



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 Minutes

DRAFT

Marrch 10, 2022

Special Award

An award, card and gift certificate was presented to Fire Commissioner Paul Messner for his service over the years as Santa for the Santa Mobile.

Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Chair Steve Hutchinson at 17:00 hours. The public was able to participate remotely through Facebook Live.

Commissioners and Staff Present

Board Chair Commissioner Steve Hutchinson, Commissioner Cheryl Engle, Commissioner Paul Messner, Chief Ed Hartin, Finance Officer Cathy Niiro, Deputy Chief Jerry Helm, LT James Meek and Firefighter Kole Kellison.

Members of the Public Present

None.

Consensus Approval of the Agenda

Chair Steve Hutchinson received consensus approval of the agenda.

Input from the Public

None.

Approval of Previous Minutes

Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded approval of the minutes for the Regular Board Meeting on February 10, 2022

Action: Approved Unanimously.

Approval of Vouchers

M&O Vouchers & Payroll #5577 through #5628	\$67,208.33
Direct Deposit Payroll	\$86,488.20
Dept. of Retirement Systems (Debit)	\$22,300.69
IRS – Payroll Taxes (Debit)	\$15,968.10
Capital Bond Vouchers #5613 thru #5617	\$6,146.11
Total	\$198,111.43

Commissioner Paul Messner moved to approve and Commissioner Cheryl Engle seconded approval of the vouchers.

Action: Approved Unanimously.

Chief's Report

Chief Hartin shared with the Fire Commissioners the Chief's Report as of March 10, 2022.

Finance Officer's Report

Finance Officer Cathy Niuro presented the board with the Budget Position as of March 10, 2022.

Old Business

None.

New Business

1. Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded motion #1 to declare Apparatus 1502 (Marine 5) surplus.

Action: Approved Unanimously.

2. Commissioner Paul Messner mover to approve and Commissioner Cheryl Engle seconded Motion #2 to the purchase order 60-1011-000` for purchase of a 27' rescue boat from Life Proof Boats of Bremerton, Washington in the amount of \$353,370.29.

Action: Approved Unanimously.

3. Commissioner Paul Messner mover to approve and Commissioner Cheryl Engle seconded Motion #3 Declaring Apparatus 9401 (former Engine 51), 9601 (former Engine 512) and 9602 (former Engine 54)

Action: Approved Unanimously.

4. Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded motion #4 creation of the classification of division chief (i.e., reclassification of the position of training and recruitment captain).

Action: Approved Unanimously.

5. Chief Hartin lead the 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.

The Fire Commissioners went into Executive Session at 5:45 for 20 minutes ending at 6:10 pm to review personnel matters in accordance with RCW 42.30.110(1)(f). The Fire Commissioners ended their Executive Session with no decision being made.

6. Commissioner Cheryl Engle moved to approve and Commissioner Paul Messner seconded motion #5 memorandum of understanding between the district and Local 4299 International Association of Firefighters regarding the grievance file by the local on behalf of Firefighter Derik Vrable.

Action: Approved Unanimously.

Good of the Order/Announcements

- | | |
|------------------|---|
| June 3-5, 2022 | WFCA Lake Chelan Seminar (Commissioners Messner, Hutchinson, Engle, Board Secretary Niiro and Chief Ed Hartin) |
| Oct. 27-29, 2022 | WFCA Conference, Davenport Grand Hotel (Commissioners Hutchinson, Engle and Board Secretary Niiro) |

Finance Officer Niiro shared with the Fire Commissioners that an internal audit was completed by Commissioners Engle and Hutchinson on February 15, 2022.

Next Regular Meeting

April 14, 2022

Time: 5:00 pm

Location: Station 53

There being no further business, Fire Commissioner Chair Steve Hutchinson adjourned the meeting at 6:15 pm.

Submitted,

Cathy Niiro

Cathy Niiro, Secretary