



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

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Board of Fire Commissioners Meeting Minutes

May 11, 2017

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.

Input from the Public – None.

Commissioners and Staff Present

Board Chair Cheryl Engle, Commissioner Paul Messner, Chief Ed Hartin, Deputy Chief Charlie Smith, and Office Manager/Board Secretary Kim Harpe (Commissioner Steve Hutchinson – absent due to travel)

Members of the Public Present - Mr. Chris Geiger

Consensus Approval of the Agenda

Chief Hartin requested the Boards permission to add a topic under “New Business” to discuss shift staffing while a fulltime member is on light duty. The Chair agreed and received consensus approval of the agenda.

Approval/Correction of Previous Minutes

Commissioner Paul Messner moved to approve and Board Chair Cheryl Engle seconded approval of the minutes for the meeting on April 13, 2017.

Action: Approved Unanimously.

Chair Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the minutes for the meeting on April 25, 2017.

Action: Approved Unanimously.

Approval of Vouchers

Commissioner Paul Messner moved to approve and Chair Cheryl Engle seconded approval of the following vouchers:

M&O Vouchers & Payroll #11388 through #11433	\$69,419.53
Direct Deposit Payroll	\$62,588.68
IRS - Payroll Taxes	\$13,296.42
Grand Total	\$145,304.63

Action: Approved Unanimously.

Chief's Report

Chief Ed Hartin reported on the following activity for the month of April 2017 and shared again that projects in work will be reported on by the different project managers when they are available to do so to provide the Board the opportunity to hear directly from program managers:

1. Administrative
2. Operations/B Shift
3. CRR/A Shift
4. Training/Retention
5. Facilities/C Shift
6. Fleet Maintenance

Finance Officer's Report

Office Manager Kim Harpe presented the Monthly Budget Position as of May 11th, 2017 for the Maintenance & Operation and Capital funds. She reported she is still working on a more informative monthly financial report to provide the Board more comprehensive information each month.

New Business.

1. Prior to Chair Cheryl Engle making a motion regarding approving the district's "Capital Plan" she stated, "It looked good to her, but she would also like to see pictures added to the plan". She gave the example of having a picture of each of the apparatus being replaced to help the reader have a better understanding of the plan. Commissioner Paul Messner concurred and Chief Hartin stated, "He would make that happen". Chair Cheryl Engle made a motion and Commissioner Paul Messner seconded to approve Resolution 17-04 "Capital Plan".

Action: Approved Unanimously.

2. Discussion on shift staffing while a member is on light duty. Deputy Chief Charlie Smith walked the Board through shift staffing scenarios for an upcoming light duty assignment and reviewed the following points:

- Service delivery requirements
- Normal shift staffing
- Fulltime & Part-time absences
- Factors that impact shift staffing
- Available options to cover the fulltime Firefighter position over an 8 month period (i.e, cover the position with overtime provided by the current fulltime members or hire a temporary fulltime person)

Mr. Chris Geiger asked, "How successful had the district been at filling vacancies with fulltime firefighters in the past?". Chief Hartin stated, "We would do mandatory call backs or holdovers to provide coverage if that option were chosen". Chief Hartin proposed the Board give thought to which path we should go down and further discussion could take place at the Boards workshop later in the month and the Board concurred.

Old Business.

1. Commissioner Paul Messner made a motion and Chair Cheryl Engle seconded to approve Resolution 17-05 "Board of Fire Commissioners Policy Manual".

Action: Approved Unanimously.

2. Bond Update, Public Communication Display and Timeline Discussion. Chief Hartin stated, "The business size bond informational cards would be redistributed once they come back in due to a typo". He showed the Board the informational visual boards to be used in the community group presentations. Commissioner Paul Messner stated, "He felt it's not the way to go about it and was upset about not being invited to facility planning meetings". Chair Cheryl Engle commented, "The informational visual boards were conceptual only drawings". Chief Hartin shared, "The Bond Council provided a draft Resolution and Ballot Title for the Board to review the content and make any needed revisions or changes before the Boards next regular scheduled meeting in June so there would be enough time to send back to the attorney for revisions and discuss at the Boards June meeting. The Board would then be presented with the resolution to formally approve the ballot title and move forward at their regular scheduled meeting in July.

Good of the Order/Announcements

May XX, 2017	Commissioner's Workshop (Commissioner's Engle, Messner, Hutchinson, Chief Hartin)
June 1-5, 2017	Chief Hartin to "Honoring Tradition-Leading Change Conference" All expenses paid by Laramie County WY Fire District #2 (CWIFR's Sister District)

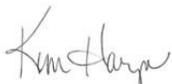
Commissioner Paul Messner shared, "The expedition the Board members drove to the Sno-Isle meeting needed to be looked at as it barely made it up the hill at the ferry landing and felt like the clutch was going out". Chief Hartin stated, "He would have FF/Mechanic Matros look into it".

Next Regular Meeting

June 8, 2017
Time: 7:00pm
Location: Station 53

There being no further business, Chair Cheryl Engle adjourned the meeting at 18:50.

Submitted,



Kim Harpe, Secretary