

**Whatcom County Fire District #21
Whatcom County Fire District #4
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
March 20, 2014
Joint Board of Fire Commissioners Meeting**

CALL TO ORDER

Chairman Andrews called the joint Whatcom County Fire District #4 Board of Fire Commissioners for March 20, 2014 to order at 7:03 p.m. at station 61 – 9408 Odell Street, Blaine WA 98230.

ROLL CALL

Attendees: Chairman Harry Andrews; Commissioners Mary Beth Neal; Chief Ron Anderson; Division Chief Henry Hollander; Training Captain Joe Noonchester; Board Secretary Kris Parks.

PUBLIC COMMENT

- None

APPROVAL OF MINUTES

MOTION: Commissioner Neal moved to approve the February 12, 2014 regular commissioners meeting minutes as presented. The motion was seconded by Chairman Andrews and approved 2-0.

FINANCE

- **Fund Balances:** Chief Anderson provided information regarding the District 4 current fund balances and vouchers.

CALL TO ORDER

Chairman Salter called the joint Whatcom County Fire District #21 Board of Fire Commissioners meeting for March 20, 2014 to order at 7:06 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

ROLL CALL

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

PUBLIC COMMENT

- None

- **Commissioner Absence Request:** Commissioner Berkeley requested to be absent from the March 20, 2014 and the April 17, 2014 meetings.

MOTION: Vice-Chairman Whitney moved to approve Commissioner Berkeley's absence from the March 20, 2014 and the April 17, 2014 meetings. The motion was seconded by Commissioner McPhail and approved 4-0.

APPROVAL OF MINUTES

MOTION: Commissioner McPhail moved to approve the February 21, 2014 regular commissioners meeting minutes as presented. The motion was seconded by Vice-Chairman Whitney and approved 4-0.

CORRESPONDENCE

- Letter from Rodger A. Weignad re: notice of complaint against the Gleneagle Condo Association
- The Responder: District newsletter, March issue

FINANCE

- **Fund Balances:** Benita Williams, Business Manager provided information regarding the District 21's current fund balances.
- **March Vouchers:**

MOTION: Commissioner McPhail moved to approve the March NWFR Employees Direct Deposit Payroll Vouchers #211-269 in the amount of \$235,960.29. The motion was seconded by Commissioner Bosman and approved 4-0.

MOTION: Commissioner McPhail moved to approve the March Volunteer Direct Deposit Payroll Vouchers #270-317 in the amount of \$10,835.42. The motion was seconded by Commissioner Bosman and approved 4-0.

MOTION: Commissioner Bosman moved to approve the March Volunteer Non-Direct Deposit Payroll Vouchers #318-323 in the amount of \$13,587.08. The motion was seconded by Commissioner McPhail and approved 5-0.

MOTION: Commissioner Bosman moved to approve the March Benefits Vouchers #0026-0038 in the amount of \$152,174.86. The motion was seconded by Vice-Chairman Whitney and approved 4-0.

MOTION: Commissioner McPhail moved to approve the March Voucher #436-636 in the amount of \$56,487.03. The motion was seconded by Commissioner Bosman and approved 4-0.

Business Manager Benita Williams noted that the following voucher had been coded incorrectly and has been reallocated to the March Vouchers (2nd set).

MOTION: Commissioner McPhail moved to approve the March Voucher (2nd set) #637 the amount of \$3,985.42. The motion was seconded by Commissioner Bosman and approved 4-0.

MOTION: Commissioner McPhail moved to approve the FICA Employee Portion Refund Vouchers #638-646 the amount of \$65,221.84. The motion was seconded by Vice-Chairman Whitney and approved 4-0.

- **Resolution 2014-02 Cancellation of Warrants:**

MOTION: Commissioner McPhail moved to approve Resolution 2014-02 Cancellation of Warrants. The motion was seconded by Commissioner Bosman and approved 4-0.

