

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
February 20, 2014
Regular Board of Fire Commissioners Meeting**

CALL TO ORDER

Co Vice-Chairman Rich Bosman called the regular Whatcom County Fire District #21 Board of Fire Commissioners meeting for February 20, 2014 to order at 7:03 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

ROLL CALL

Attendees: Chairman Bill Salter (via phone); Vice-Chairman Dean Whitney (via phone); Commissioners Rich Bosman, Larry McPhail and Dean Berkeley; Chief Anderson; Division Chief Henry Hollander; Training Captain Joe Noonchester; Business Manager Benita Williams.

INTERN RECOGNITION

- Chief Hollander presented intern mechanic Brennen Wynne with a plaque for his two years of outstanding service to the district. Brennan was a student at the Bellingham Technical Institute and has since been hired by Skagit Transit. In addition, Chief Hollander recognized North Whatcom Fire and Rescue mechanics Elliot Courage and John Lovatt for their dedicated service.

PUBLIC COMMENT

- None

APPROVAL OF MINUTES

MOTION: Commissioner McPhail moved to approve the January 16, 2014 regular commissioners meeting minutes as presented. The motion was seconded by Chairman Salter and approved 5-0.

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 January was sixty-one (61) fire related calls and one hundred eighty (180) medical related calls for a combined total of two hundred forty-one (241) calls. The average combined fire response time was eight minutes twenty seconds while the average combined EMS calls was eight minutes fifteen seconds. District 4 had no structure fires for the month and NWFR had a total dollar save rate for January of approximately eighty-six percent (86%).

Chief Anderson noted that volunteer firefighter Ashley Berreth has been offered a career position with the Tacoma Fire Department. After a short leave of absence to get settled, Ashley plans on continuing to volunteer with NWFR.

There have been no updates to report on either the SAFER or Fire Act grant.

Chief Anderson informed the Board that the Whatcom County Council is getting ready to adopt the 2012 Edition of the International Fire Code (IFC). Chief Anderson reviewed the Fire Code adoption process along with the district's concern that the Whatcom County Council is considering severely lowering the water flow requirements. The Fire Chiefs Association recently attended a county hearing to provide public testimony against lowering the fire flow requirements. Chief Anderson will keep the Board posted on any updates.

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

Chief Anderson reviewed the implementation of the district's electronic time cards. The purpose of moving to the electronic time card is to make the payroll process less time consuming as well as the easy online access. Former Division Chief John Swobody, Lieutenant Doug Clark along with firefighter Tom Kettman has been working diligently with software programmers to fine tune the process. Volunteers will continue to fill out paper timesheets until informed otherwise.

Chief Anderson noted that due to several recent off duty injuries along with the onset of flu season, the district is experiencing an increase in the amount of overtime and station brown downs. Some of the injured members have requested to work light duty shifts and will be assisting with various projects around the district.

Chief Anderson reviewed the most recent structure fires within the district's response area.

Chief Anderson reviewed the staffing and time off statistics for January. Five hundred thirty-one (531) hours of sick time was utilized and volunteers pulled a total of nine hundred sixty-nine shift (969) hours during the month of January.

- **Training Report:** Training Captain Noonchester provided a summary of the training report. Captain Noonchester noted that the training department spent a total of three hundred seventy-six (376) hours on training in the month of January. Due to inclement weather, fifty-two (52) of those hours were conducted inside.

Additional training including incident simulations and the implementation of the new WAC 296-305 Firefighter Safety Standards.

Captain Noonchester reviewed the most recent live fire training that was held on Saturday, February 1, 2014 near Birch Bay. Several of the newest volunteers had the opportunity to train alongside seasoned career firefighters and were introduced to offensive fire attack tactics.

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

The district continues to work with Whatcom County in developing an updated capital facilities plan (CFP) that will meet both the needs of the district as well as the county.

Chief Hollander provided an update of the anticipated building projects around the district.

Chief Hollander noted that the maintenance shop's 1978 Chevy truck transmission has recently been replaced and is running well.

Chief Hollander noted that the Birch Bay Station 63 stair tread replacement project has been completed. The Lynden Station 71 and Northwood Station 72 fire suppression maintenance checks have also been completed. Laurel Station 69 will be receiving some fire code upgrades during the month of February.

