

**Meeting Minutes of June 13, 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, LT Derik Vrable, Acting Captain Jerry Helm 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:

May 6, 2013

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

Vouchers: 3280 through 3364 \$ 171,406.00

**Grand Total M&O Vouchers & EFT Transfer:** \$ 171,406.00

Action Approved Unanimously

**Reports**

Chief/Secretary:

**Report by:**

**Chief Hartin/Kim Harpe**

**Activity Report**

There were 77 calls for service in the month of May. There were four instances where multiple calls for service were received concurrently. Chief Hartin shared that the concurrent calls reflects the ongoing challenge to maintain adequate response capability.

**Training**

May training focused on Apparatus Operator Skills, and CWIFR Apparatus Operator Academy and ongoing participation in the Island County Recruit Academy.

Fire and Rescue Training for CWIFR members included: Handline Operations, Master Stream Hydraulics, Relay Pumping Ops and Ventilation/Fire Attack.

EMS Training included: Pediatric Emergencies and Ongoing Training and Evaluation program (OTEP).

External EMS Training: Six members from CWIF&R, members from South Whidbey Fire & EMS, North Whidbey Fire and Whidbey General received classroom instruction on trauma from Whidbey Island Physicians and Paramedics.

### **Officer Development**

AIC Captain Helm has been working with Chief Hartin to learn the roles and responsibilities assigned to the Command Duty Officer. AIC Captain Helm is finalizing the specifications for the new engine and hopes to go out to bid in the next couple of weeks.

### **Recruitment Project Work**

AIC CAPT Helm assisted in testing for Hazmat First Responder (Island County Recruit Academy and South Battalion) and participated in Instructor II training along with LT Porter and FF Rogers.

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

CWIFR is serving as the lead agency for emergency incident preparation related to the Coupeville Arts and Crafts Festival. Representatives from the Coupeville Marshalls Office, Whidbey General EMS, Island County Department of Emergency Management and South Whidbey Fire/EMS and the Coupeville Arts and Crafts Festival have been engaged in discussions and some table top exercises simulating potential emergency incidents that could occur during the festival.

CWIFR received an invitation to attend the Annual Ledgewood Beach Property Owners Association Barbeque. Deputy Chief Michael attended and was asked to help unveil the community partner award that was presented to the Association's President Jan Wright during CWIFR's Annual award event. Chief Michael thanked the Ledgewood Beach community for their support during the landslide incident and expressed appreciation to the other partnering agencies that were present and had been involved in the incident.

### **Shift Activity**

A Shift:

- Completed 23 hours of in-service training.
- Completed 2 hours of physical training.
- Conducted 6 Life & Fire Safety Inspections.
- Assisted with car seat awareness class for parents.
- Participated in the annual Coupeville Memorial Day Parade.
- LT Porter participated in the pilot delivery of the CWIFR Instructor II Training Program.

B Shift:

- Completed 10.5 hours of in-service training.
- Completed 1 hour of physical training.
- Washed newly purchased 5" hose.
- FF Huff replaced the compartment fan on E53, removed the tank and pump from the mechanics truck (R54), rebuilt E54's intake relief valve and assisted Fire Service Repair with annual pump and ladder testing.

#### C Shift:

- Completed 9.5 hours of in-service training.
- Completed 7 hours of physical training.
- Conducted 8 Life & Fire Safety Inspections.
- Coupeville Water Festival/Hands-Only CPR.
- Ebey Academy Fire Station Tour.

#### **Apparatus Maintenance**

During the month of May, a wide range of apparatus repairs were completed on District apparatus. Some completed repairs included:

- Engine 512's pump shift lever was rebuilt.
- Engine 53 had a transmission leak that was repaired under warranty and its deck gun ball valve was replaced.
- Engine 54's intake relief valve was rebuilt and an oil leak fixed.

Annual pump testing was completed on Engines 51, 512, 53, 54 and Tender 51. Tenders 53 and 54 were not tested as they are scheduled to be refurbished later this year. All apparatus successfully passed the pump test process. Extra work had to be done on several of the units to get them to pass the dry vacuum test that is now required as an element of the annual pump testing process.

All CWIFR ladders were tested. Repair work was identified on a few ladders and will be done during the annual NFPA apparatus inspections.

#### **Administration**

Chief Hartin reported the majority of annual performance feedback sessions for career and part-time members have been completed. Information and ideas were provided to each individual to help them continue in their professional development process.

Deputy Chief Michael invited Captain Andy Griffin, Lieutenant Jen Porter, Mr. Pete Seybert and Part-time Firefighter Robbert Sadesky to attend a "Risk Assessment Meeting" to participate in a discussion regarding risks in our community. This group will meet several times over the course of the Standard of Cover project.

#### **External Activity**

Chief Hartin and Commissioners Messner, Smith and Engle attended the WFCM Saturday Seminar in Chelan.

#### **Monthly Financial**

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

### **Unfinished Business**

A. Motion to Ratify the Collective Bargaining Agreement May 1, 2013 – April 30, 2015 with IAFF Local 4299. After some discussion, Commissioner Tom Smith moved and Commissioner Cheryl Engle seconded to approve this motion.

**Action: Approved Unanimously**

B. Motion to Approve the Purpose, Scope and Policy for SOG 1.2.26 “Firefighter/Mechanic Recruitment”. Commissioner Tom Smith moved and Commissioner Cheryl Engle seconded to approve this motion.

**Action: Approved Unanimously**

C. Motion to direct the Fire Chief to take action on the recommendations outlined in the Energy Efficiency Audit including application for a PSE Grant to partially offset the cost of Implementation. Commissioner Tom Smith moved and Commissioner Cheryl Engle seconded to approve this motion.

**Action: Approved Unanimously**

D. Motion to Approve the “Fire Inspection Inter Local Agreement” between Island County and Central Whidbey Island Fire & Rescue. Commissioner Cheryl Engle moved and Commissioner Tom Smith seconded to approve this motion.

**Action: Approved Unanimously**

### **New Business**

A. Motion to Approve 2<sup>nd</sup> Quarter 2013 Budget Adjustments. Commissioner Tom Smith moved and Commissioner Cheryl Engle seconded to approve this motion.

**Action: Approved Unanimously**

B. Motion to Approve an Inter Fund Transfer of \$13,000.00 from the General Fund to Capital Fund Line 594-22-63-02 “Station 53 Classroom Renovation”. Commissioner Cheryl Engle moved and Commissioner Tom Smith seconded to approve this motion.

**Action: Approved Unanimously**

C. Motion to Approve Reducing the 2014 Capital Line “Fire Apparatus Hose (594-22-64-14)” by \$18,100.00 and move to the 2013 Capital Line “Fire Apparatus Hose (594-22-64-14)” leaving a balance of \$10,000.00. Commissioner Tom Smith moved and Commissioner Cheryl Engle seconded to approve this motion.

**Action: Approved Unanimously**

D. Approve moving \$39,870.00 from the Contingency Fund to the General Fund to cover changes in the Collective Bargaining Agreement with IAFF Local 4299. Commissioner Cheryl Engle moved and Commissioner Tom Smith seconded to approve this motion.

**Action: Approved Unanimously**

**Good of the Order/Announcements:**

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

Commissioner Tom Smith shared that he would be attending the "State Education" class on Saturday June 15, 2013.

The next scheduled audit of district financial records will be done by Commissioner Cheryl Engle on July 1, 2013.

There being no further business, Chair Paul Messner adjourned the meeting at 18:37.

**Next Regular Meeting:**

Date: Thursday – July 11, 2013

Time: 17:00

Place: Station 53 - Headquarters

Submitted,

Kim Harpe, Secretary