

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
April 17, 2014
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 April 17, 2014 to order at 7:02 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

ROLL CALL

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

Commissioner Berkeley was previously excused from this meeting.

PUBLIC COMMENT

- None

APPROVAL OF MINUTES

MOTION: Commissioner McPhail moved to approve the March 20, 2014 regular commissioners meeting minutes as presented. The motion was seconded by Commissioner Bosman 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 March was eighty-one (81) fire related calls and one hundred ninety-four (194) medical related calls for a combined total of two hundred seventy-five (275) calls. Chief Anderson noted that the district is one hundred (100) calls above last year's calls at this time. There were fifty-one (51) overlapping incidents. The average combined fire response time was eight minutes fifty-nine seconds while the average combined EMS calls was seven minutes fifty-eight seconds. District 4 had a total dollar save rate of ninety percent (90%) for the month while NWFR had a save rate of ninety-nine percent (99%) for the month of March.

Chief Anderson reported that the District's SAFER Grant application had been denied due to the number of applicants and available funding. There has been no

new information to report on the Fire Act Grant requesting funding for a vehicle exhaust system at Birch Bay Station 63 and two bunker gear extractors.

Chief Anderson informed the Board that the Whatcom County Council approved their staff's recommended amendments to the fire flow requirements contained in Appendix B of the International Fire Code. Chief Anderson did note that the approved fire flow requirements are a reduction to the current table in the code. In addition, the City of Blaine is also in the process of adopting the International Fire Code and it is anticipated that they will adopt the same boat house ordinances as the City of Bellingham.

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

The district continues to work through the issues of implementing and streamlining a district wide electronic timesheet program. 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. Chief Anderson recognized Lieutenant Doug Clark for the time and effort he has put into the project.

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

Chief Anderson reviewed the staffing and time off statistics for March. Six hundred fifty-six (656) hours of sick time was utilized and volunteers worked a total of one thousand one hundred seventy-three (1,173) shift hours during the month of March.

- **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 two hundred and three (1,203) hours on training in the month of March. One member recently attended a Training Officer's Conference in Yakima specifically to share information with district members on the updated WAC 296 305 Firefighter Safety Standards.

Five new volunteers have successfully completed their emergency medical technician (EMT) training and will be testing for national certification in the next few weeks.

Captain Noonchester reviewed trainings recently hosted by the district including an Emergency Vehicle Incident Prevention (EVIP) training and the Fraternal Order of Leatherheads Society (F.O.O.L.S.) Class.

Captain Noonchester provided an update on the joint effort with the Lynden Fire Department to build up the volunteer response in the areas surrounding the Delta Station 68, Northwood Station 72 and the City of Lynden. Twenty-five (25) potential volunteers have moved forward in the process and will participate in a physical agility test (PAT) scheduled for Saturday, April 19 in Ferndale. The joint academy will begin the first part of May.

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

The district continues to work with Semiahmoo Marina with the goal of installing an approved standpipe system. In the interim, a temporary system has been put in place and plans for an updated system will be presented to the City of Blaine and NWFR for approval by May 1, 2014. Work on an approved standpipe system project will begin in September, 2014.

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 and upgrades around the district.

Chief Hollander reviewed the recent district apparatus and facility improvements.

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

FINANCE

- **Fund Balances:** Benita Williams, Business Manager provided information regarding the District's current fund balances.
- **April Vouchers:**
 - MOTION:** Commissioner McPhail moved to approve the April NWFR Employees Direct Deposit Payroll Vouchers #0324-0385 in the amount of \$257,000.45. The motion was seconded by Vice-Chairman Whitney and approved 4-0.
 - MOTION:** Commissioner McPhail moved to approve the April Volunteer Direct Deposit Payroll Vouchers #386-427 in the amount of \$11,405.76. The motion was seconded by Vice-Chairman Whitney and approved 4-0.

MOTION: Commissioner McPhail moved to approve the April Non-Direct Deposit Payroll Vouchers #428-429 in the amount of \$39,71. The motion was seconded by Commissioner Bosman and approved 4-0.

MOTION: Commissioner Bosman moved to approve the April Benefits Vouchers #0039-0051 in the amount of \$174,823.91. The motion was seconded by Vice-Chairman Whitney and approved 4-0.

MOTION: Commissioner Bosman moved to approve the April Vouchers #647-849 in the amount of \$55,678.61. The motion was seconded by Commissioner McPhail and approved 4-0.

- **Resolution 2014-04 Cancellation of Warrants:**

MOTION: Commissioner McPhail moved to approve Resolution 2014-04 Cancellation of Warrants. The motion was seconded by Commissioner Bosman and approved 4-0.

