

**Whatcom County Fire District #21  
Station 61 – Blaine  
9408 Odell Street, Blaine WA 98230  
7:00 pm  
October 16, 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 October 16, 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 (via phone); Commissioners Rich Bosman, Larry McPhail and Dean Berkeley; Chief Ron Anderson; Division Chiefs Henry Hollander and William Pernet; Training Captain Joe Noonchester; Business Manager Benita Williams.

**PUBLIC COMMENT**

- None

**APPROVAL OF MINUTES**

**MOTION:** Commissioner McPhail moved to approve the September 18, 2014 regular commissioners meeting minutes as presented. The motion was seconded by Commissioner Bosman and approved 5-0.

**MOTION:** Commissioner McPhail moved to approve the September 20, 2014 retreat commissioners meeting minutes as presented. The motion was seconded by Commissioner Bosman 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 September was seventy-six (76) fire related calls and two hundred twenty-seven (227) medical related calls for a combined total of three hundred three (303) calls. There were sixty-one (61) overlapping incidents. The average fire response time was seven minutes ten seconds while the average EMS response time was seven minutes fifty-one seconds. The combined average response time minus mutual aid and auto aid incidents was seven minutes forty-three seconds. District 4 has a year to date total dollar save rate of seventy percent (70%) while NWFR has a total year to date dollar save rate of eighty-six percent (86%).

Chief Anderson announced that newly hired career firefighter David Comp will be graduating from the State Fire Academy at the State Police Headquarters in Burien on October 31<sup>st</sup> at 10:00 a.m. Chief Anderson invited the Fire Commissioners to attend the ceremony to show their support.

Chief Anderson reviewed the eight (8) firefighters who are currently attending the Whatcom County EMT class and the seven (7) firefighters attending the Whatcom County Fire Academy.

Chief Anderson noted that due to the time constraints of the recent retreat there was no further discussion regarding the future of Custer Station 64. A decision will be made after all options have been discussed at a later date.

Chief Anderson announced that District 4 Fire Commissioner Mary Beth Neal has been selected by the Whatcom County Fire Commissioners to sit on the What-Comm/Prospect Communications Administrative Board. The future of both dispatch centers (fire/EMS and police) will be determined by this Board and it is critical that the fire service be represented. Chief Anderson noted that any major changes could result in an increase in future dispatch fees. A Whatcom County Fire Chief will also sit on the board but will not have voting privileges until 2015. Chief Anderson provided further information about the differences between fire and police dispatching and software systems.

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

Chief Pernet reviewed the district's non-emergency activities around the district including distributing Tsunami flyers in Birch Bay and Blaine, providing EMT standby at Meridian and Blaine home football games, EMT standby at the Lynden Tractor Pull, participation in the 9-11 Peach Arch Memorial and Ride, Whatcom County Fire Academy instruction, participation in the Bellingham Airport Disaster Drill and North West Regional Council Training.

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

- 9/21/14: 7170 Holz: Wood mulch pile fire
- 9/27/14: Badger and Sunset: Motor vehicle collision
- 9/7/14: 4058 Birch Bay Lynden Rd: Traumatic injury

Chief Pernet noted that Britton Loop Station 12 was staffed with three (3) or more firefighters (including volunteer firefighters) eighteen (18) of the thirty (30) days in September while Blaine Station 61 was staffed with three (3) or more firefighters twenty-two (22) days.

Chief Pernet reviewed the staffing and time off statistics for September. Seven hundred sixty-nine (769) hours of sick time, one thousand one hundred ninety-four (1,194) vacation hours were utilized and volunteers worked a total of five hundred forty-one (541) shift hours during the month of September.

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

Career and volunteer staff spent almost one thousand (1000) hours on training in the month of September.

The hiring of a part-time data entry person to assist in training will allow Captain Noonchester to spend more time out in the field with firefighters.

Captain Noonchester along with Chiefs Anderson and Pernet visited the Washington Station Fire Training Academy to watch the district's newest career firefighter David Comp during a live fire class.

Captain Noonchester noted that after some continued training between NWFR crews and Medic 45 (D7 paramedics), the new medic program is working well. The training allowed both districts to note any differences in transporting guidelines and ultimately provided a smooth transition.

Captain Noonchester announced that ninety-eight percent (98%) of the third quarter line staff training requirements have been completed.

Captain Noonchester recognized Lieutenant D.J. Riehl, firefighter Mike Lyshol and volunteer Dan Murphy for completing the most training hours during the month of September.

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

Chief Hollander noted that the Semiahmoo Marina's engineered plans for a complete standpipe system has recently been approved by the City of Blaine. The goal is to begin construction in the near future.

Chief Hollander provided an update of the projected projects around the district.

- Proposed Lincoln Park Retirement Center
- Edaleen Dairy - complete
- Processing Plant - 2252 Odell Rd
- Old Rite Aid store underground leak
- Whisper Lake Development

Ten (10) occupancy inspections were completed during the month of September.

