



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

April 9, 2020

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 Cheryl Engle at 17:00 hours. Fire Commissioners were participating remotely through Facebook Live in compliance with the Open Public Meeting Act RSW42.30 and Proclamation 20-28.

Input from the Public - None. Members of the public were participating through Facebook Live.

Commissioners and Staff Present

Board Chair Cheryl Engle, Commissioner Steve Hutchinson, Commissioner Paul Messner, Finance Officer/Board Secretary Cathy Niiro, Chief Ed Hartin, Deputy Chief Charlie Smith, and Captain Jerry Helm

Members of the Public Present – Members of the public were able to participate through Facebook Live.

Consensus Approval of the Agenda

Approval/Correction of Previous Minutes

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded the approval of the minutes for the Regular Board Meeting on March 12, 2020.

Action: Approved Unanimously.

Approval/Correction of Previous Minutes

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded the approval of the minutes for the Special Board Meeting on March 25, 2020.

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 #4020 through #4064	\$69,647.82
Direct Deposit Payroll	\$83,202.34
Dept. of Retirement Systems (Debit)	\$20,971.82
IRS – Payroll Taxes (Debit)	\$15,952.45
Bond Capital Voucher	\$759.80
Grand Total	\$190,534.23

Action: Approved Unanimously.

Chief’s Report was presented by Chief Ed Hartin as follows:

COVID-19

Planning, operations, and logistics related to the COVID-19 pandemic has had a significant impact on the district. Multiple potential or confirmed COVID-19 patients have been transported by district personnel in conjunction with WhidbeyHealth EMS over the last month. In addition, district staff have risen to the occasion in meeting the logistical challenges presented by increased use of personal protective equipment and decontamination supplies.

Chief Hartin has been serving as the Emergency Support Function 4 – Fire and EMS lead with the Island County Emergency Coordination Center and public health Incident Management Team.

Operational Activity

During the month of March, the district received 128 calls for service as illustrated below. The District experienced 26 instances in which calls were received concurrently for a total of 59 incidents affected, six instances involved three or more concurrent calls.

Incident type	2019
1 - Fire	2
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0
3 - Rescue & Emergency Medical Service Incident	88
4 - Hazardous Condition (No Fire)	8
5 - Service Call	23
6 - Good Intent Call	6
7 - False Alarm & False Call	5
8 - Severe Weather & Natural Disaster	0
9 - Special Incident Type	0
Total	128

Administrative Activity

Chief Hartin continued development of an emergency medical services coordinated quality improvement

(CQI) program to meet the requirements of *Washington Administrative Code (WAC) 246-50-020 Coordinated Quality Improvement Program*. This work is closely aligned with development of the patient care documentation handbook, patient care documentation training, and revision of the districts' electronic patient care report form.

Operations

LT James Meek, Firefighter/EMTs Alex Majestic and Jeff Rhodes, and Chiefs Hartin and Smith continued development of a Patient Care Documentation Handbook (adapted from a document provided by Tualatin Valley Fire & Rescue) to improve documentation and emergency medical services data quality. Current work is focused on revisions to the district's electronic patient care report to streamline documentation and improve data quality. Chief Hartin has been assisting with this project by developing a training program focused on the narrative component of patient care reports.

Community Risk Reduction (CRR)

Fire & Life Safety Inspections: The district did no fire & life safety inspections in the month of March due to restrictions on public activity due to the COVID-19 pandemic.

Home Safety Surveys & Smoke Alarm Installation: The district did no home safety surveys or smoke alarm installations in the month of March due to restrictions on public activity due to the COVID-19 pandemic. The district continues to offer smoke alarm installation to homes that do not have working smoke alarms despite pandemic precautions.

Training

In-Service Training: In-service training during the month of march was focused solely on pandemic response procedures and all large group training has been postponed.

Facilities

Perk testing was completed at Station 53 and design of the septic system for the new building is underway.

Fleet Maintenance

The district receive two new Type 5 Engines and work is underway to mount equipment and place these units in service.

Finance Officer's Report

Cathy Niiro reported the budget position as of March 31, 2020.

New Business

1. Motion to Approve or Disapprove Motion transmittal of a letter from the Board of Fire Commissioners to the Fire Chief regarding continuity of governance of the event of multiple resignations or fatalities among the board.

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the motion to approve a letter from the Board of Fire Commissioners to the Fire Chief regarding continuity of governance of the event of multiple resignations or fatalities among the board.

Discussion: Several names were offered for consideration to who the replacement Fire Commissioner(s) might be. Chief Hartin will reach out to those people to gauge interest and report back to the board at the next meeting.

Action: Approved Unanimously

2. Motion to Approve or Disapprove Standard a Memorandum of Understanding regarding Overtime and Shift Coverage.

The Board of Fire Commissioners took no action on this at this time due to changes still being considered.

3. The Quarterly Internal Fiscal Audit was completed by Commissioner Steve Hutchinson and shared with the Fire Commissioners.

Old Business – None.

Good of the Order/Announcements

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 72nd Annual Conference, Davenport Grand Hotel, Spokane,
WA
(Commissioners Engle, Hutchinson and Messner)

The meeting rooms at all the stations have been closed to the public until further notice.

Next Regular Meeting

May 14, 2020

Time: 5:00 pm

Location: Station 53

There being no further business, Board Chair Cheryl Engle adjourned the meeting at 17:35.

Submitted,

Cathy Niiro

Cathy Niiro, Secretary