

Central Whidbey Island Fire & Rescue
Minutes
Regular Board of Fire Commissioners Meeting
Station 53
Thursday, January 10, 2013
5:00 p.m.

CALL TO ORDER

The regular meeting of the Board of Fire Commissioners was called to order by Chair Smith at 5:20 p.m. In Attendance: Commissioner Cheryl Engle, Fire Chief Ed Hartin, District Secretary Kim Harpe, Deputy Chief Chad Michael, and community member Sue Hartin. Commissioner Messner was on an excused absence due to illness.

APPROVAL OF THE CONSENT AGENDA

Motion made by Commissioner Smith and seconded by Commissioner Engle: **The Consent Agenda is approved as presented.** The motion carried unanimously

INPUT FROM THE PUBLIC

No public comments

BOARD CHAIR

Motion made by Commissioner Engle and seconded by Commissioner Smith: **Appoint Commissioner Paul Messner as the 2013 Board Chair.** The motion carried unanimously.

SELECTION OF MEMBERS FOR THE 2013 LOCAL BOARD FOR VOLUNTEER FIREFIGHTERS AND RESERVE OFFICERS

Motion made by Commissioner Engle and seconded by Commissioner Smith: **Approve selection of Members for the 2013 Local Board for Volunteer Firefighters and Reserve Officers.** The motion carried unanimously.

Station 53 Training Room Remodel

The Board received bids from three separate contractors for the work scheduled to be completed for the Training Room remodel at Station 53. Bids for the Project included: (a) Yonkman Construction in the amount of \$29,483.93, (b) Ralph Mundell Building in the amount of \$18,165.00, (c) P&L Contractors in the amount of \$33,442.00.

Deputy Chief Michael shared with the Board that the bids received from all three contractors met the scope of work identified. Deputy Chief Michael additionally shared that Ralph Mundell

Construction was most likely able to submit a substantially lower bid than the other two bidding contractors due to the fact that he does not have the overhead the other two contractors have.

Commissioner Smith inquired as to whether the fact that Ralph Mundell Construction is a one man operation would impact the ability of the project to be completed in a timely manner. Deputy Chief Michael shared that Ralph Mundell Construction recently completed the remodel work at Station 51. Deputy Chief Michael additionally shared that Mr. Mundell completed the project on time, and worked on the evenings and during the weekend in order to meet the deadline. Deputy Chief Michael stated that he was confident the work would be completed in a timely manner.

Motion made by Commissioner Smith and seconded by Commissioner Engle: **Accept the lowest bid received by Ralph Mundell Construction for the remodel work on the Station 53 Training Room.** The motion carried unanimously

CORRECTION OF PREVIOUS MEETING MINUTES

Motion made by Commissioner Smith and seconded by Commissioner Engle: **Approve the corrected minutes for the December 13, 2012 Board of Commissioners meeting as submitted.**

PRESENTATION OF MONTHLY BILLS

Motion made by Commissioner Engle and seconded by Commissioner Smith: **Approve the monthly bills for the month of December in the amount of \$126,829.83**

EXECUTIVE REPORT: Chief Hartin

Emergency Response Activity

Chief Hartin shared with the Board that the District ended the year with a total of 1007 calls in 2012. During the month of December, CWIFR experienced 7 instances in which multiple calls for service were received concurrently (total of fifteen incidents). As in most months, a majority of the concurrent incidents involved medical calls. In 65.07% of the EMS incidents, CWIFR arrived prior to Whidbey General Hospital EMS.

The District has completed the Part-Time Firefighter recruitment process with all new members successfully completing medical physicals, drug screen, and psychological assessment.

Firefighter Jeffrey Rhodes has begun work on A Shift and will be attending orientation along with Firefighters Troy Cook, Anthony McNair, Chris Lytle, and David Bond January 22nd-25th.

Training

During the month of December, CWIFR members participated in a wide range of fire and EMS training sessions, including: classroom tactical exercises, a walk through and tactical discussion

at the new Island Transit facility and Camp Casey, cardiac arrest management training, pharmacology training, and practical skills training for upper body trauma. EMT (Firefighter Recruit) Holly Slothower completed all requirements for qualification as a Light Apparatus Operator.

Chief Michael has been working with the Island County Training Officers to finalize a budget for the 2013 Island Fire Academy. The Island County Training Officers finalized the proposed budget in December, and Chief Michael presented the proposed budget to the Island County Fire Chiefs on December 20th.

The following volunteer members will be attending the 2013 Island Fire Academy, and staff has been working with each of them to ensure that all requirements are met prior to attending the upcoming academy.

- EMT Holly Slothower
- EMT Scott Johnson (new member who has just completed EMT certification)
- EMT Keith Andrews (new member who has just completed EMT certification)

CWIFR staff has also been working to ensure that two individuals are ready for the 2013 EMT class which begins in mid-January. One is a current member of our organization, and the other is a new member to our department.

- Firefighter Kyle Jacobsen
- John Lloyd

Community Risk Reduction

CWIFR received a donation of \$1,000 from Garry and Diane West/West Family Foundation. This donation will be used to purchase combination Smoke/Carbon Monoxide Detectors for community members in need.

CWIFR successfully completed the 2012 Santamobile with rave reviews. Compliments were received from a wide range of community groups and individual citizens throughout the community.

