



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

May 14, 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 April 9, 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 #4065 through #4119	\$111,047.21
Direct Deposit Payroll	\$78,249.21
Dept. of Retirement Systems (Debit)	\$21,312.79
IRS – Payroll Taxes (Debit)	\$14,938.26
Capital Vouchers	\$213,718.75
Bond Capital Voucher	\$1,828.53
Grand Total	\$441,094.75

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 continue to have 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, several district staff have been sick and tested for COVID-19 (all negative). This week district staff assisted Island County Public Health in a large-scale testing event focused on testing first responders and a sample of the general public for COVID-19 (test results pending). Chief Hartin continues to serve as the Emergency Support Function 4 – Fire and EMS lead with the Island County Emergency Coordination Center and public health Incident Management Team. CAPT Jerry Helm continues to assist the Island County Public Health PIO production of graphics, videos, and collaborative social media communication.

Operational Activity

During the month of April, the district received 128 calls for service as illustrated below. The District experienced 21 instances in which calls were received concurrently for a total of 35 incidents affected, five instances involved three or more concurrent calls.

Incident type	April
1 - Fire	0
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0
3 - Rescue & Emergency Medical Service Incident	76
4 - Hazardous Condition (No Fire)	0
5 - Service Call	33
6 - Good Intent Call	7
7 - False Alarm & False Call	11
8 - Severe Weather & Natural Disaster	0
9 - Special Incident Type	1
Total	128

While the district did not have any fire activity in April, the same has not been true for our neighbors with CWIFR companies responding to two residential fires in South Whidbey and one residential fire in North Whidbey in April and the first few weeks of May.

Administrative Activity

HIPAA Standard Operating Guideline: Chief Hartin continued development of a standard operating guideline addressing security of protected health information as required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Grants: CAPT Helm has been working on an update of our access to grants through the Department of Homeland Security (DHS) and a grant application for a supplemental Assistance to Firefighters Grant (AFG) related to COVID-19 personal protective equipment and an additional DHS grant for other related COVID-19 expenses.

Operations

Coordinated Quality Improvement (CQI): 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. Work continued with revision of the district's electronic patient care report to streamline documentation and improve data quality. In addition, Chief Hartin completed development and delivered a training program focused on the narrative component of patient care reports.

Marine Program: Marine 5 underwent repair and annual service, with axles, brakes, and bunks (supporting the boat on the trailer) replaced by Master Marine. The axle and brake repair were unanticipated and in excess of budgeted funds. This expense will be addressed in a subsequent budget adjustment.

Structural Firefighting SOGs: Chief Hartin has been collaborating with Deputy Chief John Shaffer of the Washington Township/Avon (IN) Fire Department on development of a comprehensive standard operating guideline on structural firefighting search and rescue operations. This SOG will provide tactical and task level guidance for district members in these critical fireground activities.

Community Risk Reduction (CRR)

Fire & Life Safety Inspections: The district did no fire & life safety inspections in the month of April due to restrictions on public activity due to the COVID-19 pandemic. Work is underway to develop a plan to resume fire & life safety inspections later in the year with inspections focused on higher hazard occupancies and use of a self-inspect program for lower hazard occupancies. The Washington Survey and Rating Bureau has indicated that they will not consider lack of inspections due to the COVID-19 pandemic as a negative factor in our next re-rating.

Home Safety Surveys & Smoke Alarm Installation: A shift installed two hardwired smoke alarms, replaced expired hardwired smoke alarms and B Shift installed two smoke alarms.

Plans Review: LT Jen Porter has been working with the Town of Coupeville to provide feedback on plans for a new County building that will be roughly 66,000 square feet. Current feedback topics include: Distributed Antenna System (DAS), Fire Protection Systems, and adequate Fire Apparatus Access.

Hydrant Inspection and Testing: LT Vrable is in the process of reconciling the last five years of test data to identify gaps that need to be addressed in anticipation of re-rating by the Washington Survey and Rating Bureau later this year.

Training

In-Service Training: In-service training during the month of April was focused on pandemic response procedures and earlier this month, training was conducted for all shift personnel on the new Type 5 (Brush) Engines. All large group training has been postponed.

