

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
April 20, 2017
Fire Commissioners Meeting**

CALL TO ORDER

Chairman Bosman called the regular Whatcom County Fire District #21 Board of Fire Commissioners meeting for April 20, 2017 to order at 7:02 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

Due to scheduling conflicts, the District #4 Fire Commissioners were unable to attend this meeting and have requested to reschedule the joint meeting for Thursday, May, 18, 2017.

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; Realtor Mike Kent.

Chairman Bosman excused Commissioner Berkeley from this meeting as well as the May 18, 2017 meeting for medical reasons.

PUBLIC COMMENT

- None

APPROVAL OF CONSENT AGENDA

1. Meeting Minutes
 - a) March 16, 2017 – Regular
2. Staff Reports - Chiefs / Operations / Training / Technical Support
3. Financial Report / Revenue – March \$576,677.73
4. Voucher / Payroll / Benefits
 - a) NWFR Employees Direct Deposit Payroll #251-310: \$277,437.23
 - b) Volunteer Direct Deposit Payroll #311-334: \$3,3191.17
 - c) Benefits Voucher #35-44: \$174,099.74
 - d) Monthly Expenditure Vouchers #569-801: \$135,027.33
 - e) Capital Projects Apparatus Vouchers #802-804: \$4,021.34

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

NW FIRE COMMISSIONER MONTHLY REPORTS

- None

IAFF LOCAL 106 MONTHLY REPORT

- None

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. Attorney Rich Davis noted that the draft District #4 inter-local agreement (with changes) had been sent to the County for review. The agreement was approved as presented by the County Council on Tuesday, April 18, 2017. The District #4 Fire Commissioners are expected to also approve the agreement during their next regularly scheduled Fire Commissioner meeting on Wednesday, May 10, 2017. District #4 will receive money for the first of two installments from the County, in May.

UNFINISHED BUSINESS

- **Brennick Proposal:** Chairman Bosman stated that the Brennick proposal will be discussed during the executive session.
- **Washington State Rating Bureau (WSRB):** Chief Pernet noted that there has not been any recent updates from the WSRB. Chief Pernet is anticipating notification within the month.
- **Washer Extractors / Drying Cabinets:** Chief Pernet reminded the Board that they had previously approved the district to move forward with a bid process to purchase washer extractors and drying cabinets to care and maintain firefighters' personal protective equipment.

Chief Hollander provided an overview along with documentation of the washer extractor and drying cabinet process. Bids were accepted until Wednesday, April 12, 2017. Three bids were received along with one alternative bid. After reviewing the bids, Chief Hollander recommended that second lowest bid, Western State Design out of Walla Walla, WA be accepted. The lowest bid from Pluslux, LLC failed to follow the District's specs. Pluslux bid a tumble dryer in lieu of a drying rack and was therefore non-compliant. In addition, Western State provided a ten year warranty as opposed to the five year warranty provided by Pluslux. Both warranties cover major parts.

Western State has installed both washer extractors and drying cabinets in numerous fire departments and provided an impressive list of local references. They also employ four full time local technicians and will provide start up instructions and training for the crews as requested in the specifications.

Chief Hollander requested additional funds for the purpose of providing the required utility work which will include modifying drains as well as updating power and water systems. The washer extractors and drying cabinets will take six to eight weeks to arrive from the order date, allowing the completion of required utility work.

MOTION: Vice-Chairman McPhail moved to reject the lowest bid as it did not meet the required specifications for the washer extractor and drying cabinet request for proposal. The motion was seconded by Chairman Bosman and approved 4-0.

MOTION: Vice-Chairman McPhail moved to approve the second bid in the amount of \$38,658.08 from Western State for washer extractors and dryer cabinets. An additional amount not to exceed \$15,000 was also approved for utilities and installation. The motion was seconded by Commissioner Crawford and approved 4-0.

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

NEW BUSINESS

- **Resolution 2017-03 Cancellation of Warrant:**

MOTION: Commissioner Ansell moved to approve Resolution 2017-03 Cancellation of Warrant. The motion was seconded by Vice-Chairman McPhail and approved 4-0.