Shift Activity

A Shift reports the following activity:

- 12 hours in-service training completed
- 1 hydrant flow tested and labeled
- Configured Engine 512 as the Santabobile

B Shift reports the following activity:

- 3 hours of in-service training completed
- Completed 2 hours of physical activity
- 4 Fire & Life Safety Inspections
- Oil change for 500 and maintenance on Marine 5
- Personal protective equipment fitting and SCBA fit tests for new Part-Time Firefighters

C Shift reports the following activity:

- 11 hours of in-service training completed
- Completed 2 hours of physical activity
- 11 Fire & Life Safety Inspections (4 hours of inspection activity)
- Obtained quotes for water heater replacement at Station 54.

Maintenance

CWIFR experienced no apparatus out of service time in the month of December!

During the month of December, the District advertised the Station 53 training room remodel project. Chief Michael met personally with multiple contractors to conduct a walkthrough of the room. Additionally, Chief Michael also sent out copies of the design plan and scope of work to numerous contractors via e-mail. The District has three responsive bids. Chief Michael has had the opportunity to review each of the bids and is prepared to make a recommendation to the Board. It is anticipated that the project will begin at the end of January (depending on the time it takes to get an approved permit), and will likely conclude within four weeks after work begins. The District will be coordinating installation of the floor covering for the space with the contractor.

Administration

The District completed its Accountability Audit conducted by the Washington State Auditor's Office. The on-site component of the audit has been completed. The Auditor indicates that they are backlogged and will schedule the audit exit interview within the next several weeks.

Chief Michael scheduled time to meet with our two newly promoted Lieutenants, and the Firefighter that will be serving as an Acting Officer. The meetings consisted of interactive discussions on key stakeholders that each of them needs to meet with, work flow management, and several other items.

The District contracted with Randy Paden, Independent Computer Consultant to complete a Network and Computer Audit. Mr. Paden provided a series of recommendations for

improvement of network performance, security, and back-up of data. In addition, he provided detailed recommendations for development of a request for proposal contract for information technology service (anticipated project early in 2013)

External Activity

Chief Hartin has been selected as a member of the Underwriters Laboratories (UL) attic fires technical advisory panel. This continues CWIFR's association with UL's ongoing research on fire behavior and building performance. Chief Hartin will participate in a series of meetings to design and implement a research project examining fire behavior in attics (and other structural void spaces) and identification of safe and effective fire control tactics for these challenging fires. Participation in this project is funded through a Department of Homeland Security/United States Fire Administration grant.

Monthly Financial

Commissioner Smith moved to postpone the recap of the M&O (Profit Loss Report) to the end of the meeting to provide Office Manager Harpe time to complete the report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Motion made by Commissioner Engle and seconded by Commissioner Smith: **Approve Resolution 13-01 Decreasing the Petty Cash Fund from \$1000 to \$500.** The motion carried unanimously.

Motion made by Commissioner Engle and seconded by Commissioner Smith: **Approve Resolution 13-02 Increasing the Advance Travel Fund from \$1000 to \$2000.** The motion carried unanimously.

Motion made by Commissioner Smith and seconded by Commissioner Engle: **Approve the Purpose Scope and Policy for SOG 6.6.3 "Vision Grant Program."** The motion carried unanimously.

Motion made by Commissioner Smith and seconded by Commissioner Engle: **Approve the Purpose Scope and Policy for SOG 5.6.3 "Educational Assistance Program."** Chief Hartin shared that the District has provided educational incentive for a number of years. However, the District wants to ensure that all members of the District have access to the funds that are available in the Educational Assistance Program line item. Commissioner Engle inquired whether or not there would be a budgetary impact by the motion. Chief Hartin shared with the

Board that funds for the Educational Assistance Program were already in the budget, and there would be no additional impact to the budget. The motion carried unanimously.

Motion made by Commissioner Engle and seconded by Commissioner Smith: **Approve the Purpose Scope and Policy for SOG 5.6.2 “External Training.”** The motion carried unanimously.

Motion made by Commissioner Smith and seconded by Commissioner Engle: **Approve the Purpose Scope and Policy for SOG 1.3.2 “Procurement.”** Chief Hartin shared that the Board would be receiving copies of this SOG and several others in their entirety, but wanted to get the Board’s approval of the Purpose, Scope, and Policy in advance. The motion carried unanimously.

Motion made by Commissioner Engle and seconded by Commissioner Smith: **Approve Standard Operating Guideline 1.3.5 “Asset Management.”** The motion carried unanimously.

EXECUTIVE SESSION

Per RCW 42.30.140(b), the Board of Commissioners called for an executive session to provide guidance and direction to the Fire Chief for upcoming bargaining proceedings with Local 4299. The regular meeting was closed and executive session began at 17:58. Board Chair Smith shared that the executive session would last for approximately 20 minutes.

Executive session was closed at 18:26, and the regular monthly Board of Fire Commissioner’s meeting was re-opened.

RECAP OF M&O (PROFIT LOSS)

Office Manager Harpe shared the reviewed the monthly profit loss with the Board.

NEXT REGULARLY SCHEDULED MEETING

Commissioner Smith shared that the next regularly scheduled Board of Commissioner’s meeting would be moved from Thursday, February 14, 2013, to Thursday, February 7, 2013.

The regularly scheduled Board of Commissioner’s meeting for the month of January was closed at 18:37.