



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

www.cwfire.org

Board of Fire Commissioners Meeting Agenda

October 14, 2021

5:00 PM

Consensus Approval of the Agenda

Input from the Public

Approval of Minutes

September 9, 2021 Regular Board Meeting

September 23, 2021 Special Board Meeting

October 4, 2021 Special Board Meeting

October 12, 2021 Special Board Meeting

Approval of the Vouchers

M&O Vouchers & Payroll #5331 through #5381	\$93,275.54
Direct Deposit Payroll	\$91,858.76
Dept. of Retirement Systems (Debit)	\$24,751.55
IRS – Payroll Taxes (Debit)	\$21,320.97
Bond Capital Voucher	\$1,193,733.85
Capital	\$11,850.85
Total	\$1,436,791.52

Chief's Report

Finance Officer's Report

Old Business

None

New Business

1. Motion to approve or disapprove Purchase Order #20-2021-0003 for \$11,850.85 to CDW-G for Dell Server from the Capital Fund #643-00-95000.

This capital project was reprogrammed for the current year as the district's current server is inadequate to support existing network requirements (currently at 90% capacity with inadequate reserve). Fortunately, the existing allocation of funds in the capital projects fund is adequate for the current cost of this project.

2. Motion to approve or disapprove Declaration of Surplus Items Attached

Earlier in 2021, the district replaced its self-contained breathing apparatus. The cylinders used with the breathing apparatus have reached their end of life and are no longer serviceable and will be discarded (or recycled if possible). The breathing apparatus and facepieces are still serviceable, but not compliant with current industry standards. As such they have some value, and if declared surplus will be disposed of consistent with the district's standard operating guideline on asset management. Also, several years ago the district replaced the electronics package on Marine 5, this equipment is still serviceable, but did not meet the districts requirements. This equipment has some value, and if declared surplus will be disposed of consistent with the district's standard operating guideline on asset management.

3. Motion to approve or disapprove 4th Q Budget Adjustments

In the 4th quarter, the district generally makes a budget adjustment to ensure that the budget remains balanced by fund, division, and in most cases by line item. There are two major adjustments and several minor adjustments proposed for board approval. The most significant adjustment is to recognize revenue from all-hazards mobilization and appropriation of funds for overtime related in large part to the expense of these in state and interstate mobilizations. Other adjustments will be net zero with reductions in some line items offsetting increased expenditures in other line items.

4. Motion to approve or disapprove final payment to Rosenbauer for \$1,186,378.35 for three new fire engines from the Capital Bond Fund #644-00-95000.

This expenditure is for the final payment on three type one engines purchased with revenue from the bond approved by the voters in 2017. The engines are arriving at General Fire in Spokane and will undergo dealer preparation over the next few weeks. Staff will perform a final inspection in Spokane before the district releases payment.

5. Motion to approve or disapprove transfer of \$13,937.37 from General Fund #640-00-95000 to Grants Management Fund #624-00-95000

This transfer moves Assistance to Firefighters Grant funds received into the general fund to the grants management fund. This grant funded purchase of powered air purifying respirators for emergency medical responses presenting a respiratory hazard such as COVID-19.

6. Distribution of the Proposed 2022 District Budget.

A public hearing will be held on the 2022 proposed district budget at Station 53 on November 4, 2021 at 7:00 PM. Chief Hartin and staff will provide a presentation on the 2022 budget at this

hearing. The board will consider the 2022 budget will consider the proposed budget for approval at their regular meeting on November 11, 2021.

1. Executive Session to review personnel matters in accordance with RCW 42.30.110(1)(f).

RCW 42.30.110(1)(f) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

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.

Good of the Order/Announcements

Oct 20-23, 2021

Annual WFCM Conference, Tulalip Casino, WA
(Commissioners Messner, Hutchinson, Engle and Board Secretary Niiro)

March 2-4, 2022

Northwest Leadership Seminar, Red Lion Hotel on the River,
Portland, OR (**Commissioners Messner, Hutchinson & Engle**)

June 3-5, 2022

WFCA Lake Chelan Seminar (**Commissioners Messner, Hutchinson,
Engle and Board Secretary Niiro**)

Public Budget Hearing

November 4, 2021

Time: 7:00 pm

Location: Station 53

Next Regular Meeting

November 11, 2021

Time: 5:00 pm

Location: Station 53