



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

[www.cwfire.org](http://www.cwfire.org)

## Board of Fire Commissioners Meeting Minutes

July 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 17:15 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** – None.

### 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 June 9, 2016.

**Action:** Approved Unanimously.

Commissioner Cheryl Engle moved to approve and Chair Steve Hutchinson seconded approval of the minutes for the meeting on June 13, 2016.

**Action:** Approved Unanimously.

### Approval of Vouchers

Commissioner Cheryl Engle moved to approve and Chair Steve Hutchinson seconded approval of the following vouchers:

M&O Vouchers & Payroll # 10830 through # 10890	\$90,187.89
Direct Deposit Payroll	\$60,618.62
IRS - Payroll Taxes	\$14,324.18
Capital Vouchers #	\$
<b>Grand Total</b>	<b>\$165,130.69</b>

**Action:** Approved Unanimously.

### Chief's Report

Chief Hartin reported on the following activity in the month of June 2016.

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

### Finance Officer's Report

Office Manager Kim Harpe presented the Monthly Budget Position as of July 14, 2016.

### New Business.

1. Commissioner Cheryl Engle made a motion to approve and Commissioner Paul Messner seconded approving the "Request for reimbursement of two physicals by the Washington Board for Volunteer Firefighters".

**Action:** Approved Unanimously.

2. Chair Steve Hutchinson called for a discussion regarding the motion to approve or disapprove "Establishment of an out of area volunteer and/or student internship program". Chief Hartin shared, "Historically, volunteers live within the district, carry a pager, respond from home and may also work shifts along with full- and part-time members. In an effort to augment the current volunteers, he stated he was seeking the Boards approval to move forward prior to the next scheduled academy and on a trial basis would like to implement one or more of the following programs:

- 1) Resident Program
- 2) Student Intern Program
- 3) Non-resident Program for volunteers who will schedule shifts when they are available

The district budgets for seven recruits each year and historically we send two to three people. Funding for two out of district people could come from that budget without an impact. Chief Hartin also shared that Bainbridge Island Fire, Vashon Island Fire and North Whidbey Fire & Rescue were all using out of district volunteers and Vashon Island Fire has reported significant success.

Chief Hartin shared, "Another program being looked into by Training Captain Jerry Helm is a High School Firefighter Program. He met with Ms. Kate Anderson (Student Counselor at Coupeville High School) and is expecting once the new school year starts to hear back from her regarding the two types of kids who

might be interested in this type of program. One being, the student with the desire to learn about the fire service but has no desire to become a fulltime firefighter, and the other a student with the desire to pursue the path of becoming a fulltime firefighter once graduating.

Commissioner Paul Messner made a motion to approve and Commissioner Cheryl Engle seconded the approval of "Establishing an Out of Area Volunteer and/or Student Internship Program.

**Action:** Approved Unanimously.

### **Old Business.**

Discussion regarding WGH and potential for Capital Bond. Chief Hartin reported that the district had not received a response back from their letter to Whidbey Health Board members. Chief Hartin spoke to Consultant Liz Loomis and her recommendations were that there are a couple different options for the Board to choose from:

1. CWIFR's Board could reach out to the hospital's Board individually and arrange to meet in person; or
2. Table Station 51 and address Station 53 and apparatus replacement
3. Address Station 53 and 54 issues and apparatus replacement (this option would cost considerably less than Stations 51 and 53 plus apparatus.

Chief Hartin stated, "The facility plans were in draft form and could be easily adapted to make whatever changes necessary". The Board collectively agreed and directed Chief Hartin to make the modifications to the draft facility plans to reflect Station 53 and 54 only. Chair Steve Hutchinson stated, "He would like the revised draft facility plan prior to the Board's next regular scheduled meeting on August 11, 2016".

Commissioner Paul Messner stated, "He felt calling Whidbey Health Board members would be a good avenue to at least see where they are and that he would be comfortable calling the Board member he personally knows and share what he finds out at the next regular meeting". Chair Steve Hutchinson indicated he was also comfortable with this option.

**Executive Session.** At 18:15 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 18:35, Chair Steve Hutchinson called for an additional 10 minutes and Board Secretary Kim Harpe notified the public.

At 18:45, At 19:30, Chair Steve Hutchinson reconvened the regular meeting announcing that no decisions had been made.

### **Good of the Order/Announcements**

July 21, 2016                      Annual Sno-Isle Burgers & Bonding Bash, Sno Fire #16, Lake Roesiger

Oct 26-29, 2016                  Annual WFCFA Conference, Yakima Convention Center, Yakima, WA  
**(Commissioners Messner, Engle, Hutchinson)**

Chair Steve Hutchinson and Chief Hartin shared they would not be available for the next regular scheduled meeting on August 11, 2016.

### **Next Regular Meeting**

August 11, 2016  
Time: 17:00  
Location: Station 53

There being no further business, Chair Steve Hutchinson adjourned the meeting at 18:48.

Submitted,

A handwritten signature in cursive script that reads "Kim Harpe".

Kim Harpe, Secretary