

**Meeting Minutes of February 7, 2013  
of the Board of Fire Commissioners  
Central Whidbey Island Fire and Rescue**

Call to order at 17:00 at Headquarters Fire Station by Chair Paul Messner.

Those present: Chair Paul Messner, Commissioner Tom Smith, Commissioner Cheryl Engle, Deputy Chief Chad Michael, Office Manager Kim Harpe and Firefighters James Meek, Jerry Helm

The Chair received consensus approval of the agenda.

**Input from the Public:** None.

Deputy Chief Chad Michael formally swore in Commissioner Paul Messner as the 2013 Board Chair.

**Previous Minutes:** Commissioner Cheryl Engle moved and Commissioner Tom Smith seconded the previous meeting's minutes be approved for:

January 10, 2013

**Presentation of Monthly Bills:** Commissioner Cheryl Engle moved and Commissioner Tom Smith seconded to approve vouchers numbered:

Vouchers: 994 – 1044 and 2012 – 2034 (EFTPS included in vouchers)	\$ 132,619.64
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<b>Grand Total M&amp;O Vouchers &amp; EFT Transfers:</b>	<b>\$ 132,619.64</b>
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Action Approved Unanimously

**Reports**

Chief/Secretary:

**Report by:**

**Chief Michael/Kim Harpe**

**Activity Report**

There were 96 calls for service in the month of January. There were nine instances where multiple calls for service were received concurrently.

**Recruitment/Promotional Process**

Deputy Chief Michael completed an exit interview with Firefighter Matt Pradon.

**Training**

Training included: Strategy and Tactics; Confined Space Awareness Training; Airway Workshop and a CPR Refresher class.

AIC Captain Jerry Helm conducted 40 hours of orientation training for the new Part-Time Firefighter/EMTs and has been hard at work developing in his new role as the District's Recruitment and Training Officer. Ongoing project work included improving the training roster form, EMS training tracking system, and beginning work on the annual training schedule and three year strategic training plan.

### **Officer Development**

In February, Lieutenant Porter will be attending the Tualatin Valley Fire & Rescue Recruit Academy and participate in a ride along. In March, she is scheduled to attend the National Fire Academy in Emmitsburg, Maryland to attend training focused on Community Risk Reduction. Lieutenant Porter and Chief Michael will be working together to identify the most critical risk reduction programs CWIFR should focus its time and resources on.

### **Community Risk Reduction/Community Engagement**

In January CWIFR partnered with the Sno-Isle Library and the Boys and Girls Club and provided a brief presentation, a book reading and an apparatus show and tell to 43 kids ranging from three to ten years of age.

### **Shift Activity**

A Shift:

- Completed 18 hours of in-service training.
- Completed 5 hours of physical training.
- Conducted 2 Life & Fire Safety Re-inspection.
- 5 hydrants were flow tested and labeled and 6 hydrants were inspected.
- Hands-Only CPR was provided to the Whidbey Conservation District (2 classes/3hours).
- Hosted lunch for the fire safety poster contest winners.
- Completed billing and year end status report for the fire prevention inspections in the Town of Coupeville.

B Shift:

- Completed 13.5 hours of in-service training.
- Completed 3.5 hours of physical training.
- Job shadow for high school student.
- Conducted a community CPR class in conjunction with Whidbey General Hospital EMS (6 hours).
- Oil change for A503, repaired and electrical problem in C500, repaired a PPV fan, replaced the auto eject on Engine 512 and cleaned, inspected and replaced heat sensors on E53 ladders.
- Cleaned the medical supply storage area.

C Shift:

- Completed 11 hours of in-service training.
- Completed 6 hours of physical training.
- Conducted 2 Life & Fire Safety inspections.
- Conducted a CPR class for staff at Island County Service Alternatives.
- Replaced the mobile radio on R51.
- Coordinated the repair of a leaking toilet at Station 53.
- Cleaned bay floors at Station 53.

