

**Meeting Minutes of September 12, 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, 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:

August 8, 2013

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

Vouchers: 5075 through 5153 \$ 128,728.47

Grand Total M&O Vouchers & EFT Transfer: \$ 128,728.47

Action Approved Unanimously

Reports

Chief/Secretary:

Report by:

Chief Hartin/Kim Harpe

Activity Report

Chief Hartin provided the Board with updated call information for the month of July. He reported in August there were 5 instances of multiple calls for emergency medical services received concurrently. There were two significant calls in August - one being a missing person call and the other a drowning victim.

Personnel Actions

The District thanked volunteers FF/EMT Dustin Gardner, EMT Matt Lowder and FF/EMT Kyle Jacobsen for the service to the community. These members were separated from the District in August.

The District completed the Firefighter/Mechanic testing process. Six applicants competed in the skills performance segment and two were moved forward to the executive interview.

Michael Matros was selected for the position and will start on October 1, 2013.

Christopher Riggs will be joining the District on October 1, 2013 as a Part-Time Firefighter/EMT.

Part-Time Firefighter/EMT David Bond will leave the District at the end of September to complete training and certification as a Paramedic and start working for Rural Metro Ambulance Service.

Fire & Rescue Training

Throughout the month of August, CWIFR members finished up a training block focused on Firefighter Survival Skills and started a new training block focused on water supply.

EMS Training included: Soft tissue injuries.

Officer Development

AIC Captain Helm, LT Porter and FF Rogers completed final testing for IFSAC Instructor II and are awaiting results of their written exam from the State of Washington.

Training and Recruitment Project Work

AIC CAPT Helm spent a considerable amount of time preparing for the training block for water supply.

AIC Captain Helm managed the recruitment process for the position of Firefighter/Mechanic, including development and facilitation of the assessment center.

Community Risk Reduction/Community Engagement

Chief Michael attended a follow-up meeting with the Coupeville Marshall and the Penn Cove Arts and Crafts Festival Executive Committee. The purpose of the meeting was to discuss major lessons learned from the recent 2013 festival.

Shift Activity

A Shift:

- Completed 28.5 hours of in-service training.
- Completed 3 hours of physical training.
- Conducted 6 Life & Fire Safety Inspection.
- Other project work included prepping for the Instructor II exam, hose testing and budget work.

B Shift:

- Completed 18 hours of in-service training.
- Completed 6 hour of physical training.
- Conducted 10 Life & Fire Safety Inspections.
- Conducted 8 hours of CPR Heartsaver training.
- Other project work included cleaning the roof at Station 53, pressure washing parking spaces and hose testing E512.

C Shift:

- Completed 15 hours of in-service training.
- Completed 5 hours of physical training.

- Other project work included section of the water rescue mustang suits, replacement of gaskets on E51 intake, Station 51 ground maintenance, budget work

Apparatus Maintenance

Apparatus repairs completed during the month of August included:

- Brakes replaced on E53.
- E53 was inspected to determine why the pump would not maintain pressure.
- E51 had several miscellaneous items repaired.

NFPA inspections have been completed on apparatus at Station 53 and 54 with the exception of Rescue 53.

Chief Hartin shared that when Firefighter/Mechanic Michael Matros comes on board, he will shadow Master Emergency Vehicle Technicians Steve Towers and Peter Hereth for the remainder of the annual NFPA inspection process to obtain information on the District's fleet.

Facilities Maintenance

Contractor Ralph Mundell inspected the training tower roof. The roof appears to have eight to ten years of life left. The roof should be cleaned and a closer look taken at the section of roof that has a sag in it. Mr. Mundell was also asked to provide a bid estimate for the repair to the sheetrock in the women's restroom at Station 54 that was torn out due to damage from a water leak.

During a roof inspection by Lieutenant Vrable at Station 53, it was discovered that many of the roofs edges need to be replaced due to rot from water damage. Mr. Mundell will provide his expert opinion on what can be done to replace the water damaged edging as well as ensure the edging doesn't suffer similar damage in the future.

Chief Hartin shared that Mr. Jim Fergus from "Rice, Fergus, Miller Architects" was scheduled to look at the state of district's facilities and he would provide feedback regarding that visit to the Board at their Special Meeting on October 25, 2013.

Administration

A significant portion of August was spent finalizing the 2014 proposed budget. Chief Hartin, Chief Michael and Office Manager Kim Harpe collaborated to reduce the 2014 budget proposals to a level that keeps the District in a good financial position through 2018. The 2014 proposed budget will be available for the Boards review at their next regular scheduled meeting in October.

Chief Michael has been researching companies that can complete the lab work needed for entry level physicals. He is awaiting information from two separate vendors.

External Activity

Chief Hartin will attend the UL Firefighter Safety Research Institute Advisory Board meeting in Jackson Wyoming in mid-August and will be out of the District most of September on a combination of annual leave and district travel.

Monthly Financial

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

Unfinished Business

Motion to Approve "Proposed Executive Staff Compensation Changes". Commissioner Tom Smith moved and Commissioner Cheryl Engle seconded to approve this motion.

Action: Approved Unanimously

New Business: None.

Good of the Order/Announcements:

October 17, 2013, 7:00pm @Station 53 "Public Hearing 2014 Budget"

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

October 25, 2013, 1:00pm-2:30pm @ Red Lion Hotel/Pasco WA
(Special Commissioners Meeting – "Long Term Look at District")

Next Regular Meeting:

October 10, 2013

Time: 17:00

Place: Station 53 Headquarters

There being no further business, Chair Paul Messner adjourned the meeting at 18:40.

Submitted,

Kim Harpe, Secretary