



# 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 Commissioners Meeting Agenda

March 10, 2022

5:00 PM

### Special Award

### Consensus Approval of the Agenda

### Input from the Public

### Approval/Correction of Previous Minutes

February 10, 2022 Regular Meeting

### Approval of Vouchers

M&O Vouchers Numbered # through #5577 thru #5628	\$67,208.33
Direct Deposit Payroll	\$86,488.20
Department of Retirement Systems (Debit)	\$22,300.69
IRS-Payroll Taxes (Debit)	\$15,968.10
Capital Bond Voucher #5613 thru #5617	\$6,146.11
<b>Grand Total</b>	<b>\$198,111.43</b>

### Chief's Report

1. COVID-19
2. Operational Activity
3. Administrative Activity
4. Operations/B Shift
5. Community Risk Reduction (CRR)/A Shift
6. Training
7. Facilities/C Shift
8. Fleet Maintenance

### Finance Officer's Report

Budget Position

## Old Business

None

## New Business

1. Motion to approve or disapprove declaring Apparatus 1502 (Marine 5) surplus.

*Apparatus 1502 (Marine 5) was severely damaged following failure of the steering system during a marine rescue response on September 17, 2021. Survey by Safeboat and the district's insurance company determined that the vessel was a total loss (repair cost would exceed value). The district had insured the vessel for full replacement cost. Technical Rescue Program Manager, Firefighter Kolton Kellison and Deputy Chief Jerry Helm have determined that retaining the vessel for sale (rather than sale by the insurance company) provides best value for the district. The district's insurance company deducted \$13,000 from the settlement on the claim for this loss. Estimated sale value for the vessel and related equipment is in excess of \$20,000. Staff recommends approval of this motion.*

2. Motion to approve or disapprove purchase order 60-2022-0001 for purchase of a 27' rescue boat from Life Proof Boats of Bremerton, Washington in the amount of \$353, 370.29.

*A working group lead by Technical Rescue Program Manager, Firefighter Kolton Kellison developed specifications for replacement of Apparatus 1502 and proposes purchase of a Life Proof Boats 27' rescue boat. This vessel is listed for United States General Services Administration purchase, negating necessity to put this purchase out to bid (per the Washington State Auditor). Recent war between the Ukraine and Russia has severely impacted the price of aluminum, resulting in a significant cost increase (with additional price increases pending). The district's insurance settlement is \$332,698. In addition, the district has set aside funds in the capital projects program in excess of \$60,000 for eventual replacement of Apparatus 1502. As such the purchase price is within available funds for this capital project. Staff recommends approval of this motion.*

3. Motion to approve or disapprove declaring Apparatus 9401 (former Engine 51), 9601 (former Engine 512), and 9602 (former Engine 512) surplus.

*These apparatus were recently replaced by the district's three new type one engines. Declaring these apparatus surplus will allow the district to sell these assets. Staff recommends that revenue from sale of these assets be allocated to the capital projects fund for future capital needs.*

4. Motion to approve or disapprove creation of the classification of division chief (i.e., reclassification of the position of training and recruitment captain).

*The district currently has a vacancy for the position of training division manager. The district has no internal candidates for this position. This non-exempt position was previously filled by a captain represented by Local 4299 International Association of Firefighters. The total personal services cost for this position included wages, overtime, and benefits. The training captain served as one of three command duty officers, and was paid command duty standby pay for off duty hours and overtime for responses when off duty, but serving as the command duty officer.*

*Reclassification of this position as an exempt, non-represented chief officer could be accomplished with a net zero impact to personal services expense and would facilitate external recruitment to fill this position.*

5. Discussion of short to mid-term economic and financial challenges.

*Like all businesses, governments, and individuals, the district is faced with increasing inflation which will undoubtedly impact construction cost for the new Station 53. Due to repeated delay in the permitting process since passing a voter approved bond for this project in 2017, prices are anticipated to be considerably higher, with total cost possibly exceeding currently available funds. This may necessitate additional financing such as a councilmatic bond to provide sufficient funds for project completion. The exact impact of inflation will be determined when the district goes out to bid (planned for April).*

*A second potential challenge is the current financial condition of the Whidbey Island Public Hospital District. It is unknown how the financial condition of the hospital will impact the district's interlocal agreement to staff a BLS ambulance, but this agreement provides the district's second largest revenue stream (\$280,000). Impact to this revenue stream would have a serious impact on the district's ability to maintain current service delivery levels.*

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 excerpt 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.*

6. Approve or disapprove a memorandum of understanding between the district and Local 4299 International Association of Firefighters regarding the grievance filed by the local on behalf of Firefighter Derik Vrable.

*The district's executive staff and attorney have reached agreement for settlement of the grievance filed over demotion of Derik Vrable from lieutenant to firefighter. Under the terms of this agreement Firefighter Vrable will accept a voluntary reduction in rank to firefighter without disciplinary impact.*

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

June 3-5, 2022	WFCA Lake Chelan Seminar <b>(Commissioners Messner, Hutchinson, Engle, Board Secretary Niiro, &amp; Chief Hartin)</b>
October 26-29, 2022	WFCA Conference, The Davenport Grand Hotel, Spokane, WA <b>(Commissioners Messner, Engle, Hutchinson and Board Secretary Niiro)</b>

#### **Regular Meeting**

April 14, 2022  
Time: 5:00 pm  
Location: Station 53