MONTHLY REPORTS

- **Chief's Report:** Chief Anderson gave a summary of the Chief's report. Chief Anderson reported that activity for both districts during the month of February was ninety-seven (97) fire related calls and one hundred eighty-seven (187) medical related calls for a combined total of two hundred eighty-four (284) calls. There were sixty-one (61) overlapping incidents where the district was responding to more than one call simultaneously. Call volume is up slightly for NWFR compared with the same time frame in 2013. The average combined fire response time was ten minutes two seconds while the average combined EMS calls was eight minutes three seconds. NWFR had a total dollar save rate of approximately eighty-six percent (86%) while District 4 had no dollar losses for the month of February.

There has been no word to report on either the SAFER or Fire Act grant.

Chief Anderson provided an update of the Whatcom County fire code adoption. At a recent meeting and after being lobbied by a developer specializing in Agriculture properties, the Whatcom County Council made the decision to send the fire code adoption issue back to the public works committee for further modifications. The flow requirements being considered by the Council has already been reduced substantially from the published code. The Whatcom County Fire Chiefs provided public testimony during a recent public hearing with plans to attending another meeting schedule for Tuesday, April 8, 2014 where

they will once again make the recommendation to adopt the fire code without any further reductions. The Whatcom County Fire Commissioner's Association will also present a letter to the Whatcom County Council reiterating the Whatcom County Fire Chiefs recommendation.

- **Operations Report:** Chief Anderson provided a summary of the operations report. Chief Anderson reviewed the staffing and time off statistics for February. Seven hundred fifty-seven (757) hours of sick time and seven hundred eighty-six (786) hours of vacation was utilized. Volunteers worked a total of one thousand thirty-two (1,032) hours during the month of February.

Chief Anderson reported on the recent personnel injuries within the district. One of the firefighters who was placed on light duty has recently returned to his regular twenty-four hour shift schedule.

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

- **Training Report:** Training Captain Noonchester provided a summary of the training report. Captain Noonchester noted that the training department spent a total of one thousand one hundred and eighty-eight (1188) hours on training in the month of February.

Four firefighters and officers developed and taught a department diversity / harassment class. A make-up class is scheduled for Monday, April 7 at 7:00 p.m. to be held at Delta Station 68. A high performance CPR class was also taught to district firefighters.

A joint firefighter association meeting was held to assist in bringing together the multiple associations that were assembled years ago by District 4 and several NWFR groups. New officers were appointed and quarterly meetings scheduled.

NWFR along with the City of Lynden Fire Department will be hosting a joint volunteer fire academy. The academy will focus specifically on training firefighters who live within the City of Lynden or NWFR's northeast region. Hands on training will be provided by both agencies' firefighters and company officers. Upon completion the academy will offer both state level Firefighter 1 and Hazardous Materials exams. The district will also continue to utilize Whatcom County's yearly fire academy.

- **Technical Support Report:** Chief Hollander provided a summary of the technical support report. Chief Hollander has been working with the City of Blaine to adopt the 2014 fire code. The City of Blaine is interested in adopting similar ordinances as the City of Bellingham's boat house codes.

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 reviewed the significant February facility and apparatus repairs including the Birch Bay Station 63 stair tread replacement and Laurel Station 69 fire and smoke detector alarm system upgrades. The Britton Loop Station 12 burn tower's original plastic lines have been replaced with copper lines.

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

UNFINISHED BUSINESS

- **Semiahmoo Marina Update:** Chief Hollander reported on the progress of the upgrades to the Semiahmoo Marina. The marina and the district have agreed to a two phase approach. The first phase will include installing a fire department connection and three temporary standpipe outlets along the main dock. The second phase includes submitting a detailed and construction documents to both the district and the city of Blaine by May 1, 2014 with work commencing no later than September, 2014.
- **Real Estate Update:** The sale of Lynden Station 71 continues to move forward. The purchase price of \$740,000 has been agreed to by both parties with an anticipated closing date of May 30, 2014. The Whatcom County Sheriff's Department who has been renting office space at Lynden Station 71 has been given notice and will need to relocate within ninety (90) days. The district has yet to hear a response from the Sherriff's Department.

