

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
November 17, 2016
Regular Board of Fire Commissioners Meeting**

CALL TO ORDER

Vice-Chairman McPhail called the regular Whatcom County Fire District #21 Board of Fire Commissioners meeting for November 17, 2016 to order at 7:03 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

PLEDGE OF ALLEGIANCE

ROLL CALL

Attendees: Vice-Chairman Larry McPhail, Commissioners Dean Berkeley and Bruce Ansell; Fire Chief William Pernet; Division Chief Henry Hollander; Training Captain Joe Noonchester.

Chairman Rich Bosman was previously excused from the meeting. Commissioner Crawford had a family emergency and was also excused from the meeting.

PUBLIC COMMENT

- None

FIREFIGHTER OATH OF OFFICE

- Chief Pernet conducted the swearing in of volunteer firefighter Brandon Visser.

RECESS INTO PUBLIC HEARING

- Vice-Chairman McPhail opened the public hearing at 7:03 p.m. to hear comments for the proposed Resolution 2016-05 Establishing Substantial Need and Resolution 2016-06 Allowing the District to Increase its Budget by Up to One Percent.

Prior to any comments Chief Pernet provided background information about the resolutions. These resolutions are a required formality and used as a placeholder for the district to take a one percent increase in the future if the assessed values permit. The District will be entitled to collect additional money in 2017.

PUBLIC HEARING STATEMENT

- Kathy Berg: 4040 Fishermans Bend Lane – Kathy Berg stated that to her it makes sense to take the money incrementally as it is offered to the District.

RECONVENE INTO REGULAR MEETING

- Vice-Chairman McPhail reconvened the regular meeting at 7:10 p.m.

NEW BUSINESS

- **Resolution 2016-05 Substantial Need:**
- **Resolution 2016-06 Allowing the District to Increase Its Budget by Up to One Percent:**

Commissioner Ansell expressed his concern about approving either resolution during the meeting. Commissioner Ansell noted that one of the primary functions of the Board is to manage the money of the District and with only three of the Board members in attendance, his preference is to table both resolutions to a future meeting when the majority of the Board will be present.

MOTION: Commissioner Ansell moved to table budget Resolution 2016-05 Substantial Need and Resolution 2016-06 allowing the District to Increase Its Budget by Up to One Percent to be addressed as an action items during a portion of the budget study session to be held on Saturday, December 3. The motion was seconded by Commissioner Berkeley and approved 3-0.

APPROVAL OF CONSENT AGENDA

1. Meeting Minutes
 - a) September 28, 2016 – Special Meeting
 - b) October 20, 2016 – Regular Meeting
 - c) November 5, 2016 – Special Meeting – Budget Study Session
2. Staff Reports - Chiefs / Operations / Training / Technical Support
3. Financial Report / Revenue - October \$1,973,349.39
4. Voucher / Payroll / Benefits
 - a) NWFR Employees Direct Deposit Payroll # 880-940: \$276,978.53
 - b) Volunteer Direct Deposit Payroll #941-960: \$4,105.27
 - c) Non-Direct Payroll #27: \$191.80
 - d) Benefits Vouchers #119-129: \$154,873.01
 - e) Monthly Expenditure Vouchers #191951-2116: \$47,388.22
 - f) Capital Projects Vouchers #2117-2118: \$18,261.53

Commissioner Ansell requested that item 1. A; September 28, 2016 Special Meeting Minutes be removed from the consent agenda since only two Fire Commissioners who attended the meeting were present. The minutes will be added to the December 15, 2016 consent agenda.

MOTION: Commissioner Ansell moved to approve the Consent Agenda with the above mentioned change. The motion was seconded by Commissioner Berkeley and approved 3-0.

NW FIRE COMMISSIONER MONTHLY REPORTS

- **Whatcom County Fire Commissioner;** Wednesday, November 9: Vice-Chairman McPhail reported on the most recent Whatcom County Fire Commissioner meeting. Vice-Chairman McPhail reported that attorney Brian Snure had attended the meeting to review the violation penalties to the Open Public Meetings Act. The first violation is \$500.00 with the second and beyond \$1,000.00 per violation. In addition, Brian Snure discussed the importance of all organizations having an up to date social media policy which includes Facebook and Twitter information. The Whatcom County Fire Commissioner secretary will distribute a copy of the policy to all commissioners. Chief Pernet noted that the district has a computer usage guidelines policy but identified that it is always a good idea to review policies to ensure the District remains up to date.

IAFF LOCAL 106 MONTHLY REPORT

- Labor Representative Chuck Shipp provided a report about the Local's various activities.
 - EMS Levy – Chuck Shipp noted that union members are putting in a lot of time and effort assisting with the verification of disputed votes. As of Thursday, November 17 the EMS Levy was failing by six votes.
 - Blaine Thanksgiving Meals Distribution – Wednesday, November 23 in the Blaine Costco parking lot. Firefighters donate their time to pick up donated items, put food baskets together and carry the dinner fixings out to vehicles of those who qualify for meals. Chuck Shipp noted the Lieutenant Mike Nelson is the district chairperson in charge of this event.
 - Project Warm – The IAFF Union has just completed a local fundraiser that provides warm U.S. made coats to low income children in the area. A school is chosen based on free and reduced data and then all children in a particular class range receive a coat regardless of their social economic status. This year Everson School was the Project Warm beneficiary. Monies to fund the project come from various fundraisers and local businesses throughout the year.

