

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
February 16, 2017
Regular Board of Fire Commissioners Meeting**

CALL TO ORDER

Chairman Bosman called the regular Whatcom County Fire District #21 Board of Fire Commissioners meeting for February 16, 2017 to order at 7:02 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

PLEDGE OF ALLEGIANCE

ROLL CALL

Attendees: Chairman Rich Bosman, Vice-Chairman Larry McPhail, Commissioners John Crawford and Bruce Ansell; Fire Chief William Pernet; Division Chief Henry Hollander; Attorney Rich Davis.

Commissioner Berkeley was excused from the meeting.

PROMOTIONS

- Chief Pernet recognized Training Captain Kris Jorgensen and Lieutenant Stefen Paige on their recent promotions. Both families attended to participate in the pinning ceremony. Congratulations!

PUBLIC COMMENT

- None

APPROVAL OF CONSENT AGENDA

1. Meeting Minutes
 - a) January 19, 2017 – Regular
 - b) January 26, 2017 – Special
2. Staff Reports - Chiefs / Operations / Training / Technical Support
3. Financial Report / Revenue - January \$508,517.97
4. Voucher / Payroll / Benefits
 - a) NWFR Employees Direct Deposit Payroll #84-143: \$263,076.64
 - b) Volunteer Direct Deposit Payroll #144-168: \$4,286.24
 - c) Non-Direct Payroll #2: \$95.89
 - d) Benefits Voucher #12-23: \$174,182.83
 - e) Monthly Expenditure Vouchers #176-349: \$71,555.02
 - f) Capital Projects Apparatus Voucher #350-352 :\$1,923.75

Vice-Chairman McPhail requested additional information on the Monthly Expenditure Vouchers, specifically line items #202 and 203. Chief Pernet explained that although the City of Blaine bills for sewer and electricity are combined into one bill, the district splits the bill in half and pays sewer and electricity using separate bars code accounts. Chief Hollander further noted that this type of bill is an anomaly only with the City of Blaine.

MOTION: Vice-Chairman McPhail moved to approve the Consent Agenda as presented. The motion was seconded by Commissioner Ansell and approved 4-0.

NW FIRE COMMISSIONER MONTHLY REPORTS

- Cross Border Group: Commissioner Crawford agreed to represent the district and attend all future Cross Border Group meetings.
- Snure Seminar – Saturday, February 11, 2017: Vice-Chairman McPhail and Commissioners Ansell and Crawford attended the event.

The seminar covered bid process as well as mergers and consolidations. Commissioner Ansell shared the 2017 Bid Law Matrix and noted that the District has been following the rules quite well.

Commissioner Ansell noted that the mergers and consolidations was of interest due to the current consolidation between District #4 and North Whatcom Fire and Rescue. Commissioner Ansell stated that it may be an easy process now that the District #4 EMS levy has been resolved. A conversation regarding a future merger is anticipated during the April joint meeting scheduled for Thursday, April 20.

Both Vice-Chairman McPhail and Crawford concurred that the seminar was worthwhile, relevant and well attended.

- Chairman Bosman will be attending the Washington State Fire Commissioners Conference on Special Meetings in March.

IAFF LOCAL 106 MONTHLY REPORT

- None.

UNFINISHED BUSINESS

- **Brennick Proposal:** Mr. Brennick presented a proposal for the purchase of a small strip of land around Northwood Station 72. The land would be utilized as additional parking for their store. Mr. Brennick presented documentation on three relevant comps for the Board to review. Prices range from \$2.77 to \$3.00 a square foot. Mr. Brennick sited additional surrounding comps from \$2.04 to \$2.42 a square foot. Mr. Brennick offered the district \$2.50 a square foot for a total of \$41,250., which he considers fair for both parties. The Board noted that any decision made must be able to be justified to the district's constituents. The Board thanked Mr. Brennick for his presentation and will consider his proposal during

the executive session. Chairman Bosman will update Mr. Brennick on any developments.

- **Whatcom County EMS Levy Update:** Chief Pernet reminded the Board that District #4 is currently negotiating with Whatcom County to supplement any lost revenue due to the Whatcom County EMS levy which went into effect January 1, 2017. Two other districts (#16/#11) are also seeking to be supplemented for lost revenue of their EMS levies and have agreed to work together with District #4 and the district's attorney Rich Davis.

