



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 December 8, 2016

Call to Order

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

Commissioners and Staff Present

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

Members of the Public Present – Mr. Ron Newberry (Whidbey News Times)

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 Commissioner Paul Messner seconded approval of the minutes for the meeting on November 10, 2016.

Action: Approved Unanimously.

Commissioner Paul Messner moved to approve and Commissioner Cheryl Engle seconded approval of the minutes for the special meeting on December 1, 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 # 11093 through # 11150	\$95,257.65
Direct Deposit Payroll	\$63,277.11
IRS - Payroll Taxes	\$14,247.88
Capital Vouchers #	\$19,357.30
Grand Total	\$192,139.94

Action: Approved Unanimously.

Chief's Report

Chief Ed Hartin reported on the following activity in the month of November 2016:

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 December 18, 2016 and stated, "There were a couple of negative lines, but the district was closing the year being balanced by divisions and by funds".

New Business.

1. Chief Hartin briefed the Board regarding a correction to the 2017 Adopted Budget Document. He shared, "That during the update of the 2017 Adopted Budget Document to reflect adjustments of the 2016 Budget as directed by the Board an issue was discovered that required an editorial change. It was identified that it would be possible to fund compensation increases in 2016 as required by the collective bargaining agreement with a net zero impact on the budget, which negated the need for a contingency transfer. However, the 2016 Adjusted Budget numbers included in the budget document anticipated a contingency transfer, resulting in a higher total budget than as actually adjusted by the Board in November. There was not an economic consequence. The changes impacted the 2016 values in the Division Budgets, Budget Summary, and Cash Flow Analysis in the Long Term Financial Plan, but had no Impact on the 2017 budget adopted by the Board".
2. Chief Hartin provided the Board with copies of the "Proposed 2017-2021 Strategic Plan". After some discussion he shared, "A motion to approve or disapprove the plan would be on the agenda at their next regular scheduled meeting in January".
3. Chief Hartin shared with the Board that language in the current BLS contract with WhidbeyHealth provides for the contract to be opened up for discussion and renegotiated if minimum wage goes up. Chief Hartin shared that he had been in contact with Mr. Roger Meyers (WhidbeyHealth, EMS Director) and told that he would discuss the matter with Ms. Geri Forbes (WhidbeyHealth, CEO). Once the date is set, Chief Hartin stated, "He will provide the Board with what he thinks would be fair proposals. The Board would approve and ratify the new contract prior to it being finalized".

4. Prior to making a motion to approve or disapprove a revision to Section 7 of the Salary of the Fire Chief/Chief Executive Officer's Contract as approved by the Board at the regular meeting on November 10, 2016, Commissioner Paul Messner called for an executive session. Board Secretary Kim Harpe stated, "Reasons to call an executive session are very specific". She provided the board members with a copy of the guidelines that must be met for an executive session to be called.

Commissioner Messner stated, "He thought, the fire chief's contract was being opened up and reviewed. He had quite a few people come to him and comment on how much time Chief Hartin takes off and is out of district". After some discussion, Chair Steve Hutchinson stated, "The contract was not being opened, the motion was to provide for a revision to the salary section of the Fire Chief's contract that the Board previously approved at their November meeting". After further discussion, the Board concurred the discussion of the fire chief's time off should be done in an open meeting.

Chief Hartin asked for the Board's permission to respond. Chair Steve Hutchinson stated, "Yes, that would be okay".

Chief Hartin stated, "There were a couple of points, one being if you take all the time that appears on his timesheets and deduct the time he is off island and representing the district he would still have in excess of 40 hours a week". He shared, that he feels the district gets very good value from his attendance at international and national conferences and seminars as well as the networking and establishment of relationships aspect from the travel. Chief Hartin stated, "If the Board would like to see him take less time, all they have to do is say so".

Commissioner Cheryl Engle commented, "The perception might be out there, but it is our job to set people straight with an accurate answer".

Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approving the revision of Section 7 regarding salary in the Fire Chief/Chief Executive Officer's contract.

Action: Approved Unanimously.

5. Chair Steve Hutchinson moved to disapprove a community survey to determine public opinion in regards to a facilities and apparatus bond. After some discussion, Commissioner Cheryl Engle shared, "She wasn't sure about the need for a survey because of the cost and the district hired a consultant who has a finger on the pulse of our community and feels strongly that a bond measure would pass". Commissioner Paul Messner shared, "He didn't think the cost of the survey was too much, but that it was too late to do one". Chair Steve Hutchinson concurred. Commissioner Cheryl Engle seconded to disapprove this motion.

Action: Disapproved Unanimously.

Old Business.

1. Chair Steve Hutchinson stated, " There was a motion to approve or disapprove Bond Option (1) which provides for capital facilities improvements at Station 53 & 54 and fleet improvements with the purchase of three Type 1 Fire Engines; Bond Option (2) provides for capital facilities improvements at

Station 53 and fleet improvements with the purchase of three Type 1 Fire Engines; or Option (3) a Lid Lift in 2018 to sustain current service delivery levels”.

After some discussion, Commissioner Cheryl Engle shared, “She felt at least one of the options needed to be chose and in her opinion Option (2) would be best”.

Commissioner Paul Messner shared, “He supports the project but feels there is not enough information and doesn’t feel like we are ready with the plans to take it to the community. Commissioner Messner stated he would not oppose it in public, but he would abstain from voting on this measure”.

Chair Steve Hutchinson shared, “He wants the Board to be able to have input once the plans start being formalized”. Chief Hartin concurred and stated ,”At that point and also along the way”.

Chair Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded approving Bond Option (2) providing for capital facilities improvements at Station 53 and fleet improvements with the purchase of three Type 1 Fire Engines.

Action: Two Approved, One Abstained

Good of the Order/Announcements

January 16-20, 2017	International Fire Instructors Workshop, Hong Kong (Chief Hartin)
March 1-4, 2017	Northwest Leadership Seminar, Red Lion Hotel, Portland, OR (Commissioner Messner)
March 19-24, 2017	2017 CPSE Excellence Conference, Hyatt Regency, Orange County, CA (Commissioners Hutchinson & Engle & Chief Hartin)
April XX, 2017 (TBD)	Special meeting to discuss Strategic Goals, Commissioner Handbook & Review of Financial Policies

Commissioner Messner stated, “He has not been able to reach anyone at WhidbeyHealth regarding the Facilities Working Group yet but would like a time setup for him to meet with Deputy Chief Charlie Smith and LT Derik Vrable at Station 51 to perform a “walk around” and establish a list of projects that need to be fixed or completed”.

Chair Steve Hutchinson stated, “The Board would like to have a quarterly workshop starting in January and directed Board Secretary Kim Harpe to coordinate the time and date with the board members”. He also shared, “He would like to pursue having the district’s well tested”.

Commissioner Paul Messner shared, “Board member Bruce Carmen from North Whidbey Fire & Rescue had resigned and retired Fire Chief Marv Koorn was acting as their interim commissioner”.

Next Regular Meeting

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

There being no further business, Chair Steve Hutchinson adjourned the meeting at 19:05.

Board of Fire Commissioners Meeting Minutes December 8, 2016

Submitted,

A handwritten signature in cursive script that reads "Kim Harpe". The signature is written in black ink and is positioned below the word "Submitted,".

Kim Harpe, Secretary