



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

April 14, 2016

Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Chair Steve Hutchinson at 17:00 hours.

Commissioners and Staff Present

Chair Steve Hutchinson, Commissioner Cheryl Engle, Commissioner Paul Messner, Deputy Chief Charlie Smith, Captain Jerry Helm and Office Manager/Board Secretary Kim Harpe

Members of the Public Present – Whidbey News Times Reporter Ron Newberg.

Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

Approval/Correction of Previous Minutes

Commissioner Cheryl Engle moved to approve and Chair Steve Hutchinson seconded approval of the minutes for the meeting on March 10, 2016.

Action: Approved Unanimously.

Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the minutes for the meeting on March 28, 2016.

Action: Approved Unanimously.

Approval of Vouchers

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

M&O Vouchers & Payroll # 10668 through # 10736	\$79,104.54
Direct Deposit Payroll	\$63,507.06
IRS - Payroll Taxes	\$15,280.59
Capital Vouchers #65	\$239.25
Grand Total	\$158,131.44

Action: Approved Unanimously.

Chief's Report

Chief Hartin reported on the following activity in the month of March 2016 and shared that "Projected due dates" had been added to this report.

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 April 14, 2016. She shared a proposed budget adjustment was included for the Boards consideration under new business.

New Business.

1. Training Captain Jerry Helm reported, "The district was selected by the International Association of Fire Chiefs (IAFC) as one of ten volunteer and combination (paid/volunteer) staffed fire service agencies across the United States to participate in a pilot project for recruitment and training of volunteer firefighters. Pilot participants will receive marketing materials and support from Volunteer Workforce Solutions, assistance in public outreach efforts, and have access to an online volunteer management system to help track and manage potential volunteer firefighters".

Commissioner Cheryl Engle moved and Chair Paul Messner seconded approval of "Entering into a Memorandum of Understanding with the International Association of Fire Chief's (IAFC's) for the Volunteer Workforce Solutions Recruitment and Retention Pilot Program". Chair Steve Hutchinson volunteered to be a member of the districts working group.

Action: Approved Unanimously.

2. Chief Hartin provided the Board a presentation to assist his explanation of accreditation. He shared, the accreditation criteria is what the district currently uses to measure where we are and how we are doing. The criteria was incorporated into the district's strategic plan five years ago and helps to identify and provide:
 - 1) Promoting excellence and encourage continuance quality improvement
 - 2) Strengths and weaknesses
 - 3) A mechanism for developing concurrent documents such as the strategic plan, risk assessment and standard of cover
 - 4) A system of international recognition

Chief Hartin shared, "That becoming a registered agency at this time does not commit the district to becoming accredited. Being registered would assist the district in the process of constructing the self-assessment manual and provide the district a wide range of resources over the next five years that are not available otherwise. The Board could make an informed choice on becoming accredited at the five year point".

Action: After some discussion, the Board collectively agreed to table the motion to approve or disapprove Resolution 16-02 to register with the Commissioner on Fire Accreditation International until the Board's workshop scheduled for May 26th, 2016.

3. Commissioner Engle moved and Commissioner Paul Messner seconded approval of the 2nd Quarter 2016 Budget Adjustments.

Action: Approved Unanimously.

4. Commissioner Engle moved and Commissioner Paul Messner seconded the Reimbursement for two Physicals by the WA Board for Volunteer Firefighters.

Action: Approved Unanimously.

Executive Session.

At 18:50 Chair Steve Hutchinson called for an Executive Session in accordance with the provisions of RCW 42.30.140(4)(b). Announcing the purpose was to provide guidance and direction to the Fire Chief for upcoming bargaining proceedings. Chair Hutchinson announced the session would last 20 minutes.

At 19:10, Chair Steve Hutchinson called for an additional 15 minutes and Board Secretary Kim Harpe notified the public.

At 19:25, Chair Steve Hutchinson called for an additional five minutes and Board Secretary Kim Harpe notified the public.

At 19:30, Chair Steve Hutchinson reconvened the regular meeting announcing that no decisions had been made.

Good of the Order/Announcements

April 19, 2016	Semi-Annual Review of Administrative Procedures (Commissioner Engle turnover with Chair Hutchinson)
May 20, 2016	Annual Awards Banquet @ Nordic Lodge, Coupeville -5:30PM
May 26, 2016	Commissioner Workshop (Discuss the Bond & Review Policies) (Station 53 @ 10:00am)
June 3-5, 2016	WFCA Saturday Seminar, Campbell's Resort, Chelan, WA (Chief Hartin)
Oct 26-29, 2016	Annual WFCA Conference, Yakima Convention Center, Yakima, WA (Commissioners Messner, Engle, Hutchinson & Chief Hartin)

Next Regular Meeting

May 12, 2016

Time: 17:00

Location: Station 53

Chief Hartin shared, "The district is exploring a joint venture for an Honor Guard Team with South Whidbey Fire EMS and hope to have eight volunteers from each district in time for the upcoming Memorial Day Parade".

There being no further business, Chair Steve Hutchinson adjourned the meeting at 19:45.

Submitted,

A handwritten signature in cursive script, appearing to read "Kim Harpe".

Kim Harpe, Secretary