

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
July 21, 2016
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 July 21, 2016 to order at 7:00 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

PLEDGE OF ALLEGIENCE

ROLL CALL

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

Commissioner Berkeley was previously excused from this meeting.

PUBLIC COMMENT

- None

FIREFIGHTER RECOGNITION

Chief Pernet recognized Tyler Hanon and Taylor Simpson for their five years of service with the fire district.

APPROVAL OF CONSENT AGENDA

1. Meeting Minutes
 - a) June 16, 2016 – Regular Meeting
2. Staff Reports - Chiefs / Operations / Training / Technical Support
3. Financial Report / Revenue - June \$110,372.64
4. Voucher / Payroll / Benefits
 - a) NWFR Employees Direct Deposit Payroll # 545-604: \$271,589.99
 - b) Volunteer Direct Deposit Payroll # 605-620: \$3,114.78
 - c) Non-Direct Payroll # 16-21: \$5,303.31
 - d) Benefits Vouchers # 72-83 : \$188,645.17
 - e) Monthly Expenditure Vouchers # 1203-1414: \$52,488.62
 - f) Capital Projects Voucher #1415-1416: \$9,151.08
5. Resolution 2016-04 Cancellation of Warrants

The Board requested clarification on some consent agenda items:

2. Chiefs Report

- Saturday, June 25, 2016: Crews responded to a call at the Safeway parking lot in Lynden. The baby was already born and crews assisted Lynden units with the care of mother and baby.
- Thursday, June 30, 2016: Crews responded to a home birth where the mid wife had not yet arrived and it was apparent that the baby would be delivered breach. The baby was delivered before crews arrived and the father preformed rescue breathing until crews and medics arrived. Mother and baby are doing well.
- Commissioner Ansell requested information on the bunker gear washer extractor at Laurel Station 69. Chief Pernet noted the district has applied for an Assistance to Firefighters Grant (AFG), that if awarded will fund two extractors as well as any additional electrical, plumbing or retrofitting costs. With the grants being awarded in the next few weeks, the district has made the decision to wait for the outcome before moving forward with the project.

4 e. Monthly Expenditure Vouchers

- Line item 1246 - \$1,352.00: In the last couple of years the City of Lynden has annexed a small parcel of land formerly within North Whatcom Fire and Rescue's response area. The City of Lynden has also assumed all water rights in the area and is in the process of installing new water meters. Since Northwood Station 72 is within the annexed area, the District has been billed for a new water meter along with cost of installation.

5. Resolution 2016-04 Cancellation of Warrants

- Commissioner Ansell requested that warrant cancellations contain additional detail and a better explanation of why they are being cancelled in the future.

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

FIRE COMMISSIONER MONTHLY REPORTS

- **Whatcom County Fire Commissioners Association:** Vice-Chairman McPhail provided information regarding the meeting held on Wednesday, July 17, 2016. Vice-Chairman McPhail noted that during the meeting he learned that smaller districts may be able to request private audits in the future which could cost less money and provide the district with more usable data. At this time, the parameters of a small district is not clear however, the district will follow up on the issue/

Vice-Chairman McPhail announced that the Fire Commissioners Conference will be held from Thursday, October 27 through Saturday, October 29, 2016 in Yakima, WA. Any Board members interested in attending can contact Chief Pernet or Administrative Assistant Jennie Sand.

Vice-Chairman McPhail reported that fire departments have been requested to not promote but remain neutral regarding the upcoming EMS Levy. Fire departments including Boards have been asked to provide information only and not take a political stance either way.

- **Blaine City Council Meeting:** Commissioner Crawford attended the Monday, June 27, 2016 meeting. The majority of the meeting focused on the city's sewer concerns.

Commissioner Ansell attended the Monday, July 11, 2016 meeting. Chief Hollander provided fire department Fourth of July statistics during the meeting. The Blaine City Council noted their appreciation for the district's presence throughout the Fourth of July celebration.

The Blaine City Council also acknowledged the tragic Fourth of July tractor incident that took the life of long time Ferndale resident Don McKay.

The Mitchell St Bridge project may be completed two weeks ahead of schedule.

The meeting also included a domestic violence presentation.

UNFINISHED BUSINESS

- **Custer Station 64 Real Estate Contract Update:** Chief Hollander noted that there has been five showings of the Custer Station in the past month. One potential buyer was very interested but was unable to qualify for financing. Both Chiefs Pernet and Hollander along with realtor Mike Kent agree that the current price is fair and will not be changed. Chief Hollander noted that Mike Kent has begun targeting specific groups with information about Custer Station 65. Chief Pernet will keep the Board updated on any developments with the station.
- **Consultant Contract Approval:** Chief Pernet continues to research various human resource (HR) consultants to assist with an assistant chief hiring process at a reasonable cost. Chief Pernet hopes to present a contract to the Board for approval during the next Board meeting.

