



# 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

March 12, 2020

### 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** - 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, Captain Helm, Firefighter/Mechanic Matros

**Members of the Public Present** - None

### Consensus Approval of the Agenda

### Approval/Correction of Previous Minutes

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded the approval of the minutes for the regular meeting on February 11, 2020.

**Action:** Approved Unanimously.

### Approval of Vouchers

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the approval of the following vouchers:

M&O Vouchers & Payroll # 3972 through #4020	\$70,974.36
Direct Deposit Payroll	\$77,491.84
Dept. of Retirement Systems (Debit)	\$20,757.98
IRS – Payroll Taxes (Debit)	\$14,517.16
Bond Capital Voucher	\$2,516.93
<b>Total</b>	<b>\$186,258.27</b>

**Action:** Approved Unanimously.

**Chiefs Report was presented by Chief Ed Hartin as follows:**

**COVID-19**

Planning and action to address the COVID-19 pandemic has been on the front burner for the last several weeks. The district has implemented a General Order (GO) to address personal protection, triage, and patient care. While starting out behind the curve, the district has taken a proactive approach to protecting our members, their families and our community. Best practice has, and continues to be distilled from recommendations made by the World Health Organization (WHO), Centers for Disease Control (CDC), and our county medical program director (MPD), Dr. Paul Zaveruha. CAPT Helm was successful in procuring a substantial number of N95 disposable respirators (which are in short supply throughout the health care system). Kudos to him for thinking outside the box (and our normal supply chain) to solve this critical problem.

**Operational Activity**

During the month of February, the district received 117 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	2
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0
3 - Rescue & Emergency Medical Service Incident	71
4 - Hazardous Condition (No Fire)	1
5 - Service Call	22
6 - Good Intent Call	10
7 - False Alarm & False Call	8
8 - Severe Weather & Natural Disaster	3
9 - Special Incident Type	0
Total	117

**Administrative Activity**

Chief Hartin began development of an emergency medical services coordinated quality improvement (CQI) program to meet the requirements of *Washington Administrative Code (WAC) 246-50-020 Coordinated Quality Improvement Program*. After approval by the Washington Department of Health (DOH), this program will allow review of electronic patient care reports and work to improve the quality of emergency medical services provided by the district. Approval by DOH provides for confidentiality related to the work and work products of the CQI committee to foster an open and honest quality improvement dialog. At the present time, the only fire agency having an approved program is the City of Tacoma Fire Department. This work is closely aligned with development of the patient care documentation handbook and revision of the districts' electronic patient care report form.

**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.

Current work is focused on revisions to the district's electronic patient care report to streamline documentation and improve data quality.

Firefighter John Lloyd has been assigned responsibility for personal protective equipment and is currently developing a PPE plan to ensure compliance with national consensus standards and the requirements of the Washington Department of Labor and Industries.

### Community Risk Reduction (CRR)

**Fire & Life Safety Inspections:** The ImageTrend electronic locations, occupancies and inspections system is now operational and work continues to refine workflow and reporting. A more detailed report of inspection data will be available shortly. LT Jen Porter and Chief Hartin are working with Keith Tanner of BK2 to develop comprehensive reports.

Shift	Inspections Complete (Past Month)	Inspection Backlog (Past Month)	Reinspection Required due to Violations
A	5		
B	5		
C	TBD (data input pending)		

**Home Safety Surveys & Smoke Alarm Installation:** Three home safety surveys were completed, five smoke alarms were installed, and batteries were changed in eight smoke alarms during the month of February.

**Other Community Outreach:** LT Porter participated in a car seat safety event.

Hydrant Inspection and Testing: LT Vrable has begun work on developing the 2020 schedule for inspection and flow testing and Chief Hartin assisted LT Vrable with developing a format to present flow test and inspection data to the survey and rating bureau.

### Training

**In-Service Training:** Training during the month of February focused on streets and addressing, Blue Card residential fires on-line training, rope rescue, vehicle and machinery rescue.

**Part-Time Training and Orientation:** Part-time Firefighter/Emergency Medical Technicians (EMT) Kelli Casey, Keith Dawson, and Kiel Rasp started with the district and completed orientation and training. A special shout out to Firefighter/EMT Kolton Kellison and Apparatus Operator Brent Stevens for their excellent work in delivery of this training program.

IT Support: Captain Helm worked with Ategan and the new IT Manager at the Island County Emergency Communications Center (ICOM) to resolve multiple issues related to use of the Spillman computer aided dispatch (CAD) system on the district's iPads.

### Facilities

Winter preventative maintenance activities are underway at all stations along with an early start to spring cleaning at Station 51.

### Fleet Maintenance

Work has been completed on development of specifications and recommendations for procurement of three Type 1 Engines. Inspection and delivery of the districts two new Type 5 Engines will be completed next week.

### Finance Officer's Report

Cathy Niiro reported the budget position as of February 29, 2020.

### New Business

1. Motion to Approve or Disapprove Resolution 20-03 Establishing an Emergency Medical Services Coordinated Quality Improvement Program

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded the motion to approve resolution 20-03 Establishing an Emergency Medical Service Coordinated Quality Improvement Program

**Action:** Approved Unanimously

2. Motion to Approve or Disapprove Standard Operating Guidelines #4.4.6 Emergency Medical Services (EMS) Coordinate Quality Improvement

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded the motion to approve Standard Operating Guidelines #4.4.6 Emergency Medical Services (EMS) Coordinated Quality Improvement

**Action:** Approved Unanimously

3. Motion to Approve or Disapprove Seismic Monitoring Site Agreement with University of Washington-Pacific Northwest Seismic Network

Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded the motion to approve Seismic Monitoring Site Agreement with University of Washington-Pacific Northwest Seismic Network

**Action:** Approved Unanimously

4. Motion to Approve or Disapprove Purchase of Three-(3) Type 1 Fire Engines from Rosenbauer through Sourcewell Group Purchase Contract #022818-RSB

Chief Hartin discussed the advantages of doing a Joint Purchase Agreement with Sourcewell. One being that we do not incur the cost of going out to bid which cost less and is a timesaver.

Presentation was made by Captain Jerry Helm and Firefighter/Mechanic Mike Matros on the process and criteria in their recommendation for Purchase three (3) Type 1 Fire Engines manufactured by Rosenbauer. The pros and cons that compared bids from three manufacturers were discussed. Recommendation was made to purchase the Fire Engines from Rosenbauer.

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the Purchase of Three- (3) Type 1 Fire Engines from Rosenbauer through Sourcewell group Purchase Contract ##022818-RSB

**Action:** Approved Unanimously.

**Old Business – None.**

**Good of the Order/Announcements**

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 72<sup>nd</sup> Annual Conference, Davenport Grand Hotel, Spokane,  
WA  
**(Commissioners Engle, Hutchinson and Messner)**

The meeting rooms at all the stations have been closed to the public until further notice.

**Next Regular Meeting**

April 9, 2020

Time: 5:00 pm

Location: Station 53

There being no further business, Board Chair Cheryl Engle adjourned the meeting at 18:17.

Submitted,

*Cathy Niiro*

Cathy Niiro, Secretary