UNFINISHED BUSINESS

- **Real Estate Update:** Chief Anderson noted that the sale of Lynden Station 71 is progressing. The anticipated closing date is May 31, 2014. The Sheriff's Department who has been renting office space at Lynden Station 71 is making alternate plans to relocate within the Meridian School District. All tables and chairs from Lynden Station 71 has been reallocated to other stations. The money generated from the sale will be used to pay off two District 3 bonds. In addition, Chief Anderson noted that although the Board agreed to lower the price of Custer Station 64 to stimulate additional interest, no offers have been submitted at this time.
- **Division Chief of Operations Position Update:** Chief Anderson reported that following the recent Skype interviews held on Tuesday, April 15 by the selection committee, four applicants were chosen to move forward in the process. The selection committee consists of commissioner, management, union and volunteer representation. The next step will be to invite the remaining candidates to participate in an on-site assessment lab which has yet to be scheduled. Chief Anderson noted that there will be an expense associated with inviting the candidates to travel to the district. The finalists include Joe Noonchester from NWFR; Bill Pernet from Tuscan AZ; Ron Stocking from Fullerton, CA; Dave Van Valkenbury from Bothell, WA. An alternate has also been chosen.
- **Inter-local Agreement for Fire and Emergency Services:** Chief Anderson along with the Board Chairmen from NWFR and District 4 will be meeting on Thursday, April 24 to discuss the Inter-Local Agreement for Fire and Emergency Services.

- **Basic Life Support (BLS) Transport Fee Update:** Chief Anderson announced that the Board will be asked to approve a resolution to increase the Basic Life Support (BLS) fees during the next regularly scheduled meeting in May. The goal is to standardize all BLS fees in the County. Other agencies have either already passed similar resolutions will be following suit in upcoming meetings.

POLICIES & PROCEDURES

- **0400.1100.00 Retirement and Recognition Awards:** The Board discussed the Retirement and Recognition Awards policy and past practices. Chief Anderson pointed out the need for the district to be more consistent when members leave the district. The Board clarified that a retirement party refers to a presentation and refreshments for a group of volunteers during a year end regularly scheduled fire commissioner meeting.

MOTION: Commissioner Bosman moved to approve policy 0400.1100.00 Retirement and Recognition Awards noting that the policy will go into effect from this point forward and clarifying that any former member coming forward would be recognized with a plaque and a framed certificate thanking them for their years of service. The motion was seconded by Commissioner McPhail and approved 4-0.

NEW BUSINESS

- **Resolution 2014-05 Surplus Equipment:** Chief Hollander outlined the SCBA filling equipment that is no longer useful to the district.

MOTION: Commissioner Bosman moved to approve Resolution 2014-05 Surplus Equipment. The motion was seconded by Vice-Chairman Dean Whitney and approved 4-0.

CORRESPONDENCE

- Patient Thank you
- From Michael Harveston re: Thank you for emergency medical service
- Volunteer Dan Huddelston re: Volunteer years of service recognition
- Bellingham Herald article re: Bellingham Marina lawsuits
- Bellingham Herald article re: Mt. Baker accident
- Chmelik, Sitkin & Davis re: Public Records and Open Public Meetings Act training requirements
 - Chief Anderson reviewed the new laws as they pertain to the Board members. Chief Anderson will monitor the available classes and investigate other options for Board members and pertinent staff members to obtain and maintain the required training.
- The Responder: District newsletter, April issue

ANNOUNCEMENTS

- None

AGENDA ITEMS FOR THE NEXT MEETING

- Division Chief of Operations Update
- BLS Transport Fees Update
- District 4 and NWFR Inter-local Agreement For Fire and Emergency Services
- Fire Commissioner Training

EXECUTIVE SESSION

Chairman Salter 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 8:20 p.m. for approximately fifteen minutes. No actions were taken as a result of the executive session. Chief Anderson and District 4 Fire Commissioner Harry Andrews remained for the executive session.

MEETING RECONVENED

Chairman Salter called the regular meeting back into open session at 8:45 p.m. No action was taken as a result of the executive session.

SIGNING OF DOCUMENTS

ADJOURNMENT


MOTION: There being no further business Commissioner Bosman moved to adjourn the meeting at 8:51 p.m. The motion was seconded by Commissioner McPhail and approved 4-0.

Respectfully Submitted by:

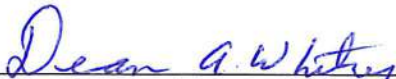


Jennie Sand, Recording Secretary

ATTEST:



Bill Salter, Chairman



Dean Whitney, Vice-Chairman



Rich Bosman, Commissioner



Larry McPhail, Commissioner



Chief Anderson, Board Secretary