There continues to be slow progress to report on the Harvey Rd. repeater site.

Chief Hollander recognized all the crews for their participation in collecting food (2,342 pounds) and cash donations for the City of Blaine Food Bank. This was the largest amount ever donated annually by the district.

The Board discussed purchasing a replacement for the original aging air compressor unit at Birch Bay Station 63. It was agreed to move over the small air compressor from Northwood Station 72 as a backup and a budgeted replacement will be purchased when the old unit fails.

FINANCE

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

- **February Vouchers:**

- MOTION:** Commissioner McPhail moved to approve the February NWFR Employees Direct Deposit Payroll Vouchers #0101-0162 in the amount of \$250,656.00. The motion was seconded by Vice-Chairman Whitney and approved 5-0.
- MOTION:** Commissioner McPhail moved to approve the February Volunteer Direct Deposit Payroll Vouchers #0163-0208 in the amount of \$10,771.16. The motion was seconded by Vice-Chairman Whitney and approved 5-0.
- MOTION:** Chairman Salter moved to approve the February Non-Direct Deposit Payroll Vouchers #0209-0210 in the amount of \$133.91. The motion was seconded by Commissioner McPhail and approved 5-0.
- MOTION:** Commissioner McPhail moved to approve the February Benefits Vouchers #0013-0025 in the amount of \$159,166.26. The motion was seconded by Co Vice-Chairman Bosman and approved 5-0.
- MOTION:** Chairman Salter moved to approve the February Vouchers #0190-432 in the amount of \$65,131.27. The motion was seconded by Co Vice-Chairman Bosman and approved 5-0.
- MOTION:** Chairman Salter moved to approve the February Capital Projects Blanket Vouchers #433-435 in the amount of \$4,727.15. The motion was seconded by Commissioner McPhail and approved 5-0.

UNFINISHED BUSINESS

Real Estate Update: Chief Anderson announced that after several counteroffers back and forth a tentative agreement has been signed for the sale of Lynden Station 71. The agreement contains a standard thirty (30) day feasibility clause and the buyer has requested that the company name not be divulged until after the thirty (30) days has passed. The potential closing date is anticipated for the end of May. Both Chief Anderson and Chief Hollander will meet with the realtor to list items that will either remain or be removed from the station. The Sheriff's department is currently renting some office space at Lynden Station 71 and has been verbally notified of the pending sale and a follow-up letter will follow. The district will continue to work with the Sheriff's Department to assist them with their relocation process.

- MOTION:** Chairman Salter moved to formerly accept the offer at the price of seven hundred forty thousand dollars (\$740,000.00) for the sale of Lynden Station 71 at 307 19th Street, Lynden, WA 98264. The

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motion was seconded by Commissioner McPhail and approved 5-0.

- **Division Chief of Operations Position Update:** Chief Anderson noted that at this time the district has received fifteen (15) applications for the Division Chief of Operations position. Applications will be accepted until Friday, February 28. A selection committee will be formed and consist of Chief Anderson, District 4 Fire Commissioner Steve Ness as well as union and volunteer representation. The committee will meet to review the applicants and finalists will be invited to participate in an interview and assessment lab process. The goal is to make a potential offer by the end of March.

POLICIES & PROCEDURES

- **0400.0106.00 Discrimination and Harassment Prevention:** Chief Anderson reviewed the Discrimination and Harassment Prevention policy. Both the Board and the Union were provided the opportunity to review and provide feedback on the policy.

MOTION: Vice-Chairman Whitney moved to approve 0400.0106.00 Discrimination and Harassment Prevention policy. The motion was seconded by Commissioner McPhail and approved 5-0.

In addition, Captain Noonchester invited the Board to attend any of the upcoming Discrimination and Harassment Prevention trainings. A list of the training dates will be sent out to the Board members.

