

**Whatcom County Fire District #21  
Station 61 – Blaine  
9408 Odell Street, Blaine WA 98230  
7:00 pm  
January 21, 2016  
Regular Board of Fire Commissioners Meeting**

**CALL TO ORDER**

Co Vice-Chairman Bosman called the regular Whatcom County Fire District #21 Board of Fire Commissioners meeting for January 21, 2016 to order at 7:02 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

**ROLL CALL**

Attendees: Co Vice-Chairman Rich Bosman; Commissioners Larry McPhail, Dean Berkeley and John Crawford; Chief William Pernet; Division Chief Henry Hollander; Training Captain Joe Noonchester; Business Manager Benita Williams.

**WELCOME**

The Board welcomed newly elected Fire Commissioner John Crawford.

**RECOGNITION**

Chief Pernet recognized Blaine High School Art Students Krysten Morrow and Cole De Zarn for donating their time and exceptional talent to provide the district with a reusable winter themed backdrop.

Lieutenant Leslee Smith provided information about the Blaine High School art program and how the district has been able to utilize the talents of its students. Lieutenant Smith further noted that the two students worked independently and managed their time well. In addition, Cole was on hand to offer family photo opportunities during the holiday event.

**PUBLIC COMMENT**

- None

**APPROVAL OF MINUTES**

**MOTION:** Commissioner McPhail moved to approve the December 17, 2015 special meeting minutes as presented. The motion was seconded by Commissioner Berkeley and approved 4-0.

**MONTHLY REPORTS**

- **Chief's Report:** Chief Pernet provided a summary of the chief's report.

Chief Pernet reported that activity for both districts during the month of December was ninety-two (92) fire related calls and two hundred four (204)

medical related calls for a combined total of two hundred ninety-six (296) calls. There were seventy-eight (78) overlapping incidents. The total calls for the 2015 was three thousand seven hundred seventy-nine (3,799). The average fire response time was eight minutes six seconds while the average EMS response was seven minutes fifty seconds. The combined average response time minus mutual aid and auto aid incidents was eight minutes fifty-nine seconds. District 4 has a 2015 total dollar save rate of approximately seventy-five percent (75.89%) while NWFR has a 2015 total dollar save rate of approximately sixty-one percent (61.09%).

Chief Pernet announced that the Britton Loop Station 12 burning tower conversion from a propane to a class “A” burn prop has been completed.

The district continues in the process of creating a firefighter hiring list. Approximately one hundred ten (110) qualified candidates were invited to take a written test on Tuesday, January 19. The district hopes to establish a hiring list by the end of February.

The district recently submitted two Assistance to Firefighters Grants (AFG) for PPE decontamination washers and gear dryers as well as a vehicle acquisition for a support and light vehicle. The district will most likely be notified sometime during the middle of the year.

The strategic plan committees have submitted their action plans worksheets for review. Chief Pernet plans to submit the completed plans for review during the upcoming Fire Commissioners meeting scheduled for Thursday, February 18.

- **Operations Report:** Chief Pernet provided a summary of the operations report.

Chief Pernet highlighted the district’s non-emergency crew activities around the district including participation in the Birch Bay Polar Bear Plunge, volunteer training, medical physicals, blood pressure checks, station tours, pre-planning and a local business walk through.

Chief Pernet reviewed the December meetings attended by the operations division including Coffee with the Chief, EMS Council, Board meetings, Planning committees, Grant and Officer meetings.

The operations division has been involved in many projects this month including new hire testing, safety, burn tower conversion, life safety rope, annual appraisals and vacation scheduling.

Chief Pernet noted that there were no major structure fires during the month of December. Chief Pernet reviewed one of the more common incidents during this time of the year within the district’s response area.

- 12/17/15: Everson Goshen and E. Smith Rd – MVA

Chief Pernet reviewed the staffing and time off statistics for December. Six hundred eighty-two (682) hours of sick time, nine hundred forty-five (945) vacation hours were utilized and approximately thirty (30) volunteers worked a total of seven hundred forty-one (741) shift hours during the month of December.

- **Training Report:** Training Captain Noonchester provided a summary of the training report.

Career and volunteer staff spent eight hundred forty-nine (849) hours on training in the month of December.

The new recruits completed over three hundred (300) hours of academy training and have begun EMT school. The training division has connected each recruit graduate to a specific crew who will provide better mentorship. Two (2) of the five (5) recruits graduated from the Whatcom County Recruit Academy with honors.

Captain Noonchester provided information regarding the retro-fit project in the Britton Loop Station 12 training tower. The large burn room has been converted from a Class “B” to a Class “A” facility which will supply a more diverse live fire training experience. The facility will utilize natural wood pallets and straw as the fire source.

A new pilot program will allow members to assist the training division with delivering hands-on drills. Lieutenant Esser will be teaching pump operations while firefighter Bruch will provide instruction on firefighter survival.

Captain Noonchester recognized firefighters Captain Ray Davidson and volunteer David Varivoda for completing the most training hours during the month of December.

- **Technical Support Report:** Chief Hollander provided a summary of the technical support report.

Chief Hollander provided an update on PogoZone’s plan to install antennas throughout the district. Antennas have already been installed at Delta Station 68 as well as Laurel Station 69.

With the installation of their new addition, TC Trading will be adding an additional required fire hydrant.

Chief Hollander attended seven (7) Technical Review Committee (TRC) meetings in December.

The Blaine Boys and Girls Club has completed their addition and all fire permits were approved.

A total of eleven (11) inspections were completed in December. Two hundred fourteen (214) occupancy inspections were completed in 2015.

Chief Hollander reviewed recent apparatus and facility improvements.

