

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
June 18, 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 June 18, 2015 to order at 7:01 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

ROLL CALL

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

Commissioner Rich Bosman was excused from the meeting.

FIREFIGHTER RECOGNITION

- Chief Pernet recognized Lieutenant Kevin Biery for his twenty-five years of service to the district. Unfortunately, Lieutenant Biery was unable to attend this meeting.

PUBLIC COMMENT

- None

APPROVAL OF MINUTES

MOTION: Commissioner McPhail moved to approve the May 21, 2015 joint meeting minutes as presented. The motion was seconded by Vice-Chairman Dean Whitney and approved 4-0.

MONTHLY REPORTS

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

Chief Pernet reported that activity for both districts during the month of May was seventy-three (73) fire related calls and two hundred twenty (220) medical related calls for a combined total of two hundred ninety-three (293) calls. There were seventy-four (74) overlapping incidents. The average fire response time was seven minutes forty-six seconds while the average EMS response time was seven minutes sixty seconds. The combined average response time minus mutual aid and auto aid incidents was eight minutes eight seconds. Due to some recent significant fires, NWFR has a year to date total dollar save rate of almost thirty-

three percent (32.72%) while District 4 has a year to date total dollar save rate of seventy six percent (76.34%).

Chief Pernet announced that the ambulance donated by BP Cherry Point Refinery has been outfitted to function as a rehab vehicle. It will contain water, food and the medical equipment necessary for rehab during significant incidents. A committee has been formed and is currently discussing how the unit will be staffed, what training is needed to operate the unit and where it will be housed. The goal is to have the unit available for use in early July.

Chief Officers from both sides of the border have been meeting monthly for the past several months to become better acquainted and provide networking opportunities. The focus of the Cross Border Chiefs Group is to determine the level of cross border mutual support in a disaster, share training opportunities and to enhance communications and interoperability. The next meeting will be held at Britton Loop Station 12.

- **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 Pump Operator course, tender operations, EMS training, Tractor Pull standby and apparatus / hall maintenance.

Chief Pernet reviewed the meetings attended by the operations division including employee meeting, Border Chief, Board meetings, County operations, Labor / Management and Officer meeting.

The operations division has been involved in many projects this month including MCS development, County resource list, personnel management, life safety rope, annual appraisals and Narcan administration.

Chief Pernet announced that the Narcan drug used to reverse the effects of opioid is now being utilized by the crews out in the field.

Chief Pernet reviewed recent significant incidences within the district's response area.

- 5/6/15: 1392 Lahti Dr – Residential structure fire
- 5/18/15: 1755 Boblett St – Tractor trailer fire
- 6/05/15: 7592 Woodland Rd – Signal family residence
- 6/13/15: 656 Pole Rd – Berry farm multiple barn fire
- 6/11/15: Lk Samish – Mutual Aid – Multiple residence structure fire
- 6/10/15: Windward High School area – Pedestrian teen deaths
- 6/08/15: 1555 Odell Rd – Golden Nut Factory – Industrial Accident

Chief Pernet noted that he is currently staffing at least two firefighter positions and one sick leave vacancy of overtime per day based on the district's current vacancies. He continues to monitor the overtime closely.

Chief Pernet reviewed the staffing and time off statistics for May. The district utilized four hundred thirty-two (432) hours of overtime, four hundred eighty-two (482) hours of sick time, and nine hundred thirty (930) hours of vacation hours during the month of May. The district paid out approximately \$5,000 in volunteer stipends during the month of May.

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

Career and volunteer staff spent six hundred thirty-two (632) hours on training during the month of May. While the overall training hours were down, the call volume was up. The training division (Captain Noonchester and assistant) spent a total of two hundred fifty-three (253) hours on administrative duties, meetings, HR management, emergency response and shared instruction.

Marcia Dickinson has been hired part time to assist the training division with data entry and other clerical duties.

Two of the newest volunteers, Travis Tallquist and Chris Faber have completed EMT class graduating with a National Registry certification as an EMT basic.

A pump academy sponsored by the Whatcom County Training Officers was held in May.

Lieutenants Kris Jorgensen and Adam Smith attended a training free of charge, hosted by the Burlington Northern Railroad (BNR) in Pueblo Colorado.

Captain Noonchester recognized Captain Craig Johnson and volunteer firefighter Tommy McAuliffe for completing the most training hours during the month of May.

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

Chief Hollander continues to work on a draft capital facilities plan with the Whatcom County Planning Department.

Chief Hollander announced that the Blaine boathouse ordinance has been presented by the Blaine City Council. The Port of Bellingham requested and received a two week extension for an engineering study prior to the vote. The official vote to approve the ordinance will be held on Monday, June 22, 2015. Once approved, the Blaine port will have five years to add a sprinkler system to

the un-sprinkled boathouse. The Semiahmoo Marina will also be required to adhere to the sprinkler standards.

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

- Chief Hollander noted that the proposed Lincoln Rd retirement project is slated to go before the state supreme court to rule on their denied zoning request.
- A ballot box will be installed in the front parking lot of Birch Bay Station 63 as requested by the Birch Bay community and the Whatcom County Auditor Debbie Adelstein.
- The Tides Condo project has been provided with a will serve letter following their mitigation payment for their next building.
- The district has received a mitigation agreement from Northshore Mini Storage project located on Alderson and Blaine Rd.
- The district received a mitigation payment from the Bleakney Mini Storage addition located behind Birch Bay Station 63.

Thirteen occupancy inspections were recorded in May.

