

**Whatcom County Fire District #21  
Station 61 – Blaine  
9408 Odell Street, Blaine WA 98230  
7:00 pm  
August 21, 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 August 21, 2014 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 Rich Bosman and Larry McPhail; Chief Ron Anderson; Division Chiefs Henry Hollander and William Pernet; Training Captain Joe Noonchester; Business Manager Benita Williams.

**PUBLIC COMMENT**

- None

**COMMISSIONER ABSENCE:**

**MOTION:** Commissioner McPhail moved to approve Commissioner Berkeley's excused absence from the August 21, 2014 regular meeting. The motion was seconded by Chairman Salter and approved 4-0.

**FIREFIGHTER RECOGNITION**

- Fire Chief Ron Anderson announced that former NWFR career firefighter Amanda Brassfield was not available to receive her years of service recognition and an alternative date will be scheduled.

**FIREFIGHTER SWEARING IN**

- Chief Anderson conducted the swearing-in of volunteer firefighters from the joint NWFR and Lynden Fire Department Academy: Jordan Clark, Austin Harris, Jesse Harris, Jeff Haley, Justin McGarvin, Zachary Scott, Richard Walter and Andrew Winch.

**RECESS**

Chairman Salter called a recess at 7:17 p.m. to congratulate the district's new volunteer firefighters.

## MEETING RECONVENED

Chairman Salter called the regular meeting back into session at 7:43 p.m.

## APPROVAL OF MINUTES

**MOTION:** Commissioner McPhail moved to approve the July 17, 2014 regular commissioners meeting minutes as presented. The motion was seconded by Vice-Chairman Whitney 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 July was one hundred fourteen (114) fire related calls and two hundred ten (210) medical related calls for a combined total of three hundred twenty-four (324) calls. There were seventy-six (76) overlapping incidents. Chief Anderson noted that the combined districts' responses has increased almost two hundred (200) calls from this same time last year. The average fire response time was eight minutes thirty-eight seconds while the average EMS response was eight minutes ten seconds. The combined average response time minus mutual aid and auto aid incidents was eight minutes fifteen seconds. District 4 has a total dollar save rate for July of eighty-eight percent (88%) while NWFR has a total dollar save rate of ninety-eight percent (98%).

Chief Anderson reported that there has been no new information to report on the Fire Act Grant application requesting funding for a vehicle exhaust system for Birch Bay Station 63 and two bunker gear extractors. Chief Anderson stated that the district has received three bids for the vehicle exhaust system for Birch Bay Station 63. This project was budgeted in our capital facilities budget for fiscal year 2014.

Chief Anderson announced that the district has recently signed a Memorandum of Agreement with the Northwest Regional Council (NWRC). This partnership will allow the district to refer potential clients to NWRC with their approval. The goal is to reduce unnecessary use of the County's 911 system and offer our citizens beneficial services such as Medicaid, Food Assistance, Fall & Injury prevention training, Meals on Wheels, Respite Care, Adult Day Services, Case Management and Caregiver Support. NWRC will also train district responders to recognize when these services may be beneficial, appropriate methods of obtaining permission from patients and the variety of services offered. In addition, NWRC will provide the district with feedback regarding any referrals. Chief Pernet will be in charge of monitoring the frequency crews respond to single

addresses and/or patients. District 7 is currently the only other district partnered with NWRC but it is anticipated that other fire departments will follow suit in the not too distant future.

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

The district concluded annual ladder testing in August. All ground ladders were inspected in-house and tested to industry standards.

The district is currently working on annual hose testing. Each career station is testing their hose along with assigned volunteer stations. Hose testing is expected to be completed the first week of September.

Chief Pernet reviewed the district's participation in some special events around the district including Camp Horizon, Birch Bay's Discovery Days and the Antique Tractor show in Lynden.

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

- 7/09/14: 942 3<sup>rd</sup> Street
- 7/14/14: 1424 Mount Baker Highway
  - An after-action assessment was held which encompassed all responding agencies. A summary of lessons learned will be distributed to district staff as well as those agencies that provided mutual aid.
- 7/27/2014: 2691 Mount Baker Highway

Chief Pernet noted that Britton Loop Station 12 was staffed with three (3) or more firefighters (including volunteer firefighters) twenty-five (25) of the thirty-one (31) days in July while Blaine Station 61 was staffed with three (3) or more firefighters twenty-seven (27) days.

Chief Pernet reviewed the staffing and time off statistics for July. Three hundred twenty (320) hours of sick time, one thousand six hundred (1,600) vacation hours were utilized and volunteers worked a total of one thousand fifteen (1,015) shift hours during the month of July.

