



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

February 11, 2020

DRAFT

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 Hutchinson at 17:00 hours.

Input from the Public - None.

Commissioners and Staff Present

Board Chair Cheryl Engle, Commissioner Steve Hutchinson, Commissioner Paul Messner, Finance Officer/Board Secretary Cathy Niiro, Chief Ed Hartin, Deputy Chief Charlie Smith

Members of the Public Present - Mr. Chris Geiger

Consensus Approval of the Agenda

Approval/Correction of Previous Minutes

Commissioner Steve Hutchinson moved to approve and Commissioner Cheryl Engle seconded the approval of the minutes with the addition of "Excused Absence for Commissioner Paul Messner" for the regular meeting on January 9, 2020.

Action: Approved Unanimously.

Approval of Vouchers

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

M&O Vouchers & Payroll # 3924 through #3971	\$60,401.98
Direct Deposit Payroll	\$76,753.31
Dept. of Retirement Systems (Debit)	\$20,060.35
IRS – Payroll Taxes (Debit)	\$14,260.95
Bond Capital Voucher	\$4,300.41
Total	\$175,777.00

Action: Approved Unanimously.

Chiefs Report was presented by Chief Ed Hartin as follows:

Operational Activity

During the month of January, the district received 132 calls for service as illustrated below. The District experienced 21 instances in which calls were received concurrently for a total of 44 incidents affected, seven instances involved three or more concurrent calls.

Incident type	2019
1 - Fire	1
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0
3 - Rescue & Emergency Medical Service Incident	85
4 - Hazardous Condition (No Fire)	6
5 - Service Call	24
6 - Good Intent Call	4
7 - False Alarm & False Call	12
8 - Severe Weather & Natural Disaster	0
9 - Special Incident Type	0
Total	132

Administrative Activity

Chiefs Smith and Hartin continued work to clean the district’s incident data from 2016 through 2019, with significant success in ensuring accurate representation of incident types, locations, and when aid was given and received. Through this process, the chiefs identified training needs for staff related to incident documentation and have developed job aids to assist with ensuring data accuracy. We conducted training on the National Fire Incident Reporting System (NFIRS) the third week of January and continue one-on-one training and coaching to continue improvement of data quality.

The district has been working with Ategan (the district’s contract IT provider) and the Island County Emergency Communication Center (ICOM) to restore functionality of mobile data tablets in district apparatus. While this process has proved challenging, progress has been made due to a substantial effort by CAPT Helm.

Operations

LT James Meek, Firefighter/EMTs Alex Majestic and Jeff Rhodes, and Chiefs Hartin and Smith continued development of a Patient Care Documentation Handbook (adapted from a document provided by Tualatin Valley Fire & Rescue) to improve documentation and emergency medical services data quality. The district has been fortunate to recruit WhidbyHealth Paramedic Alana Hutchinson to assist in this project.

Part-Time Firefighter/EMT Mike Maletto submitted his two-week notice, creating a vacancy and leaving the district with two part-time firefighter/EMTs qualified as heavy apparatus operators (one engine and one engine & tender).

Community Risk Reduction (CRR)

Fire & Life Safety Inspections: Lieutenant Porter is pilot tested the ImageTrend electronic locations, occupancies and inspections system during the month of January conducted training for all other full-time

staff. This system is now operational and work continues to refine workflow and reporting.

Shift	Inspections Complete (Past Month)	Inspection Backlog (Past Month)	Reinspection Required due to Violations
A	8	0	3
B	5	2	2
C	2	4	2

Home Safety Surveys & Smoke Alarm Installation: Two home safety surveys were completed, five smoke alarms were installed, and batteries were changed in two smoke alarms during the month of January.

Other Community Outreach: LT Porter participated in a car seat safety event, checking six car seats for proper installation.

Training

In-Service Training: Training during the month of December focused on respiratory protection, ladders, water supply tactics, on-line safety training (asbestos and confined space awareness), and Blue Card commercial simulations.

