

**Meeting Minutes of May 6, 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 and 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 with a minor correction for:

April 11, 2013

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

Vouchers: 3196 through 3279 \$ 111,458.60

Grand Total M&O Vouchers & EFT Transfer: \$ 111,458.60

Action Approved Unanimously

Reports

Chief/Secretary:

Report by:

Chief Hartin/Kim Harpe

Activity Report

There were 73 calls for service in the month of April. There were nine instances where multiple calls for service were received concurrently.

Training

April was the start of a six week training block focusing on Apparatus Operator Skills, and CWIFR Apparatus Operator Academy. CWIFR staff taught Fire Behavior, Hose Handling/Nozzle Techniques and Live Fire Control Methods for the Island County Recruit Academy.

Fire and Rescue Training for CWIFR members included: Pre-connected Hose Line Deployment, Hand Line Hydraulics and Operations, Master Stream Hydraulics and Operations.

EMS Training included: Altered Mental Status and EMS Ongoing Training and Evaluation.

Officer Development

A Fire Instructor II Class will be delivered by Chief Hartin on "A" Shift to LT Porter, FF Rogers and AIC CAPT Helm.

Recruitment Project Work

AIC CAPT Helm participated in the Island County Training Officers meeting, assisted with the Island County Recruit Academy, began work on draft documents for support services volunteers, continued work on bid specifications for the new engine, and assisted in emergency repairs on Engines 53 and 54.

Community Risk Reduction/Community Engagement

Deputy Chief Michael has been working with members of the Penn Cove Water Festival to ensure fire and EMS safety during the festival. CWIFR will also deliver information on “Hands Only” CPR, home safety surveys, volunteer recruitment and general information about the district at this event.

Shift Activity

A Shift:

- Completed 10 hours of in-service training.
- Completed 6 hours of physical training.
- Conducted 1 Life & Fire Safety Inspection.
- Completed 27 hydrant flow tests.
- FF Huff assisted with emergency repairs to Engines 53 & 54.

B Shift:

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

C Shift:

- Completed 11 hours of in-service training.
- Completed 3 hours of physical training.
- Conducted 1 Life & Fire Safety Inspection.
- Hosted a birthday party and provided a station tour at Station 54.
- Coordinated the installation of keypad access to the training room exterior door and re-keyed doors to improve security at Station 53.
- FF James Meek was tasked with the development and coordination of the Districts wellness/fitness program inclusive of the upcoming Peer Fitness Trainer course.

Apparatus Maintenance

During training on April 23rd, a discharge valve was unable to be closed. Fire Service Repair made the necessary repairs the following day.

Engines 53 and 54 were both making strange noises when in pump. Fire Service Repair discovered that the tank-to-pump check valves in both engines had broken off and were moving freely inside the pumps. Both engines were immediately taken out of service on April 25th. The pumps were taken apart to retrieve the tank-to-pump check valves and examine the pumps for significant damage. Fire Service Repair replaced the tank-to-pump check valves and pump tested the engines and placed them back in service. As a precaution, Engine 51's check valve was examined and found to be in good working order. This will be watched in future NFPA 1911 inspections.

Facilities Maintenance:

A new alarm notification system has been installed in the sleeping quarters at Station 53. The new system includes overhead speakers in each room of the building and an amplifier.

The outside wiring on the large, exterior water tanks at Station 53 shorted out. Chief Hartin reported, that it is suspected the wiring was chaffed during installation, and broke through to bare wiring and over time came in contact with moisture and shorted out. Arrangements have been made to replace the wiring with a rubber exterior. The system can be manually filled until the repairs are completed.

Administration

Work has begun to complete the regularly scheduled performance feedback sessions with Full-Time and Part-Time employees. Supervisors are in the process of writing performance reviews and discussions are scheduled to take place at the end of May.

External Activity

Chief Hartin presented a workshop on "Wind Influenced Fires" at the 2013 Fire Department Instructors Conference in Indianapolis, IN.

Monthly Financial

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

Unfinished Business - None.

New Business

Chief Hartin reported, a District wide Energy Efficiency Audit had been conducted and packets detailing the cost effectiveness measures would be provided to the Board prior to their next meeting.

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 15 minutes. At 17:40 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.

Chief Hartin and Deputy Chief Michael concluded negotiations with Local 4299 International Association of Firefighters. A tentative 2013-2015 agreement was provided to the Board for their review.

Good of the Order/Announcements:

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

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

There being no further business, Chair Paul Messner adjourned the meeting at 17:45.

Next Regular Meeting:

Date: Thursday – June 13, 2013

Time: 17:00

Place: Station 53 - Headquarters

Submitted,

Kim Harpe, Secretary