

**Meeting Minutes of March 14, 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, Fire Chief Ed Hartin, Deputy Chief Chad Michael, Office Manager Kim Harpe, Firefighter Jen Porter and Mr. and Mrs. Joe Biller

The Chair received consensus approval of the agenda.

Input from the Public: None.

Opening of Bids: Chief Hartin opened the only sealed bid received for the Darley Champion 500 GPM Pump submitted by Mr. Steve Towers for \$3000.00 dollars. Commissioner Tom Smith moved and Commissioner Cheryl Engle seconded to approve and accept the bid.

Action Approved Unanimously

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

February 7 and February 21, 2013

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

Vouchers: 3000 through 3095	\$ 149,853.30
Electronic Fund Transfer (EFTPS)	\$ 10,069.72

Grand Total M&O Vouchers & EFT Transfers: **\$ 159,923.02**

Action Approved Unanimously

Reports

Chief/Secretary:

Report by:

Chief Hartin/Kim Harpe

Activity Report

There were 88 calls for service in the month of February. There were two instances where multiple calls for service were received concurrently.

Training

Training sessions in February included: Personal Protective Equipment and SCBA Turnout Time; SCBA Confidence Course; Stretch Hosebed Load and Deployment and "Engineer Crossfit". EMS training included Abdominal Injuries (OTEP) and Spinal Immobilization.

Officer Development

Lieutenant Porter traveled to Tualatin Valley Fire & Rescue, Oregon to attend their Recruit Academy and participate in a ride along.

Training and Recruitment Project Work

AIC Captain Jerry Helm attended the Island County Training Officers meeting and assisted in the Recruit Academy and preparations for the upcoming CWIFR Apparatus Operator Academy. AIC Captain Helm met with station captains regarding a shift of volunteer fire training to Tuesday night, tracking of EMT recertification requirements and began conceptual design of a recruitment poster.

Community Risk Reduction/Community Engagement

Deputy Chief Michael attended multiple planning sessions to coordinate a joint agency command center for the Coupeville Arts and Crafts Festival.

Chief Hartin and Paramedic Robert May (EGH EMS) attended a meeting with the North Region Trauma Council regarding senior fall and injury prevention. They are working to build support to expand efforts to reduce this risk in our community.

Shift Activity

A Shift:

- Completed 20 hours of in-service training.
- Completed 2 hours of physical training.
- Conducted 8 Life & Fire Safety Inspections.
- Completed billing for fire inspections in the Town of Coupeville.
- Firefighter Rogers completed inventory of all hazardous chemicals in district facilities and obtained Material Safety Data Sheets (MSDS) for each chemical. He will have a written communication program to meet regulatory requirements prior to the end of March.

B Shift:

- Completed 10 hours of in-service training.
- Completed 4 hours of physical training.
- Completed procurement of LifePak 1000 AEDs.

C Shift:

- Completed 12 hours of in-service training.
- Completed 8.25 hours of physical training.
- Conducted 6 Life & Fire Safety Inspections.
- Conducted a monthly community CPR /1st Aid Class.
- Made electrical repair on Marine 5.
- Prepped and painted the classroom and office at Station 53.

Apparatus Maintenance

Chief Hartin reported very little vehicle maintenance was required in February. Fire Service Repair completed repairs to Rescue 53's foam system and made a minor adjustment to the pump packing.

Fire Service Repair is scheduled to start pump and ladder testing the week of May 20th.

Facilities Maintenance

The training room renovation is complete with the exception of cove base installation.

Chief Hartin expressed his sincere gratitude to Jerry Helm, Jim Huff, Alex Majestic, James Meek, Dillon Rogers, Derik Vrable, Diane Paul, Greg Behan, Andrew Carroll, Landen Miller, Jeffrey Rhodes and Robbert Sadesky for all their hard work on this renovation project.

Procurement

Chief Hartin reported there were two significant procurements in February. The purchase of three Lifepak 1000 AEDs completed the District's upgrade of Automatic External Defibrillators and the purchase of 2800' of 5" hose from the Gladstone, Oregon Fire Department which saved the District over \$20,000.

Administration

Chiefs Hartin and Michael continued negotiations with Local 4299 International Association of Firefighters.

Office Manager Kim Harpe attended the BIAS Finance and Accounting Software Conference in Spokane and the NW Leadership Seminar with the Board of Commissioners.

The District Safety Committee met to conduct the first quarter safety meeting. Discussion focused on recent injuries to members.

Deputy Chief Michael started work on the Standard of Cover for the District. Chief Hartin reported this information will help identify the significant hazards the District faces, the number of members needed to handle various types of incidents and total customer interval times.

Chief Hartin and Board Chair Paul Messner attended Legislative Day in Olympia.

External Activity

Deputy Chief Michael participated as an evaluator for Camano Island Fire & Rescue Captain's promotional process.

Chief Hartin and Deputy Chief Michael also assisted in the NAS Whidbey Battalion Chief promotional process.

Monthly Financial

Officer Manager Kim Harpe recapped the Maintenance and Operations (Profit/Loss Report) for the Month of March 2013.

Unfinished Business. None.

New Business.

A. Motion to Approve/Disapprove the Purpose Scope and Policy for SOG 3.4.2 “Personal Protective Equipment – The Basic Rule”. After some discussion, Commissioner Tom Smith moved and Commissioner Cheryl Engle seconded the motion.

Action: Approved Unanimously

B. Motion to Approve/Disapprove the Purpose Scope and Policy for SOG 1.2.3 “Respectful Workplace”. After some discussion, Commissioner Cheryl Engle moved and Commissioner Tom Smith seconded the motion.

Action: Approved Unanimously

Executive Session. At 17:25, 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 take 5 minutes. At 17:30 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 Ed Hartin and Office Manager Kim Harpe.

Good of the Order/Announcements:

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

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

October 23-27, 2013 - 2013 WFCM Annual Conference (Red Lion Hotel/Pasco, WA)

The Board of Commissioner’s collectively agreed to change their regular monthly meeting in May to Monday, May 6th vice Thursday, May 9th.

Commissioner Smith shared, “He would like the photo board to be updated to reflect all current District members”. Commissioner Smith also stated, “He felt it would be good for one of the Board members to preview the quarterly newsletter prior to it being printed and mailed out. Commissioner Engle and Chair Messner concurred.

Chief Hartin briefed the Board on a spreadsheet created to show all of the 2013 projects and what stage each project is in.

There being no further business, Chair Paul Messner adjourned the meeting at 18:00.

Next Regular Meeting:

Date: Thursday – April 11, 2013

Time: 17:00

Place: Station 53 - Headquarters

Submitted,

Kim Harpe, Secretary