Chief Hollander reviewed recent apparatus and facility improvements:

- The ambulance donated by BP is being outfitted to respond to all structure fires.
- Britton Loop Station 12 – All south facing windows with moisture issues have been replaced.
- All annual fire alarm testing and annual boiler inspections have been completed district wide.

FINANCE

- **Fund Balances:** Benita Williams, Business Manager provided information regarding the District's current fund balances. Chief Hollander pointed out that a portion of the mitigation money will need to be spent by the six year deadline or it will be refunded to the originating party along with interest. The money can be most put toward the ladder truck payment.
- **June Vouchers:**

MOTION: Commissioner McPhail moved to approve the June NWFR Employees Direct Deposit Payroll Vouchers #486-543 in the amount of \$261,000.22. The motion was seconded by Vice-Chairman Whitney approved 4-0.

MOTION: Vice-Chairman Whitney moved to approve the June Volunteer Direct Deposit Payroll Vouchers #544-576 in the amount of \$5,416.60. The motion was seconded by Commissioner Berkeley and approved 4-0.

- MOTION:** Vice-Chairman Whitney moved to approve the June Non-Direct Deposit Payroll Vouchers #19-21 in the amount of \$1,076.67. The motion was seconded by Commissioner McPhail and approved 4-0.
- MOTION:** Commissioner McPhail moved to approve the June Benefits Vouchers #066-078 in the amount of \$132,262.98. The motion was seconded by Vice-Chairman Whitney and approved 4-0.
- MOTION:** Commissioner McPhail moved to approve the June Monthly Expenditure Vouchers #978-1164 in the amount of \$53,971.57. The motion was seconded by Vice-Chairman Whitney and approved 4-0.
- MOTION:** Vice-Chairman Whitney moved to approve the June Capital Projects Vouchers #1165-1166 in the amount of \$11,978.40. The motion was seconded by Commissioner McPhail and approved 4-0.

UNFINISHED BUSINESS

- **Delta Station 68 Vehicle Exhaust System Update:** The new exhaust system has been ordered and it is anticipated that it will be installed in mid early July.
- **Fire Commissioner Electronic Tablets:** Chief Hollander announced that the first five Fire Commissioner laptops for both districts have arrived, three of which have been set up. Chief Hollander will be available to assist with setting up logins, shortcuts and passwords.
- **Custer Station 64:** Chief Hollander is looking for direction from the Board regarding the roof repairs on Custer Station 64. Three bids have been collected which will be good for a minimum of ninety days. There was consensus to table a decision until sometime in September. Chairman Salter noted that there has been some renewed interest in purchasing the station and additional discussion will occur during the executive session.
- **Long Term Strategic Planning:** There was discussion regarding the NWFR contract with District 4. The decision was made to have additional dialogue during the annual district retreat.

In addition, District 4 Fire Commissioner Steve Ness will be meeting with the Bellingham Fire Chief to see if there is any interest in working together in the future. Chief Pernet will be included in the meeting and will report back to the Board.

NEW BUSINESS

- **Cabot Dow Professional Services Agreement:** Chief Pernet requested that the Cabot Dow contract be extended by six months to continue their assistance with contract negotiations.

MOTION: Vice-Chairman Whitney moved to extend the agreement with Cabot Dow Associates for six months. The motion was seconded by Commissioner Berkeley and approved 4-0.

- **Fire Chief Selection Process:** The Board reviewed the Fire Chief Position announcement and district brochure that will be posted on the district website and advertised with the Daily Dispatch through July 31, 2015. The Board will form a committee who will organize the selection process and determine who will be involved. A suggestion was made to have the community and labor more involved in the process or in the very least observers. Chairman Salter and Vice-Chairman Whitney agreed to sit on the committee along with a District 4 Fire Commissioner.

POLICIES & PROCEDURES

- **0400.001.02 Work Classification – District Fire Chief:** The Board reviewed the District Fire Chief work classification and noted a conflict on some of the job requirements.

MOTION: Vice-Chairman Whitney moved to approve Policy 0400.001.02 Work Classification – District Fire as revised. The motion was seconded by Commissioner Berkeley and approved 4-0.

CORRESPONDENCE

- Bellingham Herald article re: Custer structure fire
- Bellingham Herald article re: Golden Nut industrial accident
- Northern Light article re: Golden Nut industrial accident
- Northern Light article re: School bus collision
- Bellingham Herald article re: Lake Samish structure fire
- Lynden Tribune article re: Windward Student Fatalities
- Bellingham Herald article re: Barn fire south of Lynden
- Thank you: Structure fire – 8897 Jasmine Rd
- The Responder: District newsletter, June issue

ANNOUNCEMENTS

- None

AGENDA ITEMS FOR THE NEXT MEETING

- District Grievance Procedure
- Delta Station 68 Exhaust System Update
- Custer Station 64 Update

- Long Term Strategic Planning – RFA Meeting Update

EXECUTIVE SESSION

Chairman Salter recessed the meeting for an Executive Session, 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;*

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.”*

Per RCW 42.30.110(c) *“to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of a decreased price.”*

at 7:59 p.m. for approximately twenty minutes. Chief Pernet, Chief Hollander, and District 4 Fire Commissioner Andrews remained for the executive session.

MEETING RECONVENED

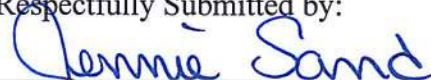
Chairman Salter called the regular meeting back into open session at 8:35 p.m. No actions were taken as a result of the executive session.

SIGNING OF DOCUMENTS

ADJOURNMENT

MOTION: There being no further business Commissioner McPhail moved to adjourn the meeting at 8:48 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



Larry McPhail, Commissioner



Dean Berkeley, Commissioner



Chief Pernet, Board Secretary