

**Meeting Minutes of April 11, 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
The Chair received consensus approval of the agenda.

Input from the Public: None.

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

March 14, 2013

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

Vouchers: 3096 through 3195	\$ 154,111.35
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Grand Total M&O Vouchers & EFT Transfer:	\$ 154,111.35
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Action Approved Unanimously

Reports
Chief/Secretary:

Report by:
Chief Hartin/Kim Harpe

Activity Report
There were 76 calls for service in the month of March. There were seven instances where multiple calls for service were received concurrently.

Chief Hartin reported that the recent landslide on March 27th in the Ledgewood community resulted in 34 homes being evacuated. Chief Hartin shared, “Deputy Chief Michael did an excellent job working with the Island Count Public Works Department prior to them assuming responsibility on March 29th. CWIFR managed public information and communications involving local, regional, and national media for the first several days of the incident.

Training
Training sessions in March included: Hydrant connections, water tender shuttle operations, fire behavior, gator operations and maintenance, master stream operations, limited access multiple company operations (long stretch with 3” hose), infectious disease training and medical run review/continuous quality improvement.

Officer Development
Lieutenant Jen Porter attended the National Fire Academy resident course Leadership Strategies for Community Risk Reduction (CRR).

Training and Recruitment Project Work

AIC Captain Jerry Helm and Chief Hartin worked on recruitment and training strategies for new volunteer members. The strategy will focus on several types of volunteers including new categories of Community Safety Advocate (focused on community risk reduction programs), Support Services (a non-combat volunteer supporting emergency operations), as well as Firefighters, EMTs and Firefighter/EMTs.

Chief Hartin reported traditional weekly Monday night training has moved to Tuesday nights to eliminate conflict with holidays. This change will help increase availability of training to members. Emergency medical training has increased to every other week to provide increased training to the members serving as EMTs.

Fire training is in the process of being designed around six week training blocks addressing related skills.

Community Risk Reduction/Community Engagement

CWIFR was selected as one of 100 fire service agencies in the United States to serve as an advocate for Community Risk Reduction (CRR) and received a grant of 30 smoke detectors from the Vision 20/20 Project and the USA Branch of the Institution of Fire Engineers (IFE).

Chief Hartin reported that as part of this project CWIFR will conduct safety visits to at risk homes and install smoke and carbon monoxide detectors as needed. Chief Hartin will serve on a Vision 20/20 task group to advocate for CRR in the American fire service.

Shift Activity

A Shift:

- Completed 14.5 hours of in-service training.
- Completed 1 hours of physical training.
- Conducted 3 Life & Fire Safety Inspections.
- Replaced outside lights at Station 54.
- Provided Medical standby at the "Mussels in the Kettles" and "Cooking in the Kettles" bicycle events.

B Shift:

- Completed 14 hours of in-service training.
- Completed 6 hours of physical training.
- Conducted a community CPR class.

C Shift:

- Completed 12 hours of in-service training.
- Completed 4.5 hours of physical training.
- Conducted 11 Life & Fire Safety Inspections.
- Provided "Hands Only CPR training delivered at Coupeville City Hall
- CPR/1st Aid Class delivered at Coupeville Public Works.
- Septic inspection completed at Station 53, completed painting of the classroom and storage closet, and installed keypad locks at Station 53.
- Step mill aerobic exercise machine purchased and installed at Station 53.

Apparatus Maintenance

Pump transmission fluid was changed and pump packing adjusted on all front line engines. Transmission fluid will be changed each quarter to help minimize the possibility of damage to the pump transmissions.

Fire Service Repair completed repair work on Engine 51's tank fill and the 2 ½ pre-connect outlet. Brake work was completed on Engine 53.

Chief Hartin reported that Contractor Jerry Beck completed an emergency repair on the mobile radio wiring system in 500. While investigating the radio's problems, it was discovered that the main mobile radio had been improperly wired and had significantly damaged the radio which has been sent out for repairs.

Facilities Maintenance

The renovation at Station 53 was completed. Deputy Chief Michael recognized Contractor Ralph Mundell and J Lee Floors for all their effort on this project.

It was noted that several of the outside lights at Station 54 were not working. Contractor Jerry Beck was contacted to conduct the repair work. It is his recommendation that all of the lights be replaced due to the size of the fixture head not being large enough for the amount of heat being produced.

The \$10,000 Bond being held by CWIFR for potential repairs to the training facility water system has been released to Dahlman Pump. The pressure in the system has been reset and Dahlman Pump committed to keep an eye on the air tank pressure. There were no other problems noted with the system.

Administration

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

Chief Hartin, Board Chair Messner and Commissioners Smith and Engle attended a "Strategic Financial Planning Workshop" in Ocean Shores.

External Activity

Chief Hartin attended the Commission on Public Safety Excellence (CPSE) Conference in Henderson, NV and will attend the Fire Department Instructors Conference (FDIC) in Indianapolis April 23-27 to deliver a presentation on "Wind Influenced Fires in Private Dwellings" (funded by the FDIC).

Monthly Financial

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

Unfinished Business. None.

New Business.

A. Motion to Approve “Closing the Wells Fargo Petty Cash and Advance Travel Checking Accounts”. After some discussion, Commissioner Cheryl Engle moved and Commissioner Tom Smith seconded to approve the closure of these accounts.

Action: Approved Unanimously

B. Motion to Approve “Closing the Wells Fargo Visa Account”. After some discussion, Commissioner Cheryl Engle moved and Commissioner Tom Smith seconded to approve the closure of this account.

Action: Approved Unanimously

C. Motion to Approve “Establishing an Advance Travel (\$1500 limit), Petty Cash (\$500 limit), and a Business Visa Account (combined credit of \$25,000) at Whidbey Island Bank. Commissioner Cheryl Engle moved and Commissioner Tom Smith seconded to approve this motion.

Action: Approved Unanimously

D. Motion to Approve “Amending Resolution 13-02 to read “Increase the Advance Travel Fund from \$1000 to \$1500 (not \$2000). Commissioner Cheryl Engle moved and Chair Paul Messner seconded to approve this amendment.

Action: Approved Unanimously

E. The Board and Chief Hartin reviewed the District’s Strategic Goals and Capital Projects Plan outlined annually in the Commissioners Policy Manual. Chief Hartin reported that the districts values, mission and vision are tied directly to the strategic plan and those goals are driving the budget, projects and operations.

F. The Board and Chief Hartin reviewed the Inter-Local Agreement (ILA) between Island County and Camano Fire & Rescue, North Whidbey Fire & Rescue, South Whidbey Fire & EMS and Central Whidbey Island Fire & Rescue.

Executive Session. At 18:00, 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 20 minutes. At 18:20, Office Manager Harpe notified the firefighters in attendance that an additional 10 minutes was needed. At 18:30, Office Manager notified the firefighters in attendance that an additional 7 minutes would be needed. At 18:37, 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, Deputy Chief Chad Michael and Office Manager Kim Harpe.

Good of the Order/Announcements:

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

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

There being no further business, Chair Paul Messner adjourned the meeting at 18:45.

Next Regular Meeting:

Date: Thursday – May 6, 2013

Time: 17:00

Place: Station 53 - Headquarters

Submitted,

Kim Harpe, Secretary