

**Meeting Minutes of July 11, 2013  
of the Board of Fire Commissioners  
Central Whidbey Island Fire and Rescue**

Call to order at 17:00 at Headquarters Fire Station by Chair Paul Messner.

Those present: Chair Paul Messner, Commissioner Tom Smith, Deputy Chief Chad Michael and Office Manager Kim Harpe (Commissioner Cheryl Engle and Chief Ed Hartin – Excused)

The Chair received consensus approval of the agenda.

**Input from the Public:** None.

**Previous Minutes:** Commissioner Tom Smith moved and Chair Paul Messner seconded the previous meeting's minutes be approved for:

June 13, 2013

**Presentation of Monthly Bills:** Commissioner Tom Smith moved and Chair Paul Messner seconded to approve vouchers numbered:

Vouchers: 4000 through 4084 \$ 142,490.18

**Grand Total M&O Vouchers & EFT Transfer:** \$ 142,490.18

Action Approved Unanimously

**Reports**

Chief/Secretary:

**Report by:**

**Deputy Chief Michael/Kim Harpe**

**Activity Report**

There were 77 calls for service in the month of June. There were six instances where multiple calls for service were received concurrently.

**Training**

Fire and Rescue Training for CWIFR members included: Handline Operations, Live Fire Training/Door Entry & Control and Fire Attack.

EMS Training included: Pharmacology Ongoing Training and Evaluation Program (OTEP) and Cardiac Arrest Management.

### **Officer Development**

AIC Captain Helm, LT Porter and FF Rogers have been participating in a pilot delivery of Instructor II. This course is using a team based project to develop the participant's skills in curriculum planning and development as well as instructional supervision as required for certification at this level.

### **Training and Recruitment Project Work**

AIC CAPT Helm completed the specifications for the new engine and assisted in the bid process for the engine and tender refurbishment projects.

### **Community Risk Reduction/Community Engagement**

Chief Michael provided the Board with an update on the District's Standard of Risks project. He shared one of several risks being discussed is the potential of fuel spills in the Penn Cove area. CWIFR has arranged meetings with two private companies to begin exploration of a public/private partnership.

Chief Michael also met with Mr. Ian Jefferds, the CEO of Penn Cove Shellfish operations to discuss similar strategies. Mr. Jefferds was very interested in the concept and placed calls to NRC Environmental Services and the Department of Ecology to find resources that might be available to our area.

CWIFR met with NRC Environmental Services to further discuss the feasibility of a public/private partnership between Penn Cove Shellfish, CWIFR and NRC Environmental Services. NRC Environmental Services will work to put together an agreement to be evaluated by CWIFR.

### **Shift Activity**

A Shift:

- Completed 19 hours of in-service training.
- Completed 3 hours of physical training.
- Conducted 1 Life & Fire Safety Inspection.
- Conducted a Fire Prevention Inspection at Camp Casey.

B Shift:

- Completed 10 hours of in-service training.
- Completed 6 hour of physical training.
- Conducted 4 Life & Fire Safety Inspections.
- Conducted car seat safety checks.
- Conducted a community CPR Class.
- FF Huff swapped out electrical equipment and performed an oil change in C500. Retrieved damaged tank suction check valve from E51, performed oil change on 591 and installed aluminum plates for equipment mounting inside rear doors on C501.

#### C Shift:

- Completed 9.5 hours of in-service training.
- Completed 7 hours of physical training.
- Conducted 15 Life & Fire Safety Inspections.
- Participated in Coupeville Elementary School Field Day.
- Detail and repair the locking mechanism on SCBA brackets on E53.

#### **Apparatus Maintenance**

Apparatus repairs completed during the month of June included:

- Replacement of Engine 51's tank to pump check valve (two times)
- Replacement of a front wheel rotor on Engine 53.

Chief Michael reported that when Engine 53 and 54's tank to pump check valves failed, Engine 51 had been inspected and appeared to be in good condition. When Fire Service Repair replaced the tank to pump check valve, it seated incorrectly and had to be done a second time. Fire Service Repair completed this work at no cost to the District.

The front wheel rotor on Engine 53 was replaced due to a crack in the rotor. Fire Service Repair is looking into the possibility of having the cost of the rotor covered due to the fact it was most likely defective.

Annual NFPA Inspections will begin on District apparatus July 12<sup>th</sup>, with a completion date of late October. Any repair work required will be completed immediately after it is identified.

#### **Administration**

Chief Michael reported that the District has had an interest in creating the opportunity for CWIFR members to get annual physicals and explained how annual physicals play a significant role in the District's strategic planning goal of promoting member health and wellness. The District currently uses U.S. Health Works at Paine Field for all entry NFPA 1582 physicals. In an effort to minimize travel and time required for new members to complete a physical, Chief Michael shared that he is working to establish an agreement with Whidbey Community Physicians and establish if they have the capability to conduct these physicals and what the annual cost would be.

Chief Michael has been working with each shift to ensure that the 2014 division and program budget requests are submitted by the assigned deadline.

#### **External Activity**

Chief Hartin and Chief Michael participated in a mass casualty virtual tabletop exercise put on by the Emergency Management Institute. The exercise focused on a school bus collision near the Deception Pass Bridge.

Chief Hartin will participate in an Underwriters Laboratories planning meeting to plan a multi-year research agenda. The meeting will be held in Jackson, WY on August 19-21. This event is funded through the Underwriters Laboratories Firefighter Safety Research Institute

### **Swear In Ceremony**

Chief Michael swore in new members: EMT Pete Milnes, EMT Matt Lowder, FF/EMT Keith Andrews, FF/EMT Scott Johnson, FF/EMT David Bond and FF/EMT Holly Slothower.

### **Monthly Financial**

Officer Manager Kim Harpe recapped the Maintenance and Operations (Profit/Loss Report) for the Month of July 2013.

### **Unfinished Business**

A. Motion to Approve the Purpose, Scope and Policy for SOG 1.3.1 "Budget". Commissioner Tom Smith moved and Chair Paul Messner seconded to approve the motion.

**Action: Approved Unanimously**

**New Business.** None.

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

July 18, 2013 – Sno-Isle "Annual Burgers an Bonding Bash" at Lake Roesiger

October 23-27, 2013 - 2013 WFCFA Annual Conference (Red Lion Hotel/Pasco, WA)

There being no further business, Chair Paul Messner adjourned the meeting at 18:37.

### **Special Meeting:**

Date: Thursday – July 25, 2013

Time: 17:00

Place: Station 53 - Headquarters

### **Next Regular Meeting:**

Date: Thursday – August 8, 2013

Time: 17:00

Place: Station 53 - Headquarters

Submitted,

Kim Harpe, Secretary