



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 September 14, 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- Board Chair Cheryl Engle introduced Mr. Steve Swanson. Mr. Swanson provided Board members with his background and provided the them with informational packets regarding Aqueous Film Forming Foam (AFFF firefighting foam). Mr. Swanson provided the background on the components of some firefighting foams and the danger they pose to the environment as well as to people. He asked Chief Hartin, "If he could research what chemicals are in the newer foam being used by fire departments". Chief Hartin shared, "Once he has researched and has the answers he would be happy to follow up with him".

Commissioners and Staff Present

Board Chair Cheryl Engle, Commissioner Paul Messner, Commissioner Steve Hutchinson, Chief Ed Hartin, Office Manager/Board Secretary Kim Harpe

Members of the Public Present - Mr. Steve Swanson and Mr. Chris Geiger

Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

Approval/Correction of Previous Minutes

Commissioner Paul Messner moved to approve and Chair Cheryl Engle seconded approval of the minutes for August 10, 2017.

Action: Approved Unanimously.

Approval of Vouchers

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

M&O Vouchers & Payroll #11576 through #11628	\$ 72,826.48
Direct Deposit Payroll	\$ 70,102.97
IRS - Payroll Taxes	\$ 15,077.55
Capital Vouchers	\$ -0-
Grand Total	\$158,007.00

Action: Approved Unanimously.

Chief's Report

Chief Ed Hartin reported on the following activity for the month of August 2017:

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

Finance Officer's Report

Office Manager Kim Harpe presented the Monthly Budget Position as of September 14th, 2017 for the Maintenance & Operation and Capital funds. She reported, "The district's financial and accountability audit for 2015-16 would begin on September 25th, 2017. In an effort to hold down expenses, the auditor will be conducting a "box audit" which will require the Office Manager to deliver requested documents to the auditor and allow the auditor to work from their office.

New Business.

1. Commissioner Steve Hutchinson made a motion and Commissioner Paul Messner seconded to approve "Acceptance of the Fire Prevention & Safety Grant in the amount of \$23,734 with the District's commitment match of \$1,186." Mr. Chris Geiger asked, "What the grant money would be used for?" Chief Hartin replied, "The grant is for the purchase and installation of smoke and carbon monoxide alarms; a tool kit; small ladder and stipend for six volunteers and a small number of part time staff to assist with the installations.

Action: Approved Unanimously.

2. Commissioner Paul Messner made a motion and Board Chair Cheryl Engle seconded to approve "Proposed 3rd Quarter Budget Adjustments".

Action: Approved Unanimously.

Old Business.

1. Commissioner Steve Hutchinson made a motion and Commissioner Paul Messner seconded to approve "Resolution 17-07 Adoption of Integrated Comprehensive Plan Volume 5 – Long Term Financial Plan v2.2"

Action: Approved Unanimously.

2. Update discussion on Drug and Alcohol Standard Operating Guideline (SOG). Commissioner Steve Hutchinson asked Chief Hartin for an update on where the district was in regards to the drug and alcohol policy. Chief Hartin stated, "The Board had previously approved the purpose, scope and policy for this (SOG). The procedure piece is where we hit a snag regarding the logistics of where to send someone to get tested

after normal working hours. We have checked with the police and law enforcement and nobody has really figured this piece of it out". He shared, we are continuing the work on sorting all the bits out and it's work in progress".

Good of the Order/Announcements

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| October 24 th , 2017 | Public Community Meeting (Re: Bond) @ 7:00pm) |
| October 28 th , 2017 | Public Community Meeting (Re: Bond) @ 7:00pm) |
| October 25-28, 2017 | Annual WFCFA Conference (Davenport Hotel, Spokane, WA)
(Commissioners Engle, Messner, Hutchinson, Deputy Chief Smith) |

Commissioner Steve Hutchinson shared, "He and Commissioner Cheryl Engle attended the September Sno-Isle meeting and got great information on the use of drones and how they are helping the fire service". Snohomish #7 shared, "They had done the ground work and would be happy to share their information with any districts that are interested in the purchase and use of drones".

Next Regular Meeting

October 12, 2017
Time: 17:00
Location: Station 53

Board Chair Cheryl Engle thanked Mr. Steve Swanson for attending and providing the Board with the presentation on firefighting foam.

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

Submitted,



Kim Harpe, Secretary