

**Meeting Minutes of October 10, 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, Firefighters Alex Majestic, Tyson Diffie, Jeff Rhodes, LT Jen Porter, Captain Ron Yount and Ms. Kari Burns.

The Chair received consensus approval of the agenda.

Input from the Public: None.

Firefighter/Mechanic Mike Matros was sworn in by the Board and Captain Ron Yount was recognized for his years of service.

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

September 12, 2013

Action: Approved Unanimously

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

Vouchers: 6000 through 6081 \$ 127,899.24

Grand Total M&O Vouchers & EFT Transfer: **\$ 127,899.24**

Action Approved Unanimously

Reports

Chief/Secretary:

Report by:

Chief Hartin/Kim Harpe

Activity Report

Chief Hartin provided the Board with call information for the month of September. There were 8 instances of multiple calls for emergency medical services received concurrently in September.

Personnel Actions

Chris Riggs started with the District as a Part-Time Firefighter and Mike Matros began work as the District's Firefighter/Mechanic effective October 1, 2013.

Recruitment /Training

Three applications were distributed to potential volunteers, a volunteer interview was conducted and two more are scheduled for October. There are five potential new volunteers joining the district in 2014 (two would attend EMT training and three would attend the fire academy).

Training:

46 hours of Fire & Rescue training was delivered on the following topics: Apparatus Operator; First Due Questions-Tactics; Supply Hose Lays; Drafting and Tactical Ventilation.

28 hours of EMS Training was delivered on the following topics: EMS Online; Infection Control: Sick/Not sick (Patient Assessment); Soft Tissue Injuries; Cardiac Arrest Management and CPR.

Wellness/Fitness Training:

The district hosted a Certified Fitness Coordinator (CFC) course as a critical element to developing a comprehensive wellness/fitness program for district members. Firefighters James Meek, Tyson Diffie and Brad Sherman successfully completed the course and received their CFC certification. Firefighter Meek is CWIFR's Wellness/Fitness Program Manager.

Community Risk Reduction/Community Engagement

LT Jen Porter attended a North Region Falls Prevention Symposium and met with Mr. Alan Abe from King County EMS regarding the development of a "Fall Prevention Program" for CWIFR.

Shift Activity

A Shift:

- Completed 19.5 hours of in-service training.
- Completed 6 hours of physical training.
- Conducted 6 Fire & Life Safety Inspections.
- Performed a car seat safety check.
- FF Rogers continued work on the Hazard Communication SOG.
- Pre-Incident walk through of the County Complex.

B Shift:

- Completed 18 hours of in-service training.
- Completed 2 hours of physical training.
- Conducted 6 Fire & Life Safety Inspections.
- Conducted 14 hours of CPR Heartsaver training for Skagit Valley College.

C Shift:

- Completed 11.25 hours of in-service training.
- Completed 6 hours of physical training.
- Conducted 4 Fire & Life Safety Inspections.
- Completed testing hose on Engines 53 and Brush 53.

Apparatus Maintenance

Apparatus repairs completed in the month of September included:

- Replacement of the intake manifold gasket on Engine 53.

All apparatus with the exception of the mechanic truck have been completed at Station 53. Fire Service Repair will begin work on Station 51 apparatus during the month of October. Firefighter/Mechanic Mike Matros will shadow Fire Service Repair Master Emergency Vehicle Technicians Steve Towers and Peter Hereth while they complete the NFPA inspection process on the District's fleet.

Administration

Open Burning: Chief Michael attended a meeting facilitated by Mr. Andy Griffin and the Island County Building Department to discuss the issuance of burn permits. Meeting attendees included the Island County Sheriff, Island County Health Department and the Island County Building Department.

Island County Public Health Director Keith Higman replaced Fred Wefer as the Island County Fire Warden. The Public Health Department is now responsible for determining whether or not burns will require permits, enforcement issues related to burns that aren't in compliance and will be the main point of contact for questions related to burning in Island County.

Records Management System/District Performance Dashboard: Chief Michael and LT Vrable participated in a webinar with Image Trend Software Development. The district has budgeted funds to transition from Zoll RMS to Image Trend in 2014. This change has several operational benefits including the capability to interface with the system that Whidbey General EMS is using. Chief Michael and LT Vrable also evaluated the scheduling module and the software's ability to produce custom reports.

Chief Michael participated in a web conference with Vinelight Fire Intelligence. This software would provide the department a way to capture critical data the district wants to measure and assist in becoming a more data driven organization. He is investigating whether these two organizations can work together and meet the district's Records Management and Performance dashboard needs.

New Response Plans. New response plans were scheduled to be in place by October 3rd, but ICOM experienced difficulty with the install of new dispatch consoles which has caused a delay. Simultaneously with this the District is also having all pagers and radios reprogrammed.

External Activity

Chief Hartin was in Santiago, Chile presenting at the International Fire and Emergency Services Conference.

Chief Hartin reported he would be out of the office:

October 15-17 (Presenting at the Fire Chiefs and Fire Instructors Conference)

October 30-Nov 4 (Presenting a Fire Behavior Course in Valdivia, Chile)

November 7-10 (Presenting a Fire Behavior Course in Springfield, Ohio)

Monthly Financial

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

Unfinished Business

Chief Hartin reported the BLS Contract with Whidbey General Hospital would be available for the Boards signature at the next regular scheduled meeting in November.

New Business:

A. Presentation of Proposed 2014 Budget and Long Term Capital Outlook. Chief Hartin gave an overview and slide presentation of the Proposed 2014 Budget and Long Term Capital Outlook. After some discussion, Chief Hartin shared that the Board would review the motion for approval or disapproval at their next regular scheduled meeting on November 14th.

B. Motion to Approve “Memorandum of Understanding with IAFF Local 4299 regarding Compensation and Cost of Living Adjustments. After some discussion, Commissioner Cheryl Engle moved and Commissioner Tom Smith seconded this motion.

Action: Approved Unanimously

Good of the Order/Announcements:**Next Regular Meeting:**

November 14, 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