



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

[www.cwfire.org](http://www.cwfire.org)

## Board of Fire Meeting Agenda

February 11, 2021

5:00 PM

### Consensus Approval of the Agenda

#### Input from the Public

#### Approval/Correction of Minutes

1. Regular January 14, 2021 Meeting Minutes
2. Special January 28, 2021 Meeting Minutes

#### Approval of Vouchers

M&O Vouchers & Payroll #4977 through #5021	\$49,212.84
Direct Deposit Payroll	\$81,762.64
Dept. of Retirement Systems (Debit)	\$22,451.29
IRS – Payroll Taxes (Debit)	\$15,710.21
Bond Capital Voucher	\$40,792.79
<b>Grand Total</b>	<b>\$209,929.77</b>

### Chief's Report

### Finance Officer's Report

### Old Business

Executive Session to evaluate a complaint brought against a public officer or employee in accordance with RCW 42.30.110(1)(f).

*The following except from the Central Whidbey Island Fire & Rescue Board of Fire Commissioners Policy Manual explains the process used for an executive session:*

*An executive session is a portion of a meeting of the Board of Fire Commissioners that is closed, or limited to members of the Board and other people whose presence is necessary to conduct the business at hand. The Board's use of an executive session is limited to a narrow set of specific circumstances. In order to qualify for an executive session its purpose must meet one of the provisions of RCW 42.30.*

*In convening an Executive Session, the Chairperson announces:*

- *That the Board is going into executive session*
- *The statutory reason for the Executive session*
- *That the public is excluded and that they should leave the room*
- *The time that the Executive session will be concluded (and the public may reenter the room)*
- *If Board action is expected following the Executive Session*

*An Executive Session may be extended to a stated later time by announcement of the presiding officer or his/her designee to those waiting outside the meeting room to reenter at its conclusion. Under no circumstance shall the Board ever take any action during an executive session; Board action may only occur during its meetings open to the public.*

*No minutes are recorded in executive session.*

## **New Business**

1. Motion to approve or disapprove transmittal of a letter to the ICOM Board of Directors regarding capital projects planning.

*On January 30, 2021, the Island County Communications Center (ICOM) transmitted an invoice (CAP-002) to Central Whidbey Island Fire & Rescue in the amount of \$11,721.16 for the district's share of ICOM capital projects to replace dispatch consoles and virtual computer servers. No formal notice was provided to the district in advance of this invoice (apart from informal oral communication from the ICOM director absent specific cost allocations). As the district's capital projects plan identifies capital expenditures for a ten-year period and the budget process requires submittal of the operating and capital budgets to Island County by no later than November 30<sup>th</sup> of each year, it is essential that the district be apprised of significant expenses incurred by ICOM that will impact the district in advance. The fire chief is recommending that the board transmit a letter to the ICOM board encouraging development of a capital projects plan and transmittal of financial impacts sufficiently in advance to allow for inclusion in the district's budget process.*

2. Motion to approve or disapprove declaring equipment surplus and disposal of that equipment consistent with the provisions of *Standard Operating Guideline 1.3.5 Asset Management*.

*Article VIII Section 7 of the Constitution of the State of Washington prohibits a municipal corporation from giving away anything of value. If surplus property has any value, the District shall make a good faith effort to sell the property.*

- *The district has a large amount of personal protective equipment that has reached its end of useable life and no commercial value and as such may be recycled or otherwise disposed of if declared surplus by the board of fire commissioners.*
- *The district has recently replaced its hydraulic rescue tools, the old tools have commercial value and may be disposed of by auction or sealed bid if declared surplus by the board of fire commissioners.*
- *The district has multiple items of fire equipment that are no longer needed by the fire district and may be disposed of by sale, auction, or sealed bid (based on potential value) if declared surplus by the board of fire commissioners.*

*A complete list of these items will be provided to the board at their regular meeting on February 11, 2021.*

### **Good of the Order/Announcements**

#### **Next Regular Meeting**

March 11, 2021

Time: 5:00 pm

Location: Station 53