### **Apparatus Maintenance**

During the month of January, minor apparatus repairs consisted of a non-functioning booster reel rewind, a pump leak and a non-functioning Foam Pro system on R53 and an emergency flasher replaced on Engine 53. All repairs were completed with the exception of the Foam Pro system that will be completed once parts are received.

In January, Fire Service Repair billed CWIFR \$7098.72 in January for work that was done in 2012. They erroneously thought that the work had been billed and paid previously. The late billing will impact on current year expenses for apparatus maintenance and will likely require an adjustment later in the year.

### **Facilities Maintenance**

Renovation of the meeting room at Station 53 has begun. Contractor Ralph Mundell feels confident the project will be completed by the end of February and flooring will be installed the first week of March. Chief Michael shared the only potential hold ups would be electrical inspections and the door order.

### **Administration**

Chiefs Hartin and Michael commenced negotiations with Local 4299 International Association of Firefighters in advance of the expiration of the collective bargaining agreement in May.

Chief Hartin and Office Manager Kim Harpe continued work on the district's Fiscal Standard Operating Guidelines (SOGs)

Chief Hartin met with Chief Mike Ganz, AC Graid Hegland and Captain Jason Allen of the Camano Fire District to discuss an exchange of services. Chief Hartin will deliver fire behavior instructor training for Camano Fire and in exchange, AC Hegland will draft a white paper outlining CWIFR's current radio infrastructure, communications issues and recommended improvements and Captain Allen will assist AIC Captain Jerry Helm with classroom technology improvements at Station 53.

### **External Activity**

Chief Hartin attended a meeting of the Underwriters Laboratories (UL) advisory panel in Northbrook, IL through a Department of Homeland Security/United States Fire Administration Grant.

**Monthly Financial** - Officer Manager Kim Harpe recapped the Maintenance and Operations (Profit/Loss Report) for the Month of February 2013.

**Unfinished Business.** None.

### **New Business.**

A. Motion to Approve/Disapprove Standard Operating Guideline 5.6.2 "External Training". After some discussion, Commissioner Tom Smith moved and Commissioner Cheryl Engle seconded the motion.

**Action: Approved Unanimously**

B. Executive Session. At 17:20, Chair Messner called the Board into executive session pursuant to RCW 42.30.140(b) to provide guidance and direction to the Fire Chief for upcoming bargaining proceedings with Local 4299 and announced the executive session would be for 20 minutes until 17:40. At 17:40, Office Manager Harpe notified the public that the executive session would continue until 18:00. At 18:00 the executive session was closed with no final decisions being made and the regular Board of Fire Commissioner's meeting was re-opened.

Those present: Chair Paul Messner, Commissioner Cheryl Engle, Commissioner Tom Smith, Chief Chad Michael and Office Manager Kim Harpe.

**Good of the Order/Announcements:**

February 9, 2013 – Snure Seminar (Embassy Suites/Lynnwood, WA)

February 19-20, 2013 – Legislative Day (Olympia, WA)

March 5-8, 2013 - Northwest Leadership Seminar (Red Lion Hotel/Portland Oregon)

March 23, 2013 - WFCA Seminar (Ocean Shores, WA)

May 31-Jun 2, 2013 – WFCA Conference (Chelan, WA)

October 24-26, 2013 - 2013 WFCA Annual Conference (Red Lion Hotel/Pasco, WA)

Commissioner Engle thanked Lieutenant Porter for the wonderful job she did showing her visiting family around the station.

There being no further business, Chair Paul Messner adjourned the meeting at 18:13.

**Next Regular Meeting:**

Date: Thursday – March 14, 2013

Time: 17:00

Place: Station 53 - Headquarters

**Next Special Meeting:**

Date: Thursday – February 21, 2013

Time: 17:00

Place: Station 51 – 109 N. Main St,  
Coupeville

Submitted,

Kim Harpe, Secretary