



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

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Board of Fire Commissioners Meeting Minutes

DRAFT

February 11, 2021

Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Board Chair Paul Messner at 17:00 hours. The public was participating remotely through Facebook Live in compliance with the Open Public Meeting Act RSW42.30 and Proclamation 20-28.

Commissioners and Staff Present

Board Chair Commissioner Paul Messner, Commissioner Steve Hutchinson, Chief Ed Hartin, AIC Deputy Chief Jerry Helm, AIC CAPT James Meek and Finance Officer Cathy Niiro. Fire Commissioner Cheryl Engle was excused.

Members of the Public Present

Chris Geiger

Consensus Approval of the Agenda

Chair Paul Messner received consensus approval of the agenda.

Input from the Public

None. Members of the public were also participating through Facebook Live.

Approval/Correction of Previous Minutes

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded approval of the minutes for the Regular Board Meeting on January 14, 2021.

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded approval of the minutes for the Regular Board Meeting on January 28, 2021.

Action: Approved Unanimously.

Commissioner Steve Hutchison moved to approve and Commissioner Paul Messner seconded approval of the following 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
Grand Total	\$209,929.77

Action: Approved Unanimously.

Chief's Report

Chief Hartin shared with the Fire Commissioners his Chief Report of February 11, 2021.

Finance Officer's Report

Finance Officer Cathy Niuro presented the board with the Budget Position as of February 11, 2021.

Old Business

1. Formal Complaint Submitted by Charlie Smith

Informational: 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.

Commissioners Steve Hutchinson asked that this discussion be tabled until the March 11, 2021 meeting.

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 30th 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.

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded approval to send the attached letter to the ICOM Board and to Executive Director Lisa Ernst.

Action: Approved Unanimously.

2. Motion to approve or disapprove declaring equipment surplus and disposal of that equipment

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.*

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded approval of declaring equipment surplus and disposal of that equipment with the provisions of *Standard Operating Guideline 1.3.5 Asset Management*.

Action: Approved Unanimously.

3. Discussion of joint meetings with South Whidbey Fire/EMS and North Whidbey Fire and Rescue consistent with the provisions of *Standard Operating Guideline 1.3.5 Asset Management*.

The commissioners of the three districts on Whidbey Island have met jointly in the past to discuss issues of common concern and foster collaboration between the districts. The last time that this occurred was a number of years ago. Board Chair Messner would like to explore the format and scheduling of joint meetings and reach out to the other two boards in an effort to reinstitute regularly scheduled joint meetings.

Action: Board Chair Paul Messner will call the other two fire districts and Chief will produce a letter for him to sign also.

Good of the Order/Announcements

Next Regular Meeting

March 11, 2021

Time: 17:00

Location: Station 53

There being no further business, Chair Paul Messner adjourned the meeting at 17:50.

Submitted,

Cathy Niiro

Cathy Niiro, Secretary