



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

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Board of Fire Commissioners Meeting Minutes

DRAFT

March 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, Commissioner Cheryl Engle, Fire Chief Ed Hartin, AIC Deputy Chief Jerry Helm, AIC CAPT James Meek and Finance Officer Cathy Niiro.

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 Cheryl Engle moved to approve and Commissioner Steve Hutchinson the minutes for the Regular Board Meeting on February 11, 2021.

Action: Approved Unanimously.

Commissioner Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the following vouchers:

M&O Vouchers & Payroll #5022 through #5068	\$64,716.05
Direct Deposit Payroll	\$84,048.14
Dept. of Retirement Systems (Debit)	\$22,781.38
IRS – Payroll Taxes (Debit)	\$16,341.95
Bond Capital Voucher	\$727,180.93
Capital Vouchers	\$118,816.65
Total	\$1,033,885.10

Action: Approved Unanimously.

Chief's Report

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

Finance Officer's Report

Finance Officer Cathy Niiro presented the board with the Budget Position as of March 11, 2021.

Old Business

1. Executive Session to evaluate a complaint brought against a public officer or employee in accordance with RCW 42.30.110(1)(f). The Fire Commissioners entered into Executive Session at 17:35. The Fire Commissioners ended their executive session at 17:55 with no decision being made.

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.

2. Discussion of joint meetings with South Whidbey Fire/EMS and North Whidbey Fire and Rescue boards of fire commissioners. Board Chair Paul Messner will make the arrangements to meet with the two fire districts on Whidbey Island.

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.

New Business

1. Motion was made by Commissioners Cheryl Engle and seconded by Commissioners Steve Hutchinson to approve the purchase order 60-2021-001 for cab and chassis for three type one engines in the amount of \$710,595.00.

The district previously accepted the bid submitted by Rosenbauer America for construction of three type one (structural fire engines. Rosenbauer reduced the total cost of the purchase based on the district making a progress payment on cab and chassis completion with the balance due on acceptance of the completed apparatus. This purchase is funded from the bond fund (as part of the district's 2017 voter approved bond).

Action: Approved Unanimously.

2. Motion to approve was made by Commissioner Steve Hutchinson and seconded by Commissioner Cheryl Engle to the purchase order 60-2021-002 for purchase of a Dodge fleet maintenance service truck through state contract with Dwayne Lane Chrysler, Dodge, Jeep, Ram in Everett in the amount of \$100,882,43.

Replacement of the fleet maintenance service truck was approved as part of the district's capital project plan for 2021. No bids are required as this purchase is made through a State of Washington Department of Administrative Services joint purchasing contract. This purchase is funded from the capital projects fund.

Action: Approved Unanimously.

3. Motion to approve was made by Commissioner Cheryl Engle and seconded by Commissioner Steve Hutchinson the Annual Leave Carryover and Deputy Chief Annual Leave Buyback

Chief Hartin intends to promote Captain Jerry Helm to the position of Deputy Chief effective April 1, 2021.

Captain Helm ended 2020 with 26.94 hours of excess annual leave. Ordinarily, this leave would be forfeit. However, Captain Helm was unable to use this leave in November and December of 2020 due to multiple members being sick or on COVID exposure work restriction, this necessitated him to be reassigned to shift work and limited opportunity for leave in order to maintain minimum shift staffing. This motion would restore these 26.94 hours upon Captain Helm's promotion to deputy chief.

As a member of Local 4299 International Association of Firefighters, Captain Helm has a leave balance well in excess of the annual leave carryover allowed for district executive staff. As annual leave is considered part of compensation, forfeit of accrued leave in excess of the 280-hour carryover allowed for executive staff would in essence be a cut in pay. Allowing Captain Helm to retain his current leave balance after promotion would deprive the district of the deputy chief's services for substantial period of time. As such, it makes operational sense, to buy back Captain Helm's accrued leave above the 280-hour maximum carryover allowed for executive staff at the captain's rate of pay upon his promotion to deputy chief. This would result in a onetime payment of \$18,230.97 for the value of the 407.03 hours of accrued annual leave above 280-hours. Additional detail is provided in Chief Hartin's memorandum to the board dated February 10, 2021.

Action: Approved Unanimously.

Good of the Order/Announcements

Board Chair Paul Messner requested that a performance evaluation be done on Fire Chief Hartin as one has not been done for several years. A Special Meeting will be arranged to go over the evaluation before the regular board meeting.

Next Regular Meeting

April 8, 2021

Time: 17:00

Location: Station 53

There being no further business, Chair Paul Messner adjourned the meeting at 18:55.

Submitted,

Cathy Niiro

Cathy Niiro, Secretary