

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
January 15, 2015
Regular Board of Fire Commissioners Meeting**

CALL TO ORDER

Chairman Salter called the regular Whatcom County Fire District #21 Board of Fire Commissioners meeting for January 15, 2015 to order at 7:02 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

ROLL CALL

Attendees: Chairman Salter; Vice-Chairman Dean Whitney (via phone); Commissioner Rich Bosman (via phone for executive session); Commissioners Larry McPhail and Dean Berkeley; Chief Ron Anderson; Division Chiefs Henry Hollander and William Pernet; Training Captain Joe Noonchester; Business Manager Benita Williams.

FIREFIGHTER SWEARING IN

Chief Anderson conducted the swearing-in of Volunteer Firefighters: Elisabeth Bowman, Amanda LaPierre, Kailee Steele, and Haley Urling-Ehinger.

PUBLIC COMMENT

- None

APPROVAL OF MINUTES

MOTION: Commissioner McPhail moved to approve the December 18, 2014 special meeting minutes as presented. The motion was seconded by Commissioner Berkeley and approved 4-0.

MONTHLY REPORTS

- **Chief's Report:** Chief Anderson provided a summary of the chief's report.

Chief Anderson reported that activity for both districts during the month of December was ninety-six (96) fire related calls and two hundred seven (207) medical related calls for a combined total of three hundred three (303) calls. The total number of combined calls for 2014 was three thousand three hundred sixty-one (3,361) up almost three hundred (300) calls from the previous year. There were sixty-eight (68) overlapping incidents. The average fire response time was nine minutes forty-two seconds while the average EMS response was seven minutes forty seconds. The combined average response time minus mutual aid and auto aid incidents was seven minutes fifty-five seconds. District 4 has a 2014

total dollar save rate of sixty-eight percent (68%) while NWFR has a 2014 total dollar save rate of eighty-eight percent (88%).

The district and Local 106 NW continue to negotiate the open articles in the current labor contract.

The district continues to work with Prospect on standardizing Fire Response Lists (FRLs) across the County. The FRLs are what dispatch uses to determine which stations and what apparatus are dispatched to the various types of calls. Chief Anderson noted that Prospect anticipates that the implementation will not occur until sometime in February, 2015.

Chief Anderson reiterated that according to state law all department emails must be saved and backed up for a minimum of two (2) years. The district is in the process of developing and installing a new system to provide for the legal requirements of e-mail retention. To save costs, the district in partnership with South Whatcom Fire Authority has purchased the software and equipment which Tech Help will be installing at a secure location. At the same time, the district will be moving all current Google Gmail accounts over to the non-profit "Whatcom ES" account which will take several weeks to complete. In addition, Chief Anderson reminded the fire commissioners to utilize their district email accounts for all district business.

Chief Anderson reviewed the New Year's Eve and New Year's Day activities in Birch Bay. A video of the Polar Bear Plunge is available to view and the link can be located on the district's Facebook page.

- **Operations Report:** Chief Pernet provided a summary of the operations report.

Chief Pernet highlighted the district's non-emergency crew activities around the district including participation in the Birch Bay Polar Bear Plunge, Whatcom County Fire Academy, volunteer training, EMS training, CPR class, equipment identification project and the Santa Run.

Chief Pernet reviewed the December meetings attended by the operations division including Holiday Party planning, AFG grant, Whatcom County Fire Chiefs, Border Fire Chiefs, Contract Negotiations, Labor/Management and Recruit Graduation.

The operations division has been involved in many projects this month including the AFG grant, 2015 crew schedule, equipment in-service, volunteer timesheets, Assistance to Firefighter grant and the 2015 operations budget.

Chief Pernet noted that there were no major structure fires during the month of December. Chief Pernet reviewed the most recent significant incidents within the district's response area.

- 12/26/14: 4014 Pipeline Rd: Dryer fire
- 12/04/14: Everson Goshen / Mt. Baker Hwy: motor vehicle accident with entrapment
- 12/04/2014: 6451 Hannegan Rd: 3 vehicle collision resulting in five (5) patients being transported

Chief Pernet reviewed the staffing and time off statistics for December. Eight hundred two (802) hours of sick time, one thousand three hundred twenty-two (1,322) vacation hours were utilized and volunteers worked a total of seven hundred thirty-four (734) shift hours during the month of December.

