



# 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

September 9, 2022

5:00 PM

### Consensus Approval of the Agenda

### Input from the Public

### Approval/Correction of Previous Minutes

August 11, 2022 Regular Meeting

### Approval of Vouchers

M&O Vouchers #through #	\$90,990.52
Direct Deposit Payroll	\$92,058.31
Dept. of Retirement Systems (Debit)	\$23,367.04
IRS – Payroll Taxes (Debit)	\$17,873.12
Capital Voucher #	\$0.00
Bond Capital Voucher #	\$1,713.75
<b>Total</b>	<b>\$226,002.74</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

## ICOM Board Report

Report from Commissioner Messner regarding the most recent ICOM Board of Directors Meeting and other issues related to ICOM 911.

## Old Business

None

## New Business

1. Motion to approve or disapprove transfer of \$241,216 from General Fund #640-00-95000 to Capital Projects Fund #643-00-95000

*This interfund transfer provides revenue to the capital projects fund for future capital projects. Funds are transferred annually in October consistent with the district's annual budget and long-term financial plan.*

2. Motion to approve or disapprove transfer of \$29,546 from General Fund #640-00-95000 to Compensated Absences #626-00-95000

*This interfund transfer provides revenue to the compensated absences fund for future payment for accrued compensated absences upon retirement or other separation from district employment. Represented employees are compensated on separation for any unused annual leave. Executive staff are compensated for unused paid-time-off and a maximum of 240 hours of accrued long-term sick leave. Funds are transferred annually in October consistent with the district's annual budget and long-term financial plan.*

3. Motion to approve or disapprove ratification of the January 1, 2022 to December 31, 2022 collective bargaining agreement between the district and Local 4299 International Association of Firefighters.

*Due to a variety of factors, the district and Local 4299 determined that it was in the best interest of the local and the district to enter into a one-year collective bargaining agreement to provide time for more substantive work to develop a multi-year (typically three year) agreement. This agreement provides a 5% pay increase which maintains the district's position near the median of established comparable agencies. Other revisions to the collective bargaining agreement include:*

- *Establishment of seniority based on length of service (rather than by rank and length of service) and establishing a reduction in seniority credit for failure to meet qualification and certification requirements for progression through the salary steps for firefighters.*
- *Clarification and simplification of the grievance procedure*
- *Increase in the percentage paid for dependent medical and dental coverage with movement towards the percentage paid by comparable agencies.*
- *Incorporation of prior memorandums of understanding into the body of the agreement or its appendices to improve clarity.*

*All contract revisions have been reviewed by the district's attorney and found acceptable.*

4. Motion to approve or disapprove Resolution 22-02 Exempt Staff Compensation for Non-District Assignments.

*South Whidbey Fire/EMS's finance officer departed unexpectedly and we have entered an interlocal agreement with them to temporarily provide finance services for them. Finance Officer Cathy Niiro estimated that this will require approximately 10 hours per week of her time and an additional 10 hours per week from Administrative Assistant/Fiscal Specialist Lindenstein. SWFE is reimbursing CWIFR for the fully loaded (salary and benefits) cost of this service. The district plans to deliver this service without requiring significant work outside normal hours of work (by increasing the administrative assistant/fiscal specialist's hours of work from 0.75 FTE to 1.0 FTE. However, if unanticipated level of effort is required, the finance officer may need to work additional hours to meet the needs of both districts.*

*This resolution is consistent with the provisions previously established for additional compensation to the district's chief officers while on state or emergency management assistance compact mobilizations. As noted in the resolution, this does not change the exempt status of the district's executive staff and only applies to special agreements where another municipal entity is reimbursing the district for the fully loaded cost of the service.*

5. Motion to approve or disapprove payment in lieu of benefits for temporary full-time employment of the district's Administrative Assistant/Fiscal Specialist.

*See the explanation of agenda item new business five. As this is a short-term increase in hours to full-time, the administrative assistant/fiscal specialist have agreed that it would make the most sense to adjust her hourly rate to include payment in lieu of benefits (medical/dental and deferred compensation). This would temporarily increase the administrative assistant's hourly rate to \$25.00.*

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

October 26-29, 2022                      WFCA Conference, The Davenport Grand Hotel, Spokane, WA  
**(Commissioners Messner, Hutchinson and Board Secretary Niiro)**

### **Regular Meeting**

October 13, 2022

Time: 5:00 pm

**Location: Station 54 due to construction of Station 53.**