT Justin Burnett (soon to be qualified).

Recruitment: Firefighter/EMT Ryan Smith, who transitioned from part-time to full-time status on December 1, 2019 submitted his resignation to accept a full-time firefighter position with the Bothell Fire Department. Firefighter Kolton Kellison completed national certification as an Emergency Medical Technician (EMT) and was made a contingent job offer to transition from volunteer to full-time status pending Washington EMT certification and medical documentation. Firefighter/EMT John Lloyd, who left his part-time position with CWIFR for full-time employment with Naval Region Northwest Fire and Emergency Services has returned to CWIFR as a full-time firefighter/EMT effective January 1, 2020.

Facilities

After many months of processing Island County Requirements our Site Plan review or Conditional Use Permit for the Fire station Replacement has been Received but the County. They are requesting a few other items (which were subsequently provided). Island County has 14 days from acceptance to send us a letter stating this package submittal is deemed complete. Once that is issued, they have 45 days to process the decision and this includes a 14-day public comment period. towards the end of January, we will be meeting with Carletti for a design meeting to review Mechanical and Electrical considerations.

Fleet Maintenance

The big fleet maintenance effort in December focused on completion of specifications for type 1 engines and monitoring progress in the completion of our two type 5 engines. December delivery of the type 5 engines was missed with additional detail work to be completed prior to inspection, acceptance testing, and delivery.

Finance Officer's Report

Cathy Niiro reported the budget position as of January 9, 2020.

New Business

1. Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded the motion to approve the appoint Cheryl Engle as the 2020 Board Chair.

Action: Approved Unanimously.

2. Oath of Office was administered to Commissioner Cheryl Engle by Chief Ed Hartin.
3. Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded the motion to approve the selection of the following for the 2020 Local Board of Volunteer Firefighters and Reserve Officers: Chair of Board Cheryl Engle, Fire Chief Ed Hartin, Safety Officer Jerry Helm, Secretary Cathy Niiro and Firefighter Keith Andrews.

Action: Approved Unanimously.

4. Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded the motion to approve the Standard Operating Guidelines #1.3.8 Investment

Chris Geiger asked if the County identifies the risk of the investments? Chief Hartin replied the County policy and Best Practice from the Government GFOA the risk was low yield.

Action: Approved Unanimously.

5. Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded the motion to approve Resolution 20-01 in the Matter of Delegation of Authority-Investment Officer

Action: Approved Unanimously.

6. Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded the motion to approve the transfer of funds from General Fund #640-00-95000 to the Capital Bond fund #644-00-95000 in the amount of \$3,915.17

Action: Approved Unanimously.

For information only: the Island List of all Commissioners and the designated Auditing Officer(s) and their signature's as attached will be submitted to the Island County Auditor's Office.

Old Business – None.

Good of the Order/Announcements

January 31 – February 8, 2020	Chief Hartin Paid time Off
March 3 - 6, 2020	CPSE Excellence Conference @ Caribe Royale Orlando, FL (Chief Hartin, Commissioners Engle and Hutchinson)
June 6, 2020	WFCA Conference: Managing Risk to Avoid the Witness Stand @ Campbell's Resort on Lake Chelan, WA (Commissioner Messner)
October 22 - 24, 2020	WFCA 72 nd Annual Conference, Davenport Grand Hotel, Spokane, WA (Commissioners Engle, Hutchinson and Messner)

Next Regular Meeting

February 11, 2020 **(Tuesday)**

Time: 5:00 pm

Location: Station 53

There being no further business, Board Chair Steve Hutchinson adjourned the meeting at 17.44.

Submitted,

Cathy Niiro

Cathy Niiro, Secretary