

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
August 20, 2015
Regular Board of Fire Commissioners Meeting**

MOMENT OF SILENCE

Chairman Salter requested a moment of silence to recognize the three firefighters who lost their lives during the current Eastern Washington fires. His thoughts and prayers are with the families during this difficult time.

CALL TO ORDER

Chairman Salter called the regular Whatcom County Fire District #21 Board of Fire Commissioners meeting for August 20, 2015 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 Larry McPhail, Rich Bosman and Dean Berkeley; Chief William Pernet; Division Chief Henry Hollander; Training Captain Joe Noonchester; Business Manager Benita Williams.

PUBLIC COMMENT

- None

APPROVAL OF MINUTES

MOTION: Commissioner McPhail moved to approve the July 16, 2015 meeting minutes as presented. The motion was seconded by Vice-Chairman Dean Whitney and approved 5-0.

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 July was one hundred eighty (180) fire related calls and two hundred thirty-four (234) medical related calls for a combined total of four hundred fourteen (414) calls. There were one hundred twenty-nine (129) overlapping incidents. The average fire response time was eight minutes twenty-five seconds while the average EMS response time was eight minutes twenty-six seconds. The combined average response time minus mutual aid and auto aid incidents was ten minutes ten seconds. Due to some significant fires, NWFR has a year to date total dollar save rate of twelve percent (12%) while District 4 has a year to date total dollar save rate of approximately seventy six percent (76.34%).

Chief Pernet announced that firefighter Andrew Martin has resigned from the district to accept a position with the Seattle Fire Department. Andrew began as a volunteer in 2000 with District 3 and became a career firefighter for the district in 2007. The district wishes Andrew well in his new endeavor.

Chief Pernet announced that he attended a one day Family Medical Leave Act (FMLA) seminar during July.

Chief Pernet is working with the City of Bellingham to update the 2012 contract between District 4 and the Bellingham Fire Department (BFD). The tentative agreement includes District 4's brush and tender response into BFD's response area as needed, while the BFD will continue to cover the King Mountain area and utilize the Britton Loop Station 12 training grounds. The ultimate goal is to have a comprehensive auto aid agreement between the two agencies by the term of the three year contract.

Chief Pernet recently met with Coastal Administrative Services (CAS) to review the district's mid-year health care costs and to discuss the 2018 Cadillac tax.

- **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 July 4 standbys, business inspections, volunteer training, tender operations, quarterly training and Tractor Pull standby.

Chief Pernet reviewed the meetings attended by the operations division including mitigation signing, Border Chiefs, Board, County Operations, Labor Negotiations and Officer meetings.

The operations division has been involved in many projects this month including Wild Land PPE, safety committee, personnel issues, life safety rope, annual appraisals and the burn tower conversion.

Chief Pernet reviewed the calls from the July 4th holiday weekend.

- 22 brush/grass
- 2 electrical fires
- 15 EMS calls
- 12 smoke investigations
- 14 false alarms

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

- 7/6/15: one to two acre brush fire on Camas Dr.
- 7/17/15: structure fire at 641 E Axton Rd.
- 7/27/15: garage fire on Clark St.

Chief Pernet reviewed the staffing and time off statistics for July. The district utilized one thousand three hundred forty (1,340) hours of overtime, four hundred sixty-three (463) hours of sick time, one thousand one hundred four hundred ten (1,410) hours of vacation hours during the month of July. Thirty (30) volunteers trained or pulled shifts a total of seven hundred thirty-seven (737) hours during the month of July.

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

Career and volunteer staff spent a total of four hundred fifty-eight (458) hours on training during the month of July. The training division (Captain Noonchester and assistant) spent a total of two hundred seventy-six (276) hours on administrative duties, meetings, HR management, emergency response and shared instruction.

Crews participated in refresher training that included wild land and size-up scenarios.

Captain Noonchester recognized the tender group out of Delta Station 68 for their continued assistance during calls when tenders are required. The group vigorously practices their skills during Monday night trainings and the tight knit group supports our firefighters very well.