UNFINISHED BUSINESS

- **Brennick Proposal:** The Brennick proposal options will be discussed during the executive session per RCW 42.30.110 (c) *“To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price.”* Commissioner Ansell reviewed the Brennick's proposal to utilize part of the grassy area around Northwood Station 72 for parking for their nearby business:
 - Long-term lease or rental agreement
 - Purchase of land described
 - Possible purchase of entire property
- **Custer Station 64 Real Estate Contract Update:** Chief Pernet announced that the Custer Station 64 real estate contract closed on Tuesday, November 8, 2016. The station sold for \$330,000.00. The allocation of funds will be discussed during

the upcoming budget study session scheduled for Saturday, December 3, 2016 to be held at Odell Station 61.

- **Assistant Chief Process:** Chief Pernet provided a report on the status of the assistant chief process.
 - Ten applicants were reviewed.
 - Five applicants were invited to move forward in the process.
 - Three applicants participated in a panel interview and assessment center.
 - Two applicants will move forward to a chief's interview that will take place the end of November.
 - Following the interviews, Chief Pernet will provide a recommendation to which candidate will best fit the organization.
 - The Board will ratify the decision.

Chief Pernet noted that he was very satisfied with the consultant that was hired to manage the process. Letters will be sent to all those individuals who assisted in the process.

- **City of Blaine Hazard Mitigation Plan:** Chief Hollander and Commissioner Ansell recently met with City of Blaine's Chief Mike Haslip to address concerns regarding the District's responsibilities with regards to the City of Blaine Hazard Mitigation Plan that was recently readopted. Commissioner Ansell explained that similar to the District's capital facilities plan that is required to be submitted to the county, the state and federal government for funding, the plan considers a "worst case" scenario. Commissioner Ansell stated that he feels comfortable with the Chief Haslip's explanation and the Districts' actual responsibility.
- **Small Claims Court:** Chief Pernet reported that the small claims complaint was dismissed without prejudice due to a technicality. The plaintiff has the right to refile the claim once the District has been served appropriately.

POLICIES & PROCEDURE

- None

NEW BUSINESS

- **Resolution 2016-07 Appointing Fire Chief as the Agent for the District:**

Chief Pernet noted that according to state law the District needs to have a representative to accept tort claims on its behalf. Chief Pernet explained that before a public agency can be sued, all the issues must be documented and submitted to the agency in a tort claim. The agency then has sixty days to review the document and possibly agree to a resolution or settlement prior to the plaintiff moving forward with court proceedings.

MOTION: Vice-Chairman McPhail moved to approve Resolution 2016-07 Appointing a Fire Chief as the Agent for the District. The motion was seconded by Commissioner Berkeley and approved 3-0.

CORRESPONDENCE

- From Daryl Brennick re: Proposal for use of a portion of the Northwood Station 72property
- Bellingham Herald article re: CPR phone application
- Bellingham Herald article re: Rural wells
- Northern Light article re: Whatcom County Auditors residency investigation
- Bellingham Herald article re: Multiple car crash on Mt. Baker Hwy
- The Responder: District newsletter, November issue

ANNOUNCEMENTS

- **December Board Meeting Attendance Query:** With the exception of Commissioner Berkeley, all other Commissioners are expected to attend the meeting.
- **Budget Planning Session Date Attendance Query:** A NWFR Fire Commissioner Meeting has been scheduled for, Saturday, December 5, 2016. All Commissioners will be able to attend the meeting.
- **District Holiday Potluck:** Saturday, December 10 from 10:00 a.m. – 12:00 p.m. at Britton Loop Station 12.

PUBLIC COMMENT

- None

AGENDA ITEMS FOR THE NEXT MEETING

- Brennick Proposal
- Budget Presentation and Approval
- Election of Board Officers
- Assistant Chief Recommendation

EXECUTIVE SESSION

Vice-Chairman McPhail recessed the meeting. for an Executive Session per RCW 42.30.110 (c) *“To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price.”* at 7:47 p.m. for approximately fifteen minutes. Chief Pernet, Chief Hollander and District 4 Fire Commissioner Andrews remained for the executive session.

MEETING RECONVENED

Vice-Chairman McPhail called the regular meeting back into open session at 8:06 p.m. No actions were taken as a result of the executive session.

SIGNING OF DOCUMENTS

ADJOURNMENT

MOTION: There being no further business Commissioner Ansell moved to adjourn the meeting at 8:18 p.m. The motion was seconded by Commissioner Berkeley and approved 3-0.

Respectfully Submitted by:

Jennie Sand, Recording Secretary

ATTEST:

Larry McPhail, Vice-Chairman

Dean Berkeley, Commissioner

Bruce Ansell, Commissioner

Chief Pernet, Board Secretary