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

Career and volunteer staff spent almost seven hundred (700) hours on training in the month of July.

A new part-time data entry assistant will be hired to replace Carrie Segaar and will assist the training division. Currently twenty-two (22) applicants have applied for the position which closes on Thursday, August 28.

Captain Noonchester announced that while some volunteers will begin EMT training at the end of August a new group of volunteers will be attending the Whatcom County Recruit Academy in September. Several of these new volunteers will increase our capabilities to protect the northeast area of the district. Newly hired career firefighter David Comp is currently attending the State Fire Academy in North Bend.

The career and volunteer firefighters continue to work closely together during Monday night trainings.

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

Chief Hollander noted that the Semiahmoo Marina has submitted a set of engineered plans which the City of Blaine has sent out to a third party for review. The goal is to begin construction following Labor Day.

Chief Hollander continues to work with Whatcom County on updating our capital facilities plan however, there are no updates to report.

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

Eight (8) occupancy inspections were entered into the district's database during the month of July.

Chief Hollander reviewed recent apparatus and facility improvements. Both ladder trucks have successfully passed their five year UL inspections.

The seal coating of the parking lot at Semiahmoo Station 62 is complete. Chief Hollander noted that the Eco Log Company had provided a portion of the cost (\$1,500) for the resealing project for their use of the parking lot last year.

There continues to be slow progress to report on the Harvey Rd. repeater site. The hope is that the eventual completion of this project will resolve the radio frequency difficulties in this area.

## FINANCE

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

**MOTION:** Commissioner McPhail moved to approve the August Non-Direct Payroll Adjustment Voucher #0754 in the amount of \$938.20. The motion was seconded by Vice-Chairman Whitney and approved 4-0.

**MOTION:** Commissioner McPhail moved to approve the August NWFR Employees Direct Deposit Payroll Vouchers #0755-0816 in the amount of \$257,854.70. The motion was seconded by Commissioner Bosman and approved 4-0.

**MOTION:** Commissioner McPhail moved to approve the August Volunteer Direct Deposit Payroll Vouchers #0817-0859 in the amount of \$9,297.72. The motion was seconded by Vice-Chairman Whitney and approved 4-0.

**MOTION:** Commissioner McPhail moved to approve the August Non-Direct Deposit Payroll Vouchers #0860-0861 in the amount of 715.71. The motion was seconded by Vice-Chairman Whitney and approved 4-0.

**MOTION:** Vice-Chairman Whitney moved to approve the August Benefits Vouchers #0089-0102 in the amount of \$152,397.77. The motion was seconded by Commissioner Bosman and approved 4-0.

Benita noted that the August vouchers are higher than normal due to the annual dispatch fee and liability insurance payments.

**MOTION:** Vice-Chairman Whitney moved to approve the August Vouchers #1459-1641 in the amount of \$182,275.06. The motion was seconded by Commissioner McPhail and approved 4-0.

**MOTION:** Commissioner McPhail moved to approve the August Capital Projects Facilities Voucher #1642 in the amount of \$4,191.47. The motion was seconded by Commissioner Bosman and approved 4-0.

#### **UNFINISHED BUSINESS**

- **Cross Border Mutual Aid:** Chief Anderson continues to wait for Kent Gatlin from the Whatcom County Division of Emergency Management (DEM) to

schedule a meeting to include Border Patrol, U.S. Customs and our fire service counterparts in Canada to discuss getting resources back and forth across the border in times of emergency.

- **9-11 Memorial Ride Update:** Chief Hollander provided an overview of the upcoming 2014 9-11 Memorial Ride, Service and Barbeque. Members of all emergency services, border officials and military personnel from the United States and Canada are invited to ride on motorcycles and emergency vehicles to the Peace Arch Border crossing to take part in the Memorial Ride and Service to honor those brave souls that lost their lives in the horrific attacks in 2001.

While historically there has been more participation on the Canadian side, a committee has been diligently working to increase involvement on the American side. The Swinomish Resort and Lodge in Anacortes will provide a breakfast on the American side at 0600. The USA ride will begin at 0800 from the Swinomish Resort and Lodge and will end at the Peace Arch Border crossing in Blaine. Following a memorial service scheduled for 0900 with participation by both the United States and Canada, participants and observers will be invited to a joint barbeque in the park to socialize, share stories and remember those who made the ultimate sacrifice. In addition, on Friday, September 12 a few 9-11 first responders from New York will be touring the district facilities.