- Chief Hollander acknowledged the Laurel Station 69 crews for their assistance with designing and installing a guard around the fire sprinkler valves in the apparatus bay.
- AP517 (E12): A computer node in the pump gear circuit was repaired.
- Custer Station 64 is still in need of a new roof. There remains a low level of persons interested in acquiring the station.

All the district repeaters have been reprogrammed. The district has also reprogrammed all radios, both apparatus and portables, to the newly adopted Whatcom County Fire / EMS channel list.

## **FINANCE**

- **Fund Balances:** Benita Williams, Business Manager provided information regarding the District's current fund balances. Limited county information was available this monthd.

- **January Vouchers:**

**MOTION:** Commissioner McPhail moved to approve the January NWFR Employees Direct Deposit Payroll Vouchers #1-57 in the amount of \$263,099.59. The motion was seconded by Commissioner Berkeley and approved 4-0.

**MOTION:** Commissioner McPhail moved to approve the January Volunteer Direct Deposit Payroll Vouchers #58-86 in the amount of \$6,590.75. The motion was seconded by Commissioner Berkeley and approved 4-0.

**MOTION:** Commissioner McPhail moved to approve the January Non-Direct Deposit Payroll Voucher #1-2 in the amount of \$825.96. The motion was seconded by Commissioner Berkeley and approved 4-0.

Benita noted that the January benefits voucher includes a special health care cost.

**MOTION:** Commissioner Bosman moved to approve the January Benefits Vouchers #01-13 in the amount of \$161,453.57. The motion was seconded by Co Vice-Chairman Bosman and approved 4-0.

The January monthly voucher includes various annual charges including the 2015 election costs.

**MOTION:** Commissioner McPhail moved to approve the January Monthly Expenditure Voucher #1-213 in the amount of \$98,904.38. The motion was seconded by Commissioner Berkeley and approved 4-0.

**MOTION:** Commissioner McPhail moved to approve the January Capital Projects Voucher #214 in the amount of \$768.18. The motion was seconded by Co Vice-Chairman Bosman and approved 4-0.

**MOTION:** Commissioner McPhail moved to approve the January Capital Projects Apparatus Voucher #215 in the amount of \$2,676.00. The motion was seconded by Co Vice-Chairman Bosman and approved 4-0.

#### **UNFINISHED BUSINESS**

- None

#### **POLICIES & PROCEDURES**

- **0600.0101.02 Facility Rentals:** Chief Pernet provided information and reviewed the updates to the facility rental policy.

**MOTION:** Commissioner McPhail moved to approve Policy 0600.0101.02 Facility Rental. The motion was seconded by Commissioner Berkeley and approved 4-0.

#### **NEW BUSINESS**

- **Board Officer Elections:**

**MOTION:** Commissioner McPhail nominated Co Vice-Chairman Rich Bosman as the new Chairman. The motion was seconded by Commissioner Crawford and approved 4-0.

**MOTION:** Chairman Bosman nominated Commissioner Larry McPhail as the Vice-Chairman. The motion was seconded by Commissioner Crawford and approved 4-0.

**MOTION:** Vice-Chairman McPhail nominated Commissioner Dean Berkeley as the Vicar / Co Vice-Chairman. The motion was seconded by Chairman Bosman and approved 4-0.

Chairman Bosman noted that his goal is to create an atmosphere of collaboration.

- **Fire Commissioner Resignation:**

**MOTION:** Commissioner McPhail moved to approve the resignation of Chairman Bill Salter. The motion was seconded by Commissioner Berkeley and approved 4-0.

- **Fire Commissioner Replacement:** The district has ninety (90) days to appoint a replacement for the remainder of the Fire Commissioner's term. The district will advertise the position in the local and social media. Interested community members will need to submit a letter of interest along with a resume to the fire commissioners by Monday, February 15. The Board will review the applications and interview the candidates prior to making a selection.
- **Fire Commissioner Training:** Chairman Bosman and Chief Pernet reviewed the upcoming fire commissioner training opportunities. It was agreed that the district's attorney will provide personalized training at a special meeting after the new fire commissioner has been appointed.

#### **CORRESPONDENCE**

- Bill Salter re: Resignation
- Blaine Food Bank re: Thank you for food bank donation
- Washington State Fire Commissioners Association re: Saturday Seminars
- The Responder: District newsletter, January issue

#### **ANNOUNCEMENTS**

- Commissioner Berkeley announced that he has scheduled a meeting with Christi Burns from Labor and Industries on Monday, February 15, to discuss volunteer firefighter hour limitations. Commissioner Berkeley will keep the Board updated with any new information.

#### **AGENDA ITEMS FOR THE NEXT MEETING**

- Strategic Plan
- Fire Commissioner Interest Update

#### **EXECUTIVE SESSION**

Chairman Bosman recessed the meeting for an Executive Session, per RCW 42.30.140 "*Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or... that a portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposal made in the negotiations or proceedings while in progress.*"

at 7:47 p.m. for approximately thirty minutes. Chief Pernet, Chief Hollander and District 4 Fire Commissioner Andrews remained for the executive session.

**MEETING RECONVENED**

Chairman Bosman called the regular meeting back into open session at 8:19 p.m. No actions were taken as a result of the executive session.

**SIGNING OF DOCUMENTS**

**ADJOURNMENT**

**MOTION:** There being no further business Vice-Chairman McPhail moved to adjourn the meeting at 8:26 p.m. The motion was seconded by Commissioner Berkeley and approved 4-0.

Respectfully Submitted by:

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Jennie Sand, Recording Secretary

**ATTEST:**

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Rich Bosman, Chairman

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Larry McPhail , Vice-Chairman

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Dean Berkeley, Commissioner

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John Crawford, Commissioner

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Chief Pernet, Board Secretary