Apparatus Operator Qualification: Part-time firefighter/EMT Justin Burnett completed qualification as a heavy apparatus operator (engine)

Recruitment: Part-time Firefighter/Emergency Medical Technicians (EMT) Kelli Casey, Keith Dawson, and Kiel Rasp started with the district effective February 10, 2020. CAPT Helm is being assisted in delivery of orientation and training by Firefighter/EMT Kolton Kellison and Apparatus Operator Brent Stevens.

Facilities

After many months of processing Island County Requirements our Site Plan review or Conditional Use Permit for the Fire station Replacement has been accepted by the County. The County has 45 days to process the decision and this includes a 14-day public comment period. Meetings with Carletti Architects for a design meeting to review Mechanical and Electrical considerations are pending.

Fleet Maintenance

The big fleet maintenance effort in January focused on working with Spartan, Rosenbauer, and Pierce fire apparatus manufacturers to finalize specifications for purchase of three type 1 engines and monitoring progress in the completion of our two type 5 engines. Delivery of the type 5 engines slipped another month with additional detail work to be completed prior to inspection, acceptance testing, and delivery.

University of Washington has requested if they could put an earthquake sensor at St. 54. Chief Hartin will have our attorney review the contract and will bring it back to the board next month for consideration.

Finance Officer's Report

Cathy Niiro reported the budget position as of February 11, 2020.

New Business

1. Motion to Approve or Disapprove Resolution 20-02 Increase VISA Credit Card Limit to \$51,000.
Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded the motion to approve Resolution 20-02 Increasing the District's Credit Card Limit.

Action: Approved Unanimously.

2. Motion to Approve or Disapprove Regional Grant Application Memorandum of Understanding (MOU).

Discussion: Because of the time restrictions Chief Hartin asked that the Board approve entering into the preliminary agreement with North Whidbey, Oak Harbor and South Whidbey Fire Districts for breathing apparatus grant with modifications still being done. The final agreement will be brought to the Board at the next Board meeting. Chief Hartin was given authorization to sign the final agreement.

Chris Geiger asked how the company will be selected to provide the equipment? Chief Hartin replied that each agency has representation on who that company will be will be.

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the motion to approve the Regional Grant Application Memorandum of Understanding (MOU).

Action: Approved Unanimously.

3. Motion to Approve or Disapprove Group Membership for Central Whidbey Island Fire & Rescue Employees, Volunteers and Commissioners with Life Flight. *Discussion:* Cost is \$59.00 per household. The CWIFR will cover the cost. There is still some clarification needed. Chief Hartin will come back to the board for final approval and a line adjustment to the budget.

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the motion to approve the Group Membership for Central Whidbey Island Fire & Rescue Employees, Volunteers and Commissioners with Life Flight.

Action: Approved Unanimously.

Old Business – None.

Good of the Order/Announcements

March 3 - 6, 2020

CPSE Excellence Conference @ Caribe Royale Orlando, FL
(Chief Hartin, Commissioners Engle and Hutchinson)

June 6, 2020

WFCA Conference: Managing Risk to Avoid the Witness Stand @
Campbell's Resort on Lake Chelan, WA
(Commissioner Messner)

October 22 - 24, 2020

WFCA 72nd Annual Conference, Davenport Grand Hotel, Spokane,
WA
(Commissioners Engle, Hutchinson and Messner)

Commissioner Messner asked Cathy Niiro to research the conference that is being held in March by WFCA.

Tom Shaughnessy from I-COM retirement party is February 28, noon- 2:00 pm at the I-COM office. Commissioner Steve Hutchinson requested a CWIFR patch to be added to the shadow box gift for Tom.

Next Regular Meeting

March 12, 2020

Time: 5:00 pm

Location: Station 53

There being no further business, Board Chair Cheryl Engle Hutchinson adjourned the meeting at 17:50.

Submitted,

Cathy Niiro

Cathy Niiro, Secretary