The Board agreed to reduce the asking price of Custer Station 65 by \$10,000 as requested by Windemere realtor Jeff Johnson.

- **Basic Life Support (BLS) Transport Fee Update:** Chief Anderson reiterated that the Technical Advisory Board (TAB) which is part of the Whatcom County Emergency Medical Services (EMS), has been discussing the standardization of all transport fees throughout the County. Chief Anderson announced that NWFR and District 4 will be adjusting their Basic Life Support (BLS) transport services rates in the future to keep in line with other Washington state agencies. A few Whatcom County agencies have already adjusted their transport rates and others are expected to follow suit. Proposed changes include increasing the base rate from \$450.00 to \$590.00 and mileage from \$12.00 per mile to \$15.00 per mile. Further discussion will be required before a resolution is passed by each district.

- **Division Chief of Operations Position Update:** Chief Anderson provided an update of the Division Chief of Operations position. Chief Anderson noted that the posting for the position of Division Chief of Operations closed on Friday, February 28, 2014. The district received twenty-five applications from all over the country. The selection committee consists of commissioner, management, union and volunteer representation. The committee has reviewed the applications and narrowed the pool to eight candidates. These candidates will participate in Skype interviews scheduled for Tuesday, April 15, 2014. Ultimately three or four applicants will be invited to participate in an on-site assessment lab process in early May before a final decision is made.

NEW BUSINESS

- **Resolution 2014-03 Early Payment of Bonds:** Chief Anderson reminded the Board that with the sale of Lynden Station 71 it was recommended that the money be used to pay off the two bonds originally generated by Whatcom County Fire Protection District 3. Currently the district makes the bond payment twice per year and the bond company requires a sixty day notification prior to making the final payment. Chief Anderson noted that even if the sale of Lynden Station 71 is unsuccessful, the district is still committed to paying off both bonds.

MOTION: Commissioner McPhail moved to approve Resolution 2014-03 Early Payment of Bonds. The motion was seconded by Commissioner Bosman and approved 4-0.

- **Inter-Local Agreement for Fire and Emergency Services:** Chief Anderson recommended that the he and the Chair from each district meet to review the Inter-Local Agreement for Fire and Emergency Services. It was agreed to schedule a meeting to review the contract in depth and any recommendations will be presented to both Boards at a future meeting.

ADJOURNMENT

MOTION: There being no further District 4 business, Commissioner Neal moved to adjourn the meeting at 8:32 p.m. The motion was seconded by Commissioner Andrews and approved 3-0.

POLICIES & PROCEDURES

- None

ANNOUNCEMENTS

- Chief Hollander noted that the Semiahmoo Hotel is in the process of remodeling and is offering some great promotions until the remodel is complete sometime in June.

AGENDA ITEMS FOR THE NEXT MEETING

- Real Estate Update
- Division Chief of Operations Position Update
- Inter-local Agreement for Fire and Emergency Services
- Basic Life Support (BLS) Transport Fee Update

DISTRICT 4 ADJOURNMENT

MOTION: There being no further business Commissioner Neal moved to adjourn the meeting at 8:32 p.m. The motion was seconded by Chairman Andrews and approved 2-0.

SIGNING OF DOCUMENTS


DISTRICT 21 ADJOURNMENT

MOTION: There being no further business Commissioner McPhail moved to adjourn the meeting at 8:42 p.m. The motion was seconded by Commissioner Bosman and approved 4-0.

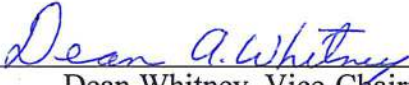
Respectfully Submitted by:



 Jennie Sand, Recording Secretary

ATTEST:


 Bill Salter, Chairman



 Dean Whitney, Vice-Chairman



 Rich Bosman, Commissioner



 Larry McPhail, Commissioner



 Chief Anderson, Board Secretary