

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
March 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 March 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; Assistant Chief Joe Noonchester; Division Chief Henry Hollander; Attorney Rich Davis.

Commercial Berkeley was excused from the meeting.

PUBLIC COMMENT

- Chuck Shipp; 4550 Birch Bay Lynden Rd #B155: Chuck Shipp responded to complaints stated in the correspondence section of the Board Packet. Chuck Shipp clarified that he did not act in the manner portrayed in the complaints however, he did apologize to the Board for some of his remarks during the January 19, 2017 meeting.

APPROVAL OF CONSENT AGENDA

1. Meeting Minutes
 - a) February 16, 2017 – Regular
2. Staff Reports - Chiefs / Operations / Training / Technical Support
3. Financial Report / Revenue - February \$84, 925.84
4. Voucher / Payroll / Benefits
 - a) NWFR Employees Direct Deposit Payroll #169-226: \$257,110.02
 - b) Volunteer Direct Deposit Payroll #227-250: \$3,837.79
 - c) Non-Direct Payroll #3-4: \$12,399.62
 - d) Benefits Voucher #24-34: \$234,891.01
 - e) Monthly Expenditure Vouchers #353-557: \$68,943.49
 - f) Capital Projects Apparatus Vouchers #558-566: \$13,362.74
 - g) Capital Projects Vouchers #567-568: \$401.22

Chief Pernet provided additional information regarding 2. Staff Reports - Chiefs / Operations / Training / Technical Support: Chief Pernet reported that the district is in the

process of installing weather proof emergency 911 phone boxes near the public entrances of all fire stations. This is an effort to assist the public who in the midst of an emergency, arrive at a fire station where crews may not be in quarters. The phones will dial 911 directly. Each emergency phone will cost approximately \$1,000. It is anticipated that all phones will be installed within the next two months, with an emphasis on completing the volunteer stations first since they are unmanned.

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

- **Whatcom County Fire Commissioner Association:** Vice-Chairman McPhail attended the Wednesday, March 8, 2017 meeting. The meeting focused on information regarding a hazmat crossborder exercise scheduled for June, along with a Fire Agency Radio System (FARS) report. In addition, a selection committee has been assembled who will interview potential candidates for the County EMS Director. The committee will consist of members of the public, chiefs and commissioners. It is anticipated that an EMS Director will be hired sometime in June.

IAFF LOCAL 106 MONTHLY REPORT

- Nothing to report.

LEGAL ISSUES

- **Whatcom County EMS Levy:** The Whatcom County EMS levy went into effect January 1, 2017. Since Whatcom County is a senior taxing district it takes precedence over any junior taxing district who also have EMS levies. An inter-local agreement has been drafted that will reimburse any lost revenue to District #4 along with other districts who have an EMS levy. Attorney Rich Davis noted that the draft District #4 inter-local agreement (with changes) has been sent to the County for review. Rich Davis noted that the Prosecuting Attorney has been on vacation and plans to review the document more closely upon his return. Rich Davis further noted that Chief Pernet has expressed his concern that with the delay, District #4 may not receive funds on time for their first of two installments from the County. Rich Davis contacted the County about whether funds could be expedited once the agreement has been approved.

UNFINISHED BUSINESS

- **Brennick Proposal:** Chairman Bosman stated that the Brennick proposal will be discussed in Executive Session.
- **Washington State Rating Bureau (WSRB):** Chief Pernet noted that there have been no updates from the WSRB. Chief Pernet stated that the district has contacted the evaluator to provide equipment updates, including the emergency phone placement status, both of which the district will receive additional credit. It

is anticipated that Chief Pernet will have an update on the protection class ratings within the next couple weeks. The information will be forwarded to the Board when received.

- **Washer Extractors / Drying Cabinets:** Chief Hollander provided an overview of the washer extractor and drying cabinet process. The initial bid for the project will be approximately \$50,000 which requires that the district complete a formal request for proposal. Chief Hollander noted that a request for proposal has been sent to the interested vendors. An advertisement has been scheduled to run in the Bellingham Herald on Sunday, March 19, 2017 as well as on the website. Bids will be accepted until Wednesday, April 12 @ 3:30 PM at the administrative office at Britton Loop Station 12. A recommendation will be provided during the April NWFR Fire Commissioner Meeting.

NEW BUSINESS

- **Fire Chief Annual Review:** Chairman Bosman noted that the Fire Chief Annual Review will be discussed during the Executive Session.

POLICIES & PROCEDURE

- **0500.0008.00 Credit Card:** Chief Pernet noted that this policy was developed after recommendations by the state auditor. Although the credit card process is addressed in the current 0500.0007.00 Travel Policy, the state auditor requested a more comprehensive credit card policy. The proposed policy addresses credit card usage, credit limits and how to report purchases. The district currently has a total of five credit cards with a \$4,000 credit limit.

MOTION: Commissioner Ansell moved to approve 0500.0008.00 Credit Card policy as presented. The motion was seconded by Vice-Chairman McPhail and approved 4-0.

- **0600.0001.00 Fire Extinguisher Inspections:** Chief Noonchester reviewed the fire extinguisher policy. Chief Noonchester noted that the district does not currently have a policy that addresses fire extinguisher inspections. Since fire extinguishers are one of the vital front line suppression tools, it is imperative that they are being adequately checked and maintained. Chief Noonchester further noted that fire extinguishers require outside inspections every six years.

MOTION: Chairman Bosman moved to approve 0600.0001.00 Fire Extinguisher Inspections policy as presented. The motion was seconded by Commissioner Crawford and approved 4-0.

CORRESPONDENCE

- Lynden Tribune article re: Motorcycle fatality
- Bellingham Herald article re: Geodesic dome fire
- Bellingham Herald article re: Scott Firefighter Climb
- Erika Anderson re: Thank you for EMS service

- Patricia Couweleers re: Thank you for EMS service
- Dennis Holmstrom re: Thank you for EMS service
- The Responder: District newsletter, March issue
- Don Berkeley re: Citizen complaint
- Reid Campion re: Citizen complaint

Chairman Bosman commented on the letters the district receives monthly by grateful community members.

Chief Pernet noted that he is in the process of investigating two citizen complaints. After a cursory investigation, Chief Pernet has found no basis to the accusations and plans to conclude his investigation shortly.

ANNOUNCEMENTS

- **April Board Meeting Attendance Query:** All Commissioners present are expected to attend the joint meeting.

PUBLIC COMMENT

- None

AGENDA ITEMS FOR THE NEXT MEETING

- EMS Levy Update
- Washington State Rating Bureau (WSRB)
- Public Emergency Phones Update
- Washer Extractors / Drying Cabinets
- Fire Chief Annual Review

EXECUTIVE SESSION

Chairman Bosman 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.”*

and per RCW 42.30.110(g) *“to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.”*

at 8:00 p.m. for approximately thirty minutes. Attorney Rich Davis and District 4 Fire Commissioner Andrews remained for the executive session. Chiefs Pernet, Noonchester and Hollander were invited to join the executive session at 8:19 p.m.

MEETING RECONVENED

Chairman Bosman called the regular meeting back into open session at 8:31 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 8:38 p.m. The motion was seconded by Commissioner Crawford 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