Collaborative On-Line Training: CWIFR has been collaborating with Laramie County (WY) Fire District 2 (our sister district) and Washington Township/Avon (IN) Fire Department, and Poudre (CO) Fire Authority on conducting joint training via the Zoom videoconferencing platform.

Apparatus Operator Qualification: Firefighter/EMT Keith Dawson has qualified as a light apparatus operator.

Facilities

Station 52: LT Vrable discovered a broken valve (no leak, but inoperable) in the water line supplying Station 52. This presented a significant puzzle as the district does not have a well on this property and there was no current record of where the water supply for the station was coming from. A bit of historical research in old district documents by Chief Hartin discovered that the station is supplied by the Widarama Water Association at no cost under an agreement dating to the construction of the station in 1985. LT Vrable repaired the valve in coordination with Widarama Water Association and King Water.

Surplus: LT Vrable has been coordinating a sealed bid auction to dispose of district assets previously declared surplus by the board of fire commissioners.

FMP Credentialing: LT Vrable has completed all requisite coursework and exams for credentialing as a Facilities Management Professional (FMP) through the International Facilities Management Association (IFMA).

Fleet Maintenance

Type 5 Engines: Work has been underway to outfit the district's new Type 5 (Brush) Engines. Mounting hardware has been fabricated and all equipment has been tested for fit. As soon as licensing has been completed, equipment will be transferred and the apparatus placed in service (anticipated date of June 1, 2020).

Type 1 Engines: Firefighter/Mechanic Matros and CAPT Helm participated in a pre-construction conference with Rosenbauer to finalize construction specifications for the three Type 1 Engines being purchased by the district.

Finance Officer's Report

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

Old Business

None

New Business

1. Motion to Approve or Disapprove Motion an inter-fund transfer of \$125,150 from #644 capital bond fund to #778 bond redemption fund for debt service payment.

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded the motion to approve an inter-fund transfer of \$125,150 from #644 capital bond fund to #778 bond redemption fund for debt service payment.

Action: Approved Unanimously

2. Motion to approve or disapprove the Proposal for property coverage, general liability, cyber liability, crime, business auto, portable equipment, and umbrella liability insurance presented by Porter Whidbey Insurance, Inc. offered by McNeil & Company, Inc. in the amount of \$46,694

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the motion to approve the proposal for property coverage, general liability, cyber liability, crime, business auto, portable equipment, and umbrella liability insurance presented by Porter Whidbey Insurance, Inc. offered by McNeil & Company, Inc. in the amount of \$46,694

Action: Approved Unanimously

3. Motion to approve or disapprove the purpose, scope, and policy of *Standard Operating Guideline 4.3.8 Structural Firefighting Search & Rescue Operations*

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded the motion to approve the purpose, scope, and policy of *Standard Operating Guideline 4.3.8 Structural Firefighting Search & Rescue Operations*

Action: Approved Unanimously

4. Motion to approve or disapprove the purpose, scope, and policy of *Standard Operating Guideline 4.4.5 Violent Incidents.*

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the motion to approve the purpose, scope, and policy of *Standard Operating Guideline 4.4.5 Violent Incidents.*

Action: Approved Unanimously

5. Update on the status of the interlocal agreement between the district and WhidbeyHealth for basic life support emergency medical services.

Chief Hartin gave an update on our current agreement which expires December 31, 2020. Chief Hartin Roger Myers and Sean Levine from WhidbeyHealth have tentatively agreed to extend the current agreement for another year.

6. Opening bids for surplus items

Opening bids for surplus items were reviewed and the following were awarded to the highest bidder:

Bendpak 27,000 lb. automotive lift model #S202T-4761 to Byron McDonald for \$3,050.00

Mariner shock absorbent board seats from Safe boat (4 seats) to Kolton Kellison for \$204.00

John Deer fire camen skid mount with Davery pump model#93234D-O to Terry Cooper for \$1,521.00 .

Old Business – None.

Good of the Order/Announcements

- June 6, 2020 CANCELED: 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.

For the good of the order Paul Messner thanked the staff for their accommodating the Fire Commissioners during this time of no in-person meetings.

Next Regular Meeting

June 11, 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