Chief Pernet announced that six hundred fifty-six hours (656) of overtime was utilized in December while only two hundred ninety-eight (298) hours of overtime was utilized in November. Chief Pernet noted that the high amount of overtime is in part due to a number of injuries, illnesses and vacations.

The overtime hours will be monitored closely and minimum staffing will be utilized in slower months when less vacation is requested and fewer calls are incurred.

Chief Pernet reviewed the five (5) year call history of the district.

- 2010 – 2,305 (District 21 only)
- 2011 – 2, 696 (consolidated with District 4 in July)
- 2012 – 3, 102
- 2013 – 3,057
- 2014 – 3,361

- **Training Report:** Training Captain Noonchester provided a summary of the training report.

Career and volunteer staff spent one thousand ninety-five (1,095) hours on training in the month of December. Overall, 2014 was very productive with regards to training.

Six (6) volunteer firefighters completed a hazardous materials course as well as a forcible entry training following graduation from the Whatcom County Recruit Fire Academy.

Awards for Most Training Hours in 2014 were presented to Lieutenant Kris Jorgensen and Volunteer Robert Yapple at the recent District Holiday Event.

Captain Noonchester recognized firefighters David Comp and volunteer Gareth Moore for completing the most training hours during the month of December.

- **Technical Support Report:** Chief Hollander provided a summary of the technical support report.

Chief Hollander noted that installation of the standpipes for Semiahmoo Marina has been completed. It is anticipated that the remaining work will be completed in the near future. Once complete the district can begin flow and pressure test the system.

There has been no update on the Lincoln Park Retirement Center project.

Two hundred forty-six (246) occupancy inspections were completed in 2014. Chief Hollander continues his search for a citizen volunteer willing to assist with data entry.

Chief Hollander reviewed recent apparatus and facility improvements.

- AP115 (A63) has been inspected by the Ford dealership for issues with the head and cooling systems before the warranty runs out. The exhaust return valve has been changed to see if that will fix the problem or if additional work will be required. The apparatus will remain under warranty until the issue is resolved.
- Work has been completed on the Blaine Station 61 exhaust removal system. The commissioners were invited to inspect the work following the meeting.
- The original downspouts have been replaced at Birch Bay Station 63 and will be repainted to match the building.
- New recliners were purchased for the firefighter day room at Britton Loop Station 12.
- The roof leak at North Shore Station 11 has been temporarily repaired and will be reassessed during the summer.

Upgrading will continue on the old computer workstations as the budget allows.

The district has begun tracking urban, suburban and rural emergency responses to compare our adopted level of service with our actual response times.

Work on the Harvey Road repeater site is completed and seems to be functioning properly and improving the radio frequency difficulties in the area. The district will work with dispatch on updating our paging and fire response lists (FRLs) to take advantage of the site.

The district has attended this year's first 9-11 Memorial Ride meeting. The committee is made up of first responders, border, customs and civilians from American and Canadian volunteers. The event honors those brave souls that lost their lives in the horrific attacks in 2001. Tech Help has agreed to oversee the memorial ride website free of charge.

FINANCE

- **2014 Budget Amendment:** Chief Anderson reviewed the approved expenses and revenues not included in the original 2014 budget.

MOTION: Commissioner McPhail moved to approve 2015-01 Budget Amendment. The motion was seconded by Commissioner Berkeley and approved 4-0.

- **Fund Balances:** Benita Williams, Business Manager provided information regarding the District's current fund balances.

- **January Vouchers:**

MOTION: **Commissioner** McPhail moved to approve the January NWFR Employees Direct Deposit Payroll Vouchers #1-61 in the amount of \$264,509.58. The motion was seconded by Commissioner Berkeley and approved 4-0.

