

**Whatcom County Fire District #21  
Station 61 – Blaine  
9408 Odell Street, Blaine WA 98230  
7:00 pm  
June 19, 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 June 19, 2014 to order at 7:05 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

**ROLL CALL**

Attendees: Chairman Bill Salter; Vice-Chairman Dean Whitney; Commissioners Rich Bosman, Larry McPhail and Dean Berkeley; Chief Anderson; Division Chiefs Henry Hollander and William Pernet; Business Manager Benita Williams.

**PUBLIC COMMENT**

- None

**DIVISION CHIEF OF OPERATIONS SWEARING IN**

- Fire Chief Ron Anderson conducted the swearing-in of Division Chief William Pernet.

**APPROVAL OF MINUTES**

**MOTION:** Commissioner McPhail moved to approve the May 15, 2014 regular commissioners meeting minutes as presented. The motion was seconded by Vice-Chairman Whitney 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 May was sixty-eight (68) fire related calls and two hundred eighteen (218) medical related calls for a combined total of two hundred eighty-six (286) calls. There were fifty-two (52) overlapping incidents. The average combined fire response time was seven minutes twenty seconds while the average combined EMS calls was eight minutes one second. District 4 had no significant fires and has a year to date total dollar save rate of seventy-seven percent (77%) while NWFR had two significant fires which resulted in a total dollar save rate of fifty percent (50%) for May.

Chief Anderson announced that career firefighter Mandy Brassfield has tendered her resignation and has accepted a position with the Shoreline Fire District. The district wishes Mandy success at her new job.

Chief Anderson reported that there has been no new information to report on the Fire Act Grant requesting funding for a vehicle exhaust system for Birch Bay Station 63 and two bunker gear extractors. The district is expected to move forward with this project regardless of the outcome of the grant. Chief Hollander will ensure that all project quotes are current and ready to move forward when necessary.

Chief Anderson announced that all Board members have completed the training on Fire Commissioner's Roles and Responsibilities on Saturday, June 14 at Blaine Station 61. The class contained valuable information presented by attorney Frank Chmelik that focused on working together as a team. Chief Anderson noted that he appreciated the time the commissioners took out of their busy schedules to attend the training.

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

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

- 5/17/2014: 800 Block of Birch Bay Drive
- 5/17/2014; 2200 Block of Pangborn Rd.
  - A post incident analysis was held on June 10, 2014. District 1 and the Lynden Fire Department also attended the event.

Chief Pernet reviewed the staffing and time off statistics for May. Six hundred ninety-nine (699) hours of sick time was utilized and volunteers worked a total of nine hundred seventy (970) shift hours during the month of May. Chief Anderson noted that several firefighters have utilized sick time in 2014 for "off duty" injuries which has increased the overall amount of sick time usage.

- **Training Report:** Training Captain Noonchester provided a written summary of the training report. Captain Noonchester is currently attending the Executive Fire Officer Program at the National Fire Academy in Emmitsburg, Virginia. He is in his second year of the four year program.

The training department spent a total of one thousand one hundred and twenty-two (1,122) hours on training in the month of May. The majority of the training focused on engine company related topics.

The training division completed their annual air management and VO2 Max training.



The joint firefighter recruit academy has completed week seven (7) with the new recruits doing well. The academy consists of twelve (12) recruits from both NWFR and the Lynden Fire Department.

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

Chief Hollander continues to work with Whatcom County on updating our capital facilities plan in a format that would meet both the needs of the fire district and the needs of the county although no new activity was reported this month.

Chief Hollander provided an update of the anticipated building projects and upgrades around the district. A mitigation agreement has recently been signed between the Lincoln Park Retirement Center development and the district. The developers are waiting on a zoning decision from the Whatcom County Planning Commission before they can move forward with their project.

Chief Hollander reviewed the recent district apparatus and facility improvements. The district discovered some cracking and water leak issues with Engine 69 that will be repaired and covered under warranty.

Fifty-one (51) occupancy inspections were completed during the month of May.

There continues to be slow progress to report on the Harvey Rd. repeater site. The original voice over IP caused an echo in the Dispatch center that they have been trying to correct for almost two (2) years.

## **FINANCE**

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

- **June Vouchers:**

**MOTION:** Vice-Chairman Whitney moved to approve the June NWFR Employees Direct Deposit Payroll Vouchers #0542-0603 in the amount of \$253,340.58. The motion was seconded by Commissioner McPhail and approved 5-0.

**MOTION:** Vice-Chairman Whitney moved to approve the June Volunteer Direct Deposit Payroll Vouchers #0604-0648 in the amount of \$9,137.14. The motion was seconded by Commissioner Bosman and approved 5-0.