POLICIES & PROCEDURE

- None

CORRESPONDENCE

- From Tami Kramme re: Thank you for EMS service
- From Kris Makela: Thank you for EMS service
- Bellingham Herald article re: Car crash fatalities
- The Responder: District newsletter, March issue

ANNOUNCEMENTS

- **May Joint Board Meeting Attendance Query:** All Commissioners, with the exception of Commissioner Berkeley are expected to attend the joint meeting.

PUBLIC COMMENT

- None

AGENDA ITEMS FOR THE NEXT MEETING

- Washington State Rating Bureau (WSRB)
- Inter-Local Agreement for Fire and Emergency Service

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.”*

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 7:16 p.m. until 7:45 p.m. Action is expected following the executive session.

Attorney Rich Davis, District 4 Fire Commissioner Andrews and the District’s realtor Mike Kent remained for the executive session.

Chiefs Pernet, Noonchester and Hollander, attorney Rich Davis and realtor Mike Kent left the executive session at 7:35 p.m.

At 7:44 it was announced that the executive session would last an additional ten minutes.

MEETING RECONVENED

Chairman Bosman called the regular meeting back into open session at 7:56 p.m.

ACTION ITEMS AS A RESULT OF THE EXECUTIVE SESSION

- **Brennick Proposal:** Commissioner Ansell thanked Mr. Brennick for attending multiple meetings, allowing the Board to ensure due diligence for the public in this matter.

At a previous meeting Daryl Brennick made a proposal to purchase or lease a small strip of land around Northwood Station 72. The land would be utilized as parking for the Brennick’s store.

Mr. Brennick sent a letter dated April 17, 2017, which included some adjustments and a proposal of \$2.50 per square foot for the purchase of the desired strip of land.

After discussions with the Board and real estate agent Mike Kent, Commissioner Ansell noted that although the Board was not initially interested in selling that piece of property, the sale will not impact the use now or with the any future plans the district has for Northwood Station 72. Commissioner Ansell further noted that the Board appreciates what Mr. Brennick is doing for the community in that area.

Chairman Bosman confirmed that the approval is based on the adjustments listed in the April 17, 2017 letter. Once the proposal is approved, both agents will work together to prepare a legal contract which will be voted on by the Board at a future meeting.

MOTION: Vice-Chairman McPhail moved to accept Mr. Brennick's proposed offer dated April 17, 2017 for \$2.50 per square foot, allowing work to move toward preparing a legal contract for future approval. The motion was seconded by Commissioner Ansell and approved 4-0.

- **Fire Chief Annual Review:** Chairman Bosman and Commissioner Ansell worked on the Fire Chief Annual Review and once completed, presented it to the remainder of the Board for review.

Commissioner Ansell stated that he appreciated the fact that last year Chief Pernet was performing two jobs; one of fire chief and one of assistant chief of operations. When looking at the performance objectives of the fire chief and what the Board feels is the direction the district is moving, they are very pleased with Chief Pernet's performance.

After investigating comparable fire chief salaries in the area, the Board believed a salary increase is justified. Chairman Bosman identified that at this time Chief Pernet is the fire chief of two districts. In addition, Chairman Bosman pointed out that a wage increase brings the fire chief salary up to the average comparables, but in no way surpasses them.

MOTION: Chairman Bosman moved to approve the Fire Chief Annual Review as presented. In addition, Chairman Bosman approved a ten percent (10%) increase of the Fire Chief's current salary. Five percent (5%) effective January 1, 2017 and five percent (5%) to take effect July 1, 2017. The motion was seconded by Vice-Chairman McPhail and approved 4-0.

Chief Pernet expressed his gratitude to the Board for their patience and support, allowing him to grow in the fire chief position. Chief Pernet thanked the Board for their thoughtful feedback as well as their constructive criticism provided during his evaluation. Chief Pernet noted that the evaluation will allow him to become a better person as well as fire chief. Chief Pernet stated that he is taken aback and very appreciative of by the pay raise. His hope is to continue as the fire chief as long as possible and looks forward to moving the department forward.

In addition, Chief Pernet thanked both staff and firefighters for focusing on the mission of the district.

SIGNING OF DOCUMENTS

ADJOURNMENT

MOTION: There being no further business Vice-Chairman McPhail moved to adjourn the meeting at 8:10 p.m. The motion was seconded by Commissioner Ansell 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