MOTION: **Commissioner** McPhail moved to approve the January Volunteer Direct Deposit Payroll Vouchers #62-97 in the amount of \$7,668.35. The motion was seconded by Commissioner Berkeley and approved 4-0.

MOTION: **Commissioner** McPhail moved to approve the January Non-Direct Deposit Payroll Voucher #1-4 in the amount of \$3,432.93. The motion was seconded by Commissioner Bosman and approved 4-0.

MOTION: **Commissioner** Bosman moved to approve the January Benefits Vouchers #0001-0013 in the amount of \$154,769.71. The motion was seconded by Vice-Chairman Whitney and approved 4-0.

MOTION: **Commissioner** McPhail moved to approve the January Monthly Expenditure Voucher #1-199 in the amount of \$93,038.68. The motion was seconded by Commissioner Berkeley and approved 4-0.

MOTION: **Commissioner** McPhail moved to approve the January Capital Projects Voucher #200-201 in the amount of \$6,351.59. The motion was seconded by Commissioner Berkeley and approved 4-0.

UNFINISHED BUSINESS

Exhaust System Update: Chief Anderson reiterated that the district had applied for a FEMA grant in 2014. The grant was approved to install a vehicle exhaust removal system at Birch Bay Station 63 and Blaine Station 61. As of today, work has been completed at both stations. Due to some cost saving measures, the

district will reapply for the leftover grant funds and if awarded, the money will be used to update the exhaust removal system at Delta Station 68.

POLICIES & PROCEDURES

- None

NEW BUSINESS

- **Purchasing Computers for Fire Commissioners:** Chief Anderson noted that there have been multiple discussions in the past regarding providing the fire commissioners with some sort of laptop or electronic tablet device for district business. Chief Anderson further noted that because of the updated records retention law which includes email requests, a fire commissioner's personal computer, if used for district business, could be confiscated for public records retrieval. The Board agreed to have Chief Anderson investigate laptop and electronic device options that will be reviewed at an upcoming meeting.

CORRESPONDENCE

- Northern Light article re: 2014 Year in Review
- State of Washington Auditor re: Accountability and Financial Audit 2012-2013
- Washington State Fire Commissioners Association re: Saturday Seminars
- Thank you letter re: Community Assistance Program Thanksgiving Baskets
- The Responder: District newsletter, January issue

ANNOUNCEMENTS

- None

AGENDA ITEMS FOR THE NEXT MEETING

- Labor Negotiations
- Fire Commissioner Computers/Tablets
- Cross Border Mutual Aid Update

EXECUTIVE SESSION

Chairman Salter 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.*"

at 8:16 p.m. for approximately thirty minutes. Chief Anderson, Chief Hollander, Chief Pernet and District 4 Fire Commissioners Neal and Andrews remained for the executive session.

MEETING RECONVENED

Chairman Salter called the regular meeting back into open session at 9:05 p.m. No actions were taken as a result of the executive session.

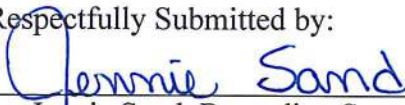
MOTION: Chairman Salter moved the Chief to enter into an agreement with Cabot Dow Associates not to exceed \$5,000 to assist with the current Labor contract negotiations. The motion was seconded by Commissioner McPhail and approved 4-0.

SIGNING OF DOCUMENTS

ADJOURNMENT

MOTION: There being no further business Commissioner McPhail moved to adjourn the meeting at 9:12 p.m. The motion was seconded by Commissioner Berkeley and approved 4-0.

Respectfully Submitted by:




Jennie Sand, Recording Secretary

ATTEST:

Bill Salter, Chairman

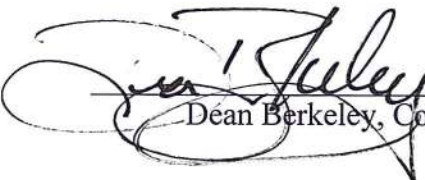
Dean Whitney, Vice-Chairman



Rich Bosman, Commissioner



Larry McPhail, Commissioner



Dean Berkeley, Commissioner



Chief Anderson, Board Secretary