NEW BUSINESS

- **BLS Transport Fees:** Chief Anderson announced that the Technical Advisory Board (TAB) has been discussing standardizing all transport fees throughout the County. According to the transport billing company utilized by the majority of the State of Washington fire departments, Whatcom County's transport fees are below what other Washington State fire departments are charging. Further discussion is expected and once the Technical Advisory Board finalizes their transport rate recommendation a resolution will need to be approved by the NWFR Board. Chief Anderson noted that TAB may recommend that the transport fee increase be tied to the Consumer Price Index and upgraded on a yearly basis.
- **Labor Contract Agreement:** Chief Anderson announced that union members unanimously voted to ratify the 2014-2017 labor contract. Board members were provided a copy of the proposed labor contract for review prior to the meeting. Chief Anderson noted that this is a three (3) year contract with a one (1) year opener to discuss Article 23 *Wages* and Article 20 Sick Leave Section 20.8 *Medical Expense Reimbursement Plan*.

MOTION: Commissioner McPhail moved to approve the new labor agreement as presented, effective January 1, 2014 through December 31, 2016. The motion was seconded by Vice-Chairman Whitney and approved 5-0.

- **Resolution 2011-03 Authorizing Destruction of Public Records:** Chief Hollander reminded the Board about the lengthy project of gathering old records from District 3, District 13 and the City of Blaine for the purpose of sorting, archiving and destruction in 2011. Chief Hollander stated this yearly process will ensure that the District's records remain in a manageable state.

MOTION: Commissioner McPhail moved to approve Resolution 2014-01 Authorizing Destruction of Public Records. The motion was seconded by Co Vice-Chairman Bosman and approved 5-0.

Semiahmoo Marina: Chief Hollander noted that the district continues to work with the Semiahmoo Marina with the goal of providing an approved fire standpipe system. The Marina will be installing temporary standpipes and it is expected that they will be presenting plans to the district as well as the City of Blaine for approval by May 1, 2014. Implementation is tentatively scheduled for early September.

CORRESPONDENCE

- Northern Light article re: Fire Commissioner Berkeley
- Northern Light article re: CPR classes
- Northern Light article re: Training burn
- Northern Light article re: Semiahmoo Marina
- Northern Light Letter to the Editor re: Semiahmoo Marina
 - Chief Anderson noted that he had been able to contact the author of the letter to discuss his concerns regarding the Semiahmoo Marina.
- Blaine Senior Center: Thank you letter to the district
- The Responder: District newsletter, February issue

ANNOUNCEMENTS

- **March Joint Fire Commissioner:** The NWFR and District 4 Fire Commissioners agreed to have their required yearly joint meeting on March 20, 2014 at 7:00 p. m. to be held at Odell Station 61 in Blaine. The main focus will be on the Inter-local Agreement for Fire and Emergency Services.

AGENDA ITEMS FOR THE NEXT MEETING

- Semiahmoo Marina Update
- Real Estate Update
- BLS Transport Fees Update
- Division Chief of Operations Update

- District 4 and NWFR Inter-local Agreement For Fire and Emergency Services

EXECUTIVE SESSION

Acting Chairman McPhail 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.”*

per RCW 42.30.110(i) *“to discuss with legal counsel representing the agency matters relating to agency enforcement actions or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.”*

at 8:33 p.m. for approximately twenty minutes. Action will not be taken as a result of the executive session. Chief Anderson and District 4 Fire Commissioner Harry Andrews remained for the executive session.

MEETING RECONVENED

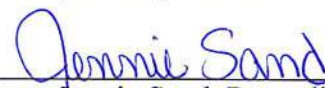
Co Vice-Chairman Bosman called the regular meeting back into open session at 9:16 p.m. No action was taken as a result of the executive session.

SIGNING OF DOCUMENTS

ADJOURNMENT

MOTION: There being no further business Commissioner McPhail moved to adjourn the meeting at 9:27 p.m. The motion was seconded by Commissioner Berkeley and approved 5-0.

Respectfully Submitted by:



Jennie Sand, Recording Secretary

ATTEST:

Bill Salter

Bill Salter, Chairman

Dean Whitney, Vice-Chairman

Rich A. Bosman

Rich Bosman, Commissioner

Larry McPhail

Larry McPhail, Commissioner

Dean Berkeley, Commissioner

Dean Anderson

Chief Anderson, Board Secretary