#### **POLICIES & PROCEDURES**

- **0500.0007.00 District Travel Policy:** Chief Anderson reviewed the District Travel policy. Both the Board and the Union were given the opportunity to review and provide feedback on the policy.

**MOTION:** Vice-Chairman Whitney moved to approve policy 0500.0007.00 District Travel Policy. The motion was seconded by Commissioner Bosman and approved 4-0.

- **0400.0097.00 Part-Time Data Entry Assistant:** Chief Anderson reviewed the Part-Time Data Entry Assistant policy. This policy was created to provide a job description for a part-time data entry assistant position that can be utilized in various divisions.

**MOTION:** Commissioner Bosman moved to approve policy 0400.0097.00 Part-Time Data Entry Assistant Policy. The motion was seconded by Vice-Chairman Whitney and approved 4-0.

- **0100.0200.00 Fire District Patch Trade:** Chief Anderson reviewed the Fire District Patch Trade policy. The district receives multiple requests for department patch trades and with concerns about security as well as cost, it has been proposed to only trade patches from one organization to another.

**MOTION:** Vice-Chairman Whitney moved to approve policy 0100.0200.00 Fir District Patch Trade Policy. The motion was seconded by Commissioner McPhail and approved 4-0.

## **NEW BUSINESS**

- **Purchase of Passenger Van:** Chief Anderson presented information concerning the declining condition of the district's 1986 Chevy suburban. Chairman Salter purchased a 2005 fifteen (15) passenger Chevy van at an auction and has offered to sell the van to the district at the same purchase price. The district mechanics thoroughly inspected the vehicle to ensure that it was mechanically sound. Chief Anderson asked the Board to approve the purchase of the van for district use. If approved the van will be detailed, striped and logos added while the 1986 Chevy suburban would be retired and sold at auction to help offset the cost of the newer vehicle. Chief Anderson noted that since the purchase is outside of the normal budget, it would be added to any year end budget amendments.

**MOTION:** Commissioner McPhail moved to approve the August Capital Projects Apparatus Voucher #1643 for the purchase of a passenger van in the amount of \$5,865.28. The motion was seconded by Vice-Chairman Whitney and approved 3-0. Chairman Salter abstained.

- **Custer Station 64:** Chief Anderson announced that realtor Jeff Johnson recently contacted the district regarding an offer on Custer Station 64, however after a couple of counteroffers it appears that the potential buyers are no longer interested.
- **Approval of Birch Bay Station 63 Vehicle Exhaust System:** Chief Hollander reviewed the three vehicle exhaust system bids and discussed his recommendations.

Nederman Emergency Exhaust System	\$72,352.00
Air Exchange In	\$81,007.38
Weidner Fire	\$59,204.00

**MOTION:** Chairman Salter moved to approve the bid of Weidner Fire for the Birch Bay Station 63 Vehicle Exhaust System. The completed work will not exceed the \$65,000.00 budgeted amount. The motion was seconded by Commissioner McPhail and approved 4-0.

## **CORRESPONDENCE**

- Northern Light re: Fire warnings issued for Whatcom County
- Northern Light re: Tsunami Warning Flyers
- From Local 106 NW re: opening up negotiations to discuss the Medical Expense Reimbursement Plan and Wages
  - District 4 Fire Commissioner Mary Beth Neal and District 21 Fire Commissioner Rich Bosman will attend the negotiations in September
- Flyer: WFCFA 2014 Conference
- Flyer: Pancake Breakfast and Bike Rodeo
- Flyer: 9-11 Memorial Ride
- The Responder: District newsletter, August issue

## **ANNOUNCEMENTS**

### **AGENDA ITEMS FOR THE NEXT MEETING**

- Cross Border Mutual Aid
- 9-11 Memorial Ride
- Labor Negotiations
- Annual District Retreat

### **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.”* at 9:05 p.m. for approximately Fifteen minutes. Chief Anderson, Chief Hollander, Chief Pernet 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 9:15 p.m. No actions were taken as a result of the executive session.

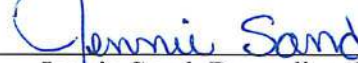
### **SIGNING OF DOCUMENTS**

### **ADJOURNMENT**

**MOTION:** There being no further business Commissioner Bosman moved to adjourn the meeting at 9:22 p.m. The motion was seconded by Vice-Chairman Whitney and approved 4-0.



Respectfully Submitted by:

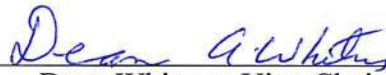
  
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Jennie Sand, Recording Secretary

**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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Chief Anderson, Board Secretary