- MOTION:** Commissioner McPhail moved to approve the June Non-Direct Deposit Payroll Vouchers #0649-0652 in the amount of 3,636.14. The motion was seconded by Vice-Chairman Whitney and approved 5-0.
- MOTION:** Commissioner Bosman moved to approve the June Benefits Vouchers #0065-0076 in the amount of \$201,134.29. The motion was seconded by Commissioner McPhail and approved 5-0.
- MOTION:** Vice-Chairman Whitney moved to approve the June Vouchers #1020-1271 in the amount of \$66,544.09. The motion was seconded by Commissioner McPhail and approved 5-0.
- MOTION:** Commissioner McPhail moved to approve the June Capital Projects Vouchers #1272-1274 in the amount of \$4,373.15. The motion was seconded by Vice-Chairman Whitney and approved 5-0.

Chairman Salter discussed the importance of attending any/all classes paid for by the district. There was further discussion regarding having members reimburse the district for any unused rooms or courses if proper notification was not received. The Board agreed that a travel policy needs to be implemented which will include reimbursement, accommodations, mileage and vehicle usage.

#### **UNFINISHED BUSINESS**

- **Real Estate Update:** Chief Anderson noted that the sale of Lynden Station 71 closed on Wednesday, June 4, 2014. The title company has required that the Board pass a resolution giving Chief Anderson the authority to sign any legal documents pertaining to the sale of Lynden Station 71 and Custer Station 64. At this time there has been no serious inquiries regarding the sale of Custer Station 64.
- **Semiahmoo Marina Update:** Chief Hollander announced that the Semiahmoo Marina has installed a temporary Fire Department Connection (FDC) and five (5) new standpipe outlets along both the main and fuel docks. A completed set of engineered plans has been submitted to the City of Blaine for approval. The Marina plans to begin work on the approved system after Labor Day. A copy of the plan was available during the meeting for review.
- **Division Chief of Operations Position Update:** The district welcomed Chief Pernet who began his position of Division Chief of Operations on Monday, June 16, 2014. Both Chiefs have spent a lot of time working together this week and Chief Anderson is confident that Chief Pernet will be a good fit with the district.



- **Inter-Local Agreement for Fire and Emergency Services:** Chief Anderson noted that both NWFR and District 4 have signed the inter-local agreement for fire and emergency services. Chief Anderson pointed out a typing error in the quarterly payment amount and requested that the Board Chair initial the correction in the original inter-local agreement. The contract payment for 2014 is \$1,750,000 to be paid in quarterly installments of \$418,750 not \$418,000.

## **POLICIES & PROCEDURES**

- None

## **NEW BUSINESS**

- **Resolution 2014-10 Authorization for Fire Chief to Sign Real Estate Documents:** Chief Anderson reviewed Resolution 2014-10 Authorization for Fire Chief to Sign Real Estate Documents.

**MOTION:** Commissioner Bosman moved to approve Resolution 2014-10 Authorization for Fire Chief to Sign Real Estate Documents. The motion was seconded by Vice-Chairman Whitney and approved 5-0.

- **Division Chief of Operations Employment Agreement:**

**MOTION:** Vice-Chairman Whitney moved to approve the Division Chief of Operations Employment Agreement. The motion was seconded by Commissioner Bosman and approved 5-0.

## **CORRESPONDENCE**

- Northern Light Article re: New Division Chief of Operations
- Northern Light Photo of the Week re: NWFR Aid Unit waits for train
- Northern Light Letter to the Editor re: EMS call
- Bellingham Herald re: Pangborn fire
- Bellingham Herald re: Agate Bay fire
- From Jeanette and Charles Thompson re: EMS call
- From Kym & Dave Franklin re: EMS call
- From John Anderson re: EMS call
- From Matt Beck, Meridian High School re: Health class assistance
- The Responder: District newsletter, June issue

## **ANNOUNCEMENTS**

- **Cross Border Mutual Aid:** Commissioner Berkeley provided information regarding the Western Hemisphere Travel Initiative. The Board agreed to have more in-depth

discussions during the next regularly scheduled NWFR Fire Commissioner meeting after additional information was gathered from various agencies.

- **District Annual Retreat:** Chief Anderson reminded the Board the District Annual Retreat has been scheduled for Saturday, September 20, 2014. The District will be holding the annual retreat at the Semiahmoo Cannery Lodge.

**AGENDA ITEMS FOR THE NEXT MEETING**

- District Travel Policy
- Cross Border Mutual Aid

**SIGNING OF DOCUMENTS**

**ADJOURNMENT**

**MOTION:** There being no further business Vice-Chairman Whitney Commissioner Bosman moved to adjourn the meeting at 8:27 p.m. The motion was seconded by and approved 5-0.

Respectfully Submitted by:

  
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Jennie Sand, Recording Secretary

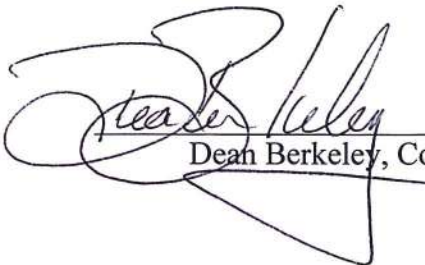
**ATTEST:**

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Bill Salter, Chairman

  
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Dean Whitney, Vice-Chairman

  
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Rich Bosman, Commissioner

  
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Larry McPhail, Commissioner

  
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Dean Berkeley, Commissioner

  
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Chief Anderson, Board Secretary