Rich Davis pointed out some issues with the draft inter-local agreement. Rich Davis made some changes including terminology, and forwarded the draft to the County for review and further discussion. It is anticipated that once the changes are accepted the District #4 Board members will approve the inter-local agreement. Additional information is expected during the April joint meeting.

- **Washington State Rating Bureau (WSRB):** Chief Pernet reiterated that he was contacted in January regarding a re-rate of District #21, District #4 and the City of Blaine that would take place on February 6, 2017. District members gathered vital information to be used for the district ISO ratings which was presented to the evaluator for review. The district also provided a tour of the district including stations and apparatus. It is expected the district will have the results of the re-rate in approximately one month. Chief Pernet will forward the information to the Board.
- **2014-2015 Audit:** Chief Pernet noted that the District #21 and District #4 audit has been completed. Both districts had clean audits with only minor recommendations including:
 - Additional signature of monthly financial review
 - Credit card policy
 - Rental fees policy

Chief Pernet noted that the district routinely takes advantage of the auditor's helpline for assistance between audits. Chief Pernet announced that the district was given the choice to change their audit schedule to every year or every three years however, he is comfortable with the current two year audit. This is the district's third consecutive clean audit. Chief Pernet thanked the staff for their assistance during the audit.

NEW BUSINESS

- **Resolution 2017-02 Cancellation of Warrant:**

MOTION: Commissioner Ansell moved to approve Resolution 2017-02 Cancellation of Warrant as presented. The motion was seconded by Vice-Chairman McPhail and approved 4-0.

- **Washer Extractors:** Chief Pernet presented information regarding the district's current washer extractor and drying cabinet situation. Currently, a bunker gear extractor is located at Birch Bay Station 63 and Britton Loop Station 12. There are no drying cabinets although Britton Loop Station 12 has a bunker gear drying room. There was discussion regarding keeping bunker gear properly cleaned and maintained to protect firefighters from carcinogens and other contaminants found as a result of fire exposure. Bunker gear cannot be cleaned in conventional washers and requires some firefighters to travel to other stations to wash gear. Since the district does not have a commercial dryer, the gear must be hung to dry. As a result, gear is sometimes not ready for use during the firefighter's next shift. Conventional washers and dryers can damage gear. The district has applied for two separate grants in the past to purchase the equipment however, the grants were not approved.

Chief Pernet submitted a proposal following the NFPA 1971 guidelines and WAC 296-305 to purchase two extractors and three dryer cabinets for use at career stations who do not currently have them and requested direction from the Board. The proposal includes the purchase of two washers, three drying cabinets along with any retrofitting, plumbing, drain troughs, electrical work, installation and taxes. Chief Pernet proposed that monies be utilized from the capital reserve account. Based upon the only bid available at this time, it is anticipated that the cost will be approximately \$57,000.

The Board directed Chief Pernet to move forward following the competitive bid process.

POLICIES & PROCEDURE

- None

CORRESPONDENCE

- Bellingham Herald article re: Everson Fire
- Lynden Tribune article re: CFO Program
- Northern Light article re: Assistant Chief of Operations
- Northern Light article re: SR 543 and Boblett crash
- Lynden Tribune article re: Fire Commissioner Censure
- Northern Light article re: Fire Commissioner Censure
- Bellingham Herald article re: Grass fire
- Jim Molden re: Hazardous waste call
- Women's Self Defense Seminar
- The Responder: District newsletter, February issue

ANNOUNCEMENTS

- **March Board Meeting Attendance Query:** All Commissioners present are expected to attend the meeting. Commissioner Berkeley later faxed a request to be excused from the March meeting.

PUBLIC COMMENT

- None

AGENDA ITEMS FOR THE NEXT MEETING

- EMS Levy
- Chief Pernet Annual Review
- Brennick Proposal
- April Joint Meeting

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.”*

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 7:40 p.m. for approximately forty five minutes. Chief Pernet, Chief Hollander, District 4 Fire Commissioner Andrews and Attorney Rich Davis remained for the executive session.

MEETING RECONVENED

Chairman Bosman called the regular meeting back into open session at 8:54 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 8:20 p.m. The motion was seconded by Vice-Chairman McPhail and approved 4-0.

Respectfully Submitted by:

Jennie Sand, Recording Secretary

ATTEST:

Rich Bosman, Chairman

Larry McPhail, Vice-Chairman

John Crawford, Commissioner

Bruce Ansell, Commissioner

Chief Pernet, Board Secretary