POLICIES & PROCEDURES

- **0500.002.01 Purchasing:** Chief Pernet reviewed the updates to the purchasing policy.

4.1 Definitions

Open Account: A vendor account which has been approved by the Chief and set between the Finance Department and a specific organizational division where no requisition is required for any purchase with an invoice total of \$2000.00 or less.

5.2 Purchase Requisition

5.2.4 If a Department Head makes a purchase over \$2,000.00 the requisition must be approved by the Fire Chief.

MOTION: Vice-Chairman McPhail moved to approve Policy 0500.002.01 Purchasing. The motion was seconded by Commissioner Ansell and approved 4-0.

- **0100.0003.00 Fire Commissioner Guidelines for Conducting Meetings and Official Duties:** Chairman Bosman noted that currently there are no approved District guidelines for Board members to follow. Chairman Bosman encouraged the Board to study the policy and to bring forth any questions, concerns or comments for discussion during the next meeting. Chief Pernet stressed the importance of taking time to review the policy in depth prior to approval. The group agreed to have an in-depth discussion about the policy when all Board members can be present.

Commissioner Ansell did request information regarding the recording of Board meetings. NWFR Board meetings are currently audio recorded and Chief Pernet plans to video / stream Board meetings in the future.

Chairman Bosman and Chief Pernet will continue to handle any unforeseen issues until the policy is approved.

MOTION: Commissioner Ansell moved to table Policy 0100.003.00 Fire Commissioner Guidelines for Conducting Meetings and Official Duties until next month or a subsequent month when all five Board members are present. The motion was seconded by Vice-Chairman McPhail and approved 4-0.

NEW BUSINESS

- **Resolution 2016-03 Declaration of Surplus Items:** Chief Hollander provided information regarding district surplus items. Items no longer of use to the district have been gathered and stored at Wisner Lake Station 70. At this point the surplus items are taking up a good portion of the apparatus bay. An inventory list has been attached to the resolution showing which items have value, no value or possible value. Once a resolution is passed, the district will begin the process of disposing of surplus items in accordance with applicable statutes and with the best financial interests of the district in mind.

MOTION: Vice-Chairman McPhail moved to approve Resolution 2016-03 Declaration of Surplus Items. The motion was seconded by Commissioner Crawford and approved 4-0.

- **Board Meeting Attendance Query:** All Commissioners present are expected to attend the NWFR Fire Commissioner Meeting scheduled for August 18, 2016.

CORRESPONDENCE

- Komo News article re: Tractor fatality. Vice-Chairman McPhail announced that he knew tractor enthusiast Don McKay quite well as they both belonged to the same antique tractor club. Chairman Bosman noted Don was well liked within the community.
- Bellingham Herald article re: Fireworks mishap in garage
- Bellingham Herald article re: Blaine truck crossing car chase
- Whatcom County Sheriff Bill Elfo re: Thank you for assistance during Trump rally
- Lynden Tribune article re: C St attic fire
- The Responder: District newsletter, July issue
- Commissioner Berkeley fax re: Meeting notifications. Chief Pernet commented on the letter sent by Commissioner Berkeley to administrative personnel. Chief Pernet noted that it is imperative that a fire commissioner guideline policy be established to better educate the commissioners on how to provide appropriate governance to the fire district. Chief Pernet noted that having a commissioner make decisions outside the realm of the Board is not healthy for the district. Chief Pernet hopes that the matter will be addressed by the Board in the near future.

Chairman Bosman further noted that the district attorney advised the Board to discuss these type of concerns during public meetings rather than in executive session.

Commissioner Ansell noted that the proposed fire commissioner guidelines does not give the Board much authority over unsuitable behavior. Chief Pernet pointed out that if approved, the policy will provide direction to the Commissioners and take the burden off of the Chairman, other Commissioners as well as the Fire Chief.

Commissioner Crawford suggested inviting the district attorney to an upcoming meeting for discussion and to answer any questions regarding the fire commissioner guideline policy.

ANNOUNCEMENTS

- The five new recruits will graduate from the North Bend Recruit Academy on Friday, July 22, 2016. Commissioner Ansell and Andrews, Chief Pernet and Captain Noonchester will all be attending.
- Chief Pernet announced the passing of long time former Haynie Station 65 volunteer Jeryl Lindal. A brief article was included in the District newsletter.
- The five new recruits will be sworn in during the next NWFR Fire Commissioner Meeting scheduled for Thursday, August 18, 2016.

PUBLIC COMMENT

- None

AGENDA ITEMS FOR THE NEXT MEETING

- Custer Station 64 update
- Consultant Contract update
- 0100.0003.00 Fire Commissioner Guidelines for Conducting Meetings and Official Duties

EXECUTIVE SESSION

Chairman Bosman recessed the meeting for an Executive Session, 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 7:49 p.m. for approximately twenty to 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 8:40 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 8:51 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