Crews continue to train with volunteers as they pull shifts in addition to their regularly scheduled Monday night trainings.

Captain Noonchester recognized firefighter Danny Jensen and volunteer firefighter Valeska Harper for completing the most training hours during the month of July.

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

Chief Hollander will be meeting with the Whatcom County Planning Department to discuss their capital facilities plan in early September.

The new official ballot drop box has been installed at Birch Bay Station 63.

Regular planning meetings for the annual 9-11 Memorial Ride and Ceremony are in full swing. Tech Help has done a wonderful job advertising the event on social media and Dean Crosswhite from Fire District 7 has taken on a tremendous amount of responsibility. Additional honor guards from Canada and Seattle plan on participating in this year's event. In addition, five guests visiting from New York will be arriving in Seattle, spending a couple days in our area, heading up to Canada and finally departing from Vancouver.

Chief Hollander reported on the district responses during the July 4th weekend.

All Blaine fireworks stands and the fireworks show were inspected as required by code.

The district has begun utilizing MyStates now called Alert Sense for all staff callbacks. The service allows the district to send an instant text message, email and/or voice mail to all members or any member group(s). Volunteers continue to be added into the system.

The district is beginning the process of updating all district map books. The district is partnering with Fire District 7 and South Whatcom Fire Authority (SWFA) to share the costs of having geographic information system (GIS) expert Mike Price provide the updates. It is anticipated that the map book costs will be included in the 2016 budget.

The district assisted the City of Blaine in designing a sprinkler structure (*at no cost to the district*) to be used on three splash day events this summer (July 31, August 7 and August 14). The sprinkler was set up on the corner of Third and Martin St and everyone was encouraged to join in the fun and cool off.

Twelve (12) occupancy inspections were recorded in July.

Chief Hollander reviewed recent apparatus and facility improvements:

- New members are being trained to respond with Rebab 70. The unit has provided support to firefighters on three occasions thus far.
- All apparatus have been issued new Pacific Pride fuel cards.
- The radiator on E61 (AP513) has failed and will need to be replaced.
- The new exhaust system has been installed at Delta Station 68.
- Custer Station 64 will require roof repairs in the near future.
- The water heater at Haynie Station 65 was replaced due to leaking issues.
- The water heater located in the office at Birch Bay Lynden Station 63 will be replaced in the near future.

All fire commissioners are utilizing their new laptops.

FINANCE

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

- **August Vouchers:**

MOTION: Vice-Chairman Whitney moved to approve the August NWFR Employees Direct Deposit Payroll Vouchers #671-727 in the amount of \$270,294.56. The motion was seconded by Commissioner McPhail approved 5-0.

MOTION: Commissioner McPhail moved to approve the August Volunteer Direct Deposit Payroll Vouchers #728-760 in the amount of \$7,515.38. The motion was seconded by Commissioner Berkeley and approved 5-0.

MOTION: Commissioner Bosman moved to approve the August Non-Direct Deposit Payroll Vouchers #24-28 in the amount of \$5,292.05. The motion was seconded by Commissioner McPhail and approved 5-0.

MOTION: Vice-Chairman Whitney moved to approve the August Benefits Vouchers #093-105 in the amount of \$140,311.73. The motion was seconded by Commissioner McPhail and approved 5-0.

Benita noted that the monthly expenditure voucher is quite high this month due to the annual insurance payment to Enduris.

MOTION: Vice-Chairman Whitney moved to approve the August Monthly Expenditure Vouchers #1322-1513 in the amount of \$134,384.22. The motion was seconded by Commissioner McPhail and approved 5-0.

Chief Hollander noted that the capital projects facilities voucher encompasses the Delta Station 68 vehicle exhaust removal system cost. FEMA will reimburse the District for ninety percent (90 %) of the total cost.

MOTION: Commissioner McPhail moved to approve the August Capital Projects Facilities Voucher #1514 in the amount of \$36,608.22. The motion was seconded by Commissioner Berkeley and approved 5-0.

