



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

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**DRAFT**

## **Board of Fire Commissioners Meeting Minutes**

**April 22, 2014**

### **Call to Order**

This special meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Chair Cheryl Engle at 18:00 hours.

### **Commissioners and Staff Present**

Chair Cheryl Engle, Commissioner Paul Messner, Chief Ed Hartin (Acting Board Secretary) & Firefighter/EMT Robert Sadesky.

### **Members of the Public Present**

Pete Seybert

### **Consensus Approval of the Agenda**

The Chair received consensus approval of the agenda.

### **Input from the Public**

None

### **Unfinished Business**

The Board addressed the following unfinished business from the previous meeting:

1. Motion to add an appendix and minor language changes to the CWIFR Board of Fire Commissioners Policy Manual.

Page 3, Paragraph 3: Add a reference to Appendix A Commissioner Selection and Appointment Process

Page 3, Paragraph 7: Change "Commissioner" to "Commissioner or Board as a whole"

Page 6, Paragraph 18: Add "applicable Titles of the Revised Code of Washington (RCW) and"

Page 32: Add Appendix A Appendix A Commissioner Selection and Appointment Process

Page 33: Change the Oath of Office from Appendix A to Appendix B

Commissioner Messner moved to approve and Commissioner Engle seconded approval of revisions to the CWIFR Board of Fire Commissioners Policy Manual.

**Action:** Passed by Acclamation

2. Additional language clarifying the availability of day shift work positions to the 1<sup>st</sup> Quarter Budget Adjustments as recommended by Commissioner Messner.

**Action:** Information only, no action taken by the Board.

3. Review of the District's Mission, Vision, Strategic Goals, and Capital Projects Plan

Commissioner Messner asked if this review should wait until the vacant commissioner position was filled. Chief Hartin advised that policy review was scheduled for April to provide guidance in the District's budget process which will commence in June. The Chief further explained that work would begin in 2015 on revisions to the 2011-2016 Strategic Plan including assessment and revision of current goals.

**Action:** The Board indicated consensus that the Mission, Vision, Strategic Goals and Capital Plan (as modified in the 1<sup>st</sup> Quarter Budget Adjustment) did not require revision.

4. The Board Discussed the selection process to be used in filling the vacant position of fire commissioner including the format for panel interviews.

The Board discussed a series of possible questions provided by Board Secretary Kim Harpe and selected three of the questions without revision and requested that three others be combined into a single question to provide a total of four standard questions.

The Board discussed candidate William Weigand's request to interview via Skype due to a business trip that had previously been scheduled which was in conflict with the interview date. Chief Hartin indicated that this was technologically possible and the Board agreed that this would be acceptable.

The layout for the interviews will be in a round table format with the Board and panel members on one side and the candidates on the other. Separate provisions will be made for public seating.

As interviews will be conducted in an open meeting and all candidates will be present, interviews will be conducted concurrently with one question being asked of all candidates in succession prior to asking the next question.

The sequence in which candidates will be asked questions will be randomized so that each candidate will have an equal opportunity to respond first (and last).

Four standard questions will be asked of all candidates. The standard questions will be provided to all candidates in advance to allow forethought and preparation (much the same as commissioners being provided with advance information related to a meeting agenda). Each candidate will have a maximum of five minutes to answer each of the standard questions (total of 20 minutes for the four questions).

15 minutes will be provided for questions from the panel which may or may not be different for each candidate. Candidates will have a maximum of three minutes to answer each of these questions, providing for a total of five questions from the panel.

Members of the interview panel will be asked to forced rank the four candidates after their responses to each of the four standard questions and again after responses to all of the questions asked by the panel.

After completion of the interviews the Board will enter an Executive Session with members of the interview panel. Panel members will provide the Board with the results of their forced ranking of the candidates and the Board may ask panel members for clarification or elaboration on the rationale for their ranking or any other input as desired.

After the panel has provided their input, the Board will dismiss the panel and begin their deliberations, recognizing that the selection of a candidate may not be made in executive session. Once the Board has completed their deliberations, the Board will return to the open meeting and may choose to make their decision immediately following the executive session or they may defer the decision to their regularly scheduled meeting in June (or a special meeting to be scheduled prior to their regular June meeting).

**Action:** The Board indicated consensus with this process and directed Chief Ed Hartin to work with Board Secretary Kim Harpe to provide the standard questions to the candidates in advance of the interview process.

### Executive Session

In accordance with the provisions of RCW 42.30110(1)(h), Board Chairperson Cheryl Engle convened an executive session to evaluate the qualifications of candidates for appointment to elective office (fire commissioner with Central Whidbey Island Fire & Rescue).

The Board reviewed the letters of interest and resumes of the five candidates for the vacant position of fire commissioner and the Board discussed the candidates' qualifications. No decisions were made regarding which candidates would advance in the selection process.

### Unfinished Business (Continued)

5. Candidates to be move forward in the fire commissioner selection process.

Commissioner Cheryl Engle moved and Commissioner Messner that Pete Seybert, Steve Hutchinson, William Wiegand, and Joe Biller move forward and that Dennis Bright not be moved forward in the process.

**Action:** Passed by Acclamation

### **Good of the Order**

The following events or other announcements were presented for the good of the order

Commissioner Engle recognized Chief Ed Hartin for his efforts in the 2014 budget process and achievement of the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award. Chief Hartin outlined the feedback received from the GFOA and planned work to address areas that could be improved in the 2015 budget process to increase the utility and transparency of the budget process and budget.

May 3, 2014                      Annual Member Recognition Ceremony, Coupeville, Nordic Lodge

June 7, 2014                      WFOA Saturday Seminar, Campbell's Resort at Chelan

Commissioner Messner inquired about mandatory training for elected officials on open public meeting law. Chief Hartin indicated that Board Secretary Kim Harpe will research this topic and report back to the Board.

### **Next Regular Meeting**

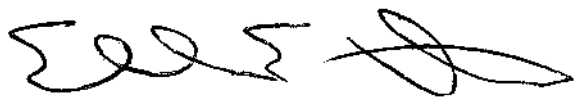
May 8, 2014  
Time: 17:00  
Location: Station 53

### **Next Special Meeting**

May 13, 2014  
Time: 18:00  
Location: Station 53

There being no further business, Chair Cheryl Engle adjourned the meeting at 20:12.

Submitted,



Chief Ed Hartin, Acting Board Secretary