



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

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**DRAFT**

## **Board of Fire Commissioners Meeting Minutes**

**September 10, 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 Cheryl Engle at 17:00 hours.

### **Commissioners and Staff Present**

Board Chair Commissioner Cheryl Engle, Commissioner Steve Hutchinson, Commissioner Paul Messner, Chief Ed Hartin, Finance Officer Cathy Niiro.

### **Recognition**

Certificate of Recognition was given to Ms. Flora Byrnes-Hawkins by Chief Hartin. Ms. Byrnes-Hawkins was recognized for her action when she heard the sound of her neighbor's smoke alarm. Flora notified her mother who reported the alarm to 911. The neighbors were not home but had left a pan of food on the stove. Flora's action to protect the neighbor's home may have saved the home from a kitchen fire.

A letter of appreciation was read to the Paul Hammett family. CWIFR was called when their two year-old son Shiloh's finger was stuck in the hole in the bed of a pickup truck. Their outstanding assistance provided a calm atmosphere through the process of removing Shiloh's finger successfully from the pickup truck.

A Unit Citation was given to Captain Jerry Helm, Lieutenant Derik Vrable, Firefighter/EMT Kolton Kellison, Firefighter/EMT John Lloyd and Firefighter/EMT Justin Burnett for their response to a child's finger stuck in the hole of the bed of a pickup truck. Their combined efforts resulted in a successful outcome.

### **Members of the Public Present**

Public present were Chris Geiger, Bryan Hawkins, Erin Byrnes, and Flora Byrnes-Hawkins

### **Consensus Approval of the Agenda**

Chair Cheryl Engle received consensus approval of the agenda.

### **Input from the Public**

None. Members of the public were also participating through Facebook Live.

**Approval/Correction of Previous Minutes**

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the Regular Board Meeting on August 13, 2020.

**Action:** Approved Unanimously.

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

M&O Vouchers & Payroll #4728 through #4774	\$61,030.72
Direct Deposit Payroll	\$94,212.78
Dept. of Retirement Systems (Debit)	\$24,504.51
IRS-Payroll Taxes (Debit)	\$18,234.02
Capital Bond Vouchers	\$120.00
<b>Grand Total</b>	<b>\$198,102.03</b>

Discussion: Chris Geiger asked why Capt. Helm's salary was larger than the Chief's and Deputy Chief's. His question was answered: due to overtime for August because of state mobilization for the wildfires.

**Action:** Approved Unanimously.

**Chief's Report**

Chief Hartin reported on the following activity in the month of August:

1. COVID-19
2. Administration
3. Emergency Response Activity
4. Operations/B Shift
5. CRR/A Shift
6. Facilities C Shift
7. Training Recruitment
8. Vehicle Maintenance

(See Chief's Report dated September 10, 2020)

Additions to Chief's Report: Chief added that the interlocal agreement for joint staffing of apparatus for state hazards mobilization had been approved with North Whidbey Fire & Rescue and Camano Fire & Rescue. The deployment of CWIFR's apparatus is a third revenue stream for the district as we are

reimbursed for their use along with firefighters pay and overtime needed to backfill their positions when needed.

The targeted date for ground breaking for the new facility is April 2021 with completion April 2022.

### Finance Officer's Report

Finance officer Cathy Niiro presented the board with the Budget Position as of September 10, 2020.

Chief Hartin reported that his 2020 the revenue budget prediction has increased because of new construction. This has pushed the line where revenue would come in less than expenses out to 2024.

### Old Business

None

### New Business

1. Motion to approve or disapprove Purpose, Scope & Policy 2.51 Fire Hydrant Inspection & Testing Program

Discussion: Commissioner Paul Messner asked about the ratings bureau timeline for this getting done, Chief Hartin explained that there is not a timeline, only that it gets done.

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded the approval of the Purpose, Scope & Policy 2.51 Fire Hydrant Inspection & Testing Program.

**Action:** Approved Unanimously.

2. Motion to approve or disapprove Resolution 20-04 Increase VISA Credit Card Limit to \$60,000

Discussion: Chief Hartin explained the need for an increase for the Firefighters to \$5,000 because of their deployment to state mobilizations and the timing of when our VISA credit cards are paid.

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the approval of Resolution 20-04 increase VISA Credit Card limit to \$60,000.

**Action:** Approved Unanimously.

3. Motion to approve or disapprove Executive Staff Compensation 2021-2022

Discussion: Chief Hartin provided the current and comparable wage study of nine other fire departments for the Fire Chief, Deputy Fire Chief and Finance Officer positions to the Fire Commissioners. The proposed executive staff compensation 2021-2022 is as follows:

Fire Chief **2020** (Current): \$121,000 **2021**: \$125,840 **2022**: \$130,873  
Deputy Chief **2020** (Current): \$96,260 **2021**: \$103,961 **2022**: \$112,228  
Finance Officer **2020** (Current): \$69,100 **2021**: \$73,246 **2022**: \$77,640

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded the approval of the proposed executive staff compensation 2021-2022.

**Action:** Approved Unanimously.

4. Motion to approve or disapprove Part-time Staff Compensation 2021-2022

Part-Time Firefighter/EMT Compensation

Step 1 **2020** (Current): \$15.26 hourly **2021:** \$15.61 hourly

Step 2 **2020** (Current): \$16.43 hourly **2021:** \$16.80 hourly

Step 3 **2020** (Current): \$17.61 hourly **2021:** 18.01 hourly

Part-Time Administrative Assistant/Fiscal Specialist Compensation 2021-2022

Step 1: **2020** (Current): \$19.37 hourly **2021:** \$19.37 hourly

Step 2: **2020** (Current): \$21.01 hourly **2021:** \$21.01 hourly

Step 3: **2020** (Current): \$22.80 hourly **2021:** \$22.80 hourly

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the approval of the proposed Part-Time Firefighter/EMT Compensation & Part-Time Administrative Assistant/Fiscal Specialist Compensation 2021-2022

**Action:** Approved Unanimously.

**Good of the Order**

October 19-31, 2020

Virtual WFCFA Annual Conference

October 21, 2020

32<sup>nd</sup> Annual Pre-Conference Laws Update Webinar with Brian Snure, 6:00 pm – 9:00. Commissioners Engle, Hutchinson Messner and Secretary Niiro have all registered.

Cheryl Engle appreciated CWIFR quick response to her fire alarms going off recently.

**Next Regular Meeting**

October 8, 2020

Time: 17:00

Location: Station 53

There being no further business, Chair Cheryl Engle adjourned the meeting at 18:10.

Submitted,

*Cathy Niiro*

Cathy Niiro, Secretary