UNFINISHED BUSINESS

- **Delta Station 68 Vehicle Exhaust System Update:** Chief Hollander noted that the new exhaust removal system was successfully installed during the weekend of August 1. Ninety percent (90%) of the total cost will be reimbursed by the Federal Emergency Management Agency (FEMA) who officially approved the final payment of the project on Wednesday, August 18.
- **Custer Station 64:** The Board will discuss Custer Station 64 during the executive session.
- **Long Term Strategic Planning:** Chief Pernet provided information regarding the upcoming long term strategic planning session scheduled for Saturday, September 19 to be held at Britton Loop Station 12. Stakeholders from across the district representing various positions will be invited to attend the event. The group will collectively develop a five year strategic plan to be presented to the

Board of Fire Commissioners for approval. Chief Pernet requested notification if any commissioner was unable to attend this session. A strengths, weaknesses, opportunities and threats (SWOT) survey has been sent out to all members of the district. The data compiled from the survey will be used during the long term strategic planning session.

NEW BUSINESS

- Commissioner Berkeley requested information regarding the timeliness of the correspondence from Whatcom County Planning Department, Washington State Department of Transportation (WSDOT) and the Burlington Northern Santa Fe (BNSF) Railway regarding road and bridge closures. Chief Pernet noted that the district is provided with advanced information regarding both road and bridge closures.

POLICIES & PROCEDURES

- None

CORRESPONDENCE

- Bellingham Herald article re: Two acre grass fire near Blaine
- Bellingham Herald article re: Birch Bay fire
- From Cindy Leffel, Blaine Library re: Firefighter visit
- From Phyllis Harber Murphy re: Thank you for service
- From David Brame re: Thank you for service
- From Chyanne Kay Simmons re: Thank you for service
- Leona B. Hattery obituary re: Memorial contributions to Blaine Firefighters
- The Responder: District newsletter, July issue

ANNOUNCEMENTS

- Chief Pernet announced that the upcoming Fire Commissioners Conference will be held October 22-24 in Tulalip. Fire Commissioners interested in attending need to contact Chief Pernet.
- Chief Pernet announced that an engine and crew have been requested by the Parks Service to assist with some structure protection around the Newhalem WA area on Friday, August 21. A strike team of various fire districts around the county will also be assisting east of the mountains.
- Career firefighter and member of the National Guard Rob Mulrooney, will be deployed on Friday, August 21 to assist with fires burning within Washington State. Be safe Rob.

AGENDA ITEMS FOR THE NEXT MEETING

- Custer Station 64 Update
- Long Term Strategic Planning

EXECUTIVE SESSION

Chairman Salter recessed the meeting for an Executive Session, 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 7:47 p.m. for approximately thirty minutes. District 4 Fire Commissioner Andrews remained for the executive session.

Chief Pernet was invited to attend the remainder of the executive session at 7:55 p.m.

MEETING RECONVENED

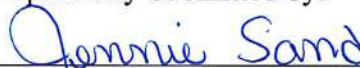
Chairman Salter called the regular meeting back into open session at 8:30 p.m. No actions were taken as a result of the executive session.

SIGNING OF DOCUMENTS

ADJOURNMENT

MOTION: There being no further business Commissioner McPhail moved to adjourn the meeting at 8:47 p.m. The motion was seconded by Commissioner Berkeley and approved 5-0.

Respectfully Submitted by:

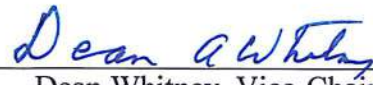


Jennie Sand, Recording Secretary

ATTEST:



Bill Salter, Chairman



Dean Whitney, Vice-Chairman



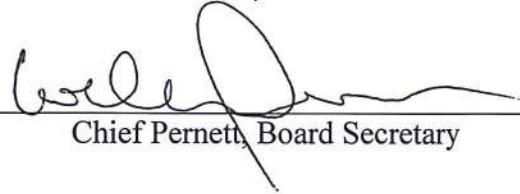
Larry McPhail, Commissioner



Rich Bosman, Commissioner



Dean Berkeley, Commissioner



Chief Pernet, Board Secretary