



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

DRAFT

November 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.

Commissioners and Staff Present

Board Chair Commissioner Cheryl Engle, Commissioner Steve Hutchinson, Commissioner Paul Messner, Chief Ed Hartin, Deputy Chief Charlie Smith, LT James Meek, CAPT Jerry Helm and Finance Officer Cathy Niiro.

Members of the Public Present

None.

Consensus Approval of the Agenda

Chair Cheryl Engle received consensus approval of the agenda.

Input from the Public

None. Members of the public were also participating through Facebook Live.

Approval/Correction of Previous Minutes

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded approval of the minutes for the Regular Board Meeting on October 8, 2020.

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the Special Board Meeting on October 29, 2020.

Action: Approved Unanimously.

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

M&O Vouchers & Payroll #4826 through #4875	\$73,432.67
Direct Deposit Payroll	\$101,926.79
Dept. of Retirement Systems (Debit)	\$25,573.66
IRS-Payroll Taxes (Debit)	\$18,828.09
Capital Voucher #4876	\$144.36
Capital Bond Vouchers #4877	\$13,369.40
Grand Total	\$233,274.97

Action: Approved Unanimously.

Chief's Report

Chief Hartin reported on the following activity in the month of August:

1. COVID-19
2. Administration
3. Emergency Response Activity
4. Operations/B Shift
5. CRR/A Shift
6. Facilities C Shift
7. Training Recruitment
8. Vehicle Maintenance

(See Chief's Report dated November 12, 2020)

Chief Hartin shared a DRAFT letter written to Mr. Andy Campbell, General Manager, Lagoon Point Water District. Also shared was the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) awarded to CWIFR.

Finance Officer's Report

Finance Officer Cathy Niuro presented the board with the Budget Position as of November 12, 2020.

Old Business

None

New Business

Approval of Motion #4, August 13, 2020 by Resolution 20-09 Surplus of Apparatus 0601 and 0602

Discussion: Chief Hartin discussed with the Commissioners that this was approved at the August 13, 2020 meeting by Motion #4, but not with a Resolution as it should have been. This is confirming that action on August 13, 2020 with Resolution 20-09.

Motion was made by Paul Messner and seconded by Steve Hutchinson to approve Resolution 20-09.

Action: Approved Unanimously

1. Motion to approve or disapprove bid for surplus Type 6 Brush Trucks (2).

Discussion: Chief Hartin read the only bids received for Brush Truck #0601 for \$26,326.00 and Brush Truck #0602 for \$28,561.00 from Terry Cooper.

Motion was made by Commissioner Paul Messner and seconded by Commissioner Steve Hutchinson to accept the bids as presented.

Action: Approved Unanimously

2. Motion to #778 Bond Redemption Fund for Debt Service payments.
approve or disapprove inter-fund transfer of \$260,150 from #644 Capital Bond Fund to #778 Bond Redemption Fund for Debt Service Payments.

Motion was made by Commissioner Steve Hutchinson and seconded by Commissioner Paul Messner to approve the inter-fund transfer of \$260,150 from #644 capital Bond Fund to #778 Bond Redemption Fund for Debt Service Payments.

Action: Approved Unanimously

3. Motion to approve or disapprove the "2021 Levy Certification".

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the approval of the "2021 Levy Certification".

Action: Approved Unanimously.

4. Motion to approve or disapprove Resolution 20-06 2021 Levy Certification "authorization for a 1% Levy increase from the previous year".

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the approval of Resolution 20-06 2021 Levy Certification "authorization for a 1% Levy increase from the previous year".

Action: Approved Unanimously.

5. Motion to approve or disapprove Resolution 20-07 "Adoption of the 2021 Budget".

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded the approval of Resolution 20-07 "Adoption of the 2021 Budget".

Action: Approved Unanimously.

6. Motion to approve or disapprove 2021 WFCA Health Care Program Employer Application.

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the approval of the 2021 WFCA Health Care Program Employer Application.

Action: Approved Unanimously.

7. Motion to approve or disapprove purchase order for Self-Contained Breathing Apparatus (SCBA)

This motion was tabled until the December meeting to further review an option to piggy back on a group purchase with the City of Oak Harbor Fire Department.

6. Motion to approve or disapprove a Purchase Order for Hydraulic Rescue Tools.

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the approval the Purchase Order for Hydraulic Rescue Tools.

Action: Approved Unanimously.

7. Motion to approve or disapprove Resolution 20-08 Sole Source Procurement of Personal Protection Equipment for \$27,172.72

Commissioner Paul Messner moved to approve and Commissioner Steve Hutchinson seconded the approval Resolution 20-08 Sole Source Procurement of Personal Protection Equipment for \$27,172.72

Action: Approved Unanimously.

8. Motion to approve or disapprove MOU between CWIFR and IAFF Local 4299 Appendix B-Overtime And Callback Schedule

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded the approval of the MOU between CWIFR and IAFF Local 4299 Appendix B-Overtime And Callback Schedule.

Action: Approved Unanimously.

Good of the Order/Announcements

The Newsletter will be going out to the Coupeville residents this month that includes the Santa Mobile schedule. November 14th 1:00 pm at St. 51 there will be a work party to decorate the Santa Mobile. The Santa Mobile starts its routes December 7th and runs through the 21st.

Next Regular Meeting

December 10, 2020

Time: 17:00

Location: Station 53

There being no further business, Chair Cheryl Engle adjourned the meeting at 18:00.

Submitted,
Cathy Niiro

Cathy Niiro, Secretary