Chief Hollander reviewed recent apparatus and facility improvements. A radiator was replaced in AP 512 (A69). While replacing AP 114's (A 69) brakes, leaks were discovered in the head gasket on the 2008 Ford 6.0 liter diesel. The engine is no longer under warranty. After some discussion and reviewing bids from Dynamite Diesel, Diehl Ford and DK Diesel to replace the heads, it was decided it would be more cost effective to install a new "inline" engine and have the district's maintenance department complete the work.

Chief Hollander noted that all of the volunteer stations have been updated with fax lines and machines to allow reports to be faxed from any station in the near future.

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.
- **October Vouchers:**

**MOTION:** Commissioner McPhail moved to approve the October NWFR Employees Direct Deposit Payroll Vouchers #1068-1129 in the amount of \$261,816.23. The motion was seconded by Commissioner Bosman and approved 5-0.

**MOTION:** Commissioner Bosman moved to approve the October Volunteer Direct Deposit Payroll Vouchers #1034-1067 in the amount of \$7,499.66. The motion was seconded by Commissioner McPhail and approved 5-0.

**MOTION:** Commissioner McPhail moved to approve the October Non-Direct Deposit Payroll Vouchers #1130-1132 in the amount of \$1,511.85. The motion was seconded by Commissioner Bosman and approved 5-0.

**MOTION:** Commissioner Bosman moved to approve the October Benefits Vouchers #0117-0131 in the amount of \$181,872.18. The motion was seconded by Commissioner McPhail and approved 5-0.

**MOTION:** Commissioner McPhail moved to approve the October Vouchers #1839-2003 in the amount of \$53,191.61. The motion was seconded by Vice-Chairman Whitney and approved 5-0.

**MOTION:** Commissioner McPhail moved to approve the October Capital Projects Apparatus Vouchers #2004-2005 in the amount of \$88.25. The motion was seconded by Commissioner Berkeley and approved 5-0.

### **UNFINISHED BUSINESS**

**Exhaust System Update:** Chief Anderson reiterated that the district was awarded a Federal Emergency Management Agency (FEMA Grant) for \$130,440.00, lower than the original request of \$168,154.00. The grant will pay for the two (2) vehicle exhaust removal systems for Blaine Station 61 and Birch Bay Station 63. The grant will require a ten percent (10%) match by the district. Chief Anderson is hopeful that if approved by FEMA and there are adequate funds, exhaust systems can put in installed at additional stations. Chief Hollander is in the process of attaining bids for those additional stations. It is anticipated that work will begin at Birch Bay Station 63 prior to the end of October.

- **Annual District Retreat:** The annual joint NWFR and District 4 annual retreat was held on Saturday, September 20, 2014 at the Semiahmoo Cannery Lodge. It provided the opportunity to share information and exchange ideas with a variety of members within the organization. Chief Anderson noted that the changes made to the mission statement better describe what the public can expect and will also act as the districts' guiding principles as we move forward.

#### Mission Statement

*"To protect the lives and property of our community to the best of our abilities with the resources provided while focused on compassionate care, teamwork and professionalism"*

Chief Anderson reviewed concepts that have come up as a result of the retreat:

- Volunteer Battalion Chiefs may take on the additional role of volunteer coordinator which will include volunteer recruitment and retention responsibilities.
  - Use the District's volunteer fund to pay for annual volunteer physicals.
- **Labor Negotiations:** Chief Anderson reported that the district has met with Labor on two (2) occasions to discuss the open articles of the current labor agreement. Chief Anderson provided an overview during the September 25, 2014 meeting and on Wednesday, October 22, an insurance representative is scheduled to present the pros and cons of Variable Employee Benefit Accounts (VEBAs), their tax benefits and how VEBA's can be funded. Chief Anderson is hoping that

members will be able to contribute to their own accounts in the future to help pay medical expenses in retirement.

## **POLICIES & PROCEDURES**

- None

## **NEW BUSINESS**

- **Resolution 2014-11 Surplus Medical Equipment:** Chief Hollander reviewed the medical equipment that is no longer useful to the district. Chief Hollander has contacted Whatcom County Search and Rescue Council who is interested in accepting donated medical equipment.

**MOTION:** Commissioner Bosman moved to approve Resolution 2014-12 Surplus Medical Equipment. The motion was seconded by Commissioner McPhail and approved 5-0.

- **Resolution 2014-12 Surplus Apparatus:** Chief Hollander provided information regarding the 1986 Chevy Suburban (AP 304) that is no longer useful to the district. The vehicle is expected to be sold at auction in November.

**MOTION:** Commissioner Bosman moved to approve Resolution 2014-12 Surplus Apparatus. The motion was seconded by Commissioner McPhail and approved 5-0.

- **Resolution 2014-13 Surplus Scrap Steel and Steel Weight Equipment:** Chief Hollander reviewed the scrap steel and steel weight equipment that is no longer useful to the district. The scrap material will be sold to Z Recyclers Inc. in Bellingham.

**MOTION:** Commissioner McPhail moved to approve Resolution 2014-13 Surplus Scrap Steel and Steel Weight Equipment. The motion was seconded by Vice-Chairman Dean Whitney and approved 5-0.

- **District Website:** The Board discussed the information available on the district's website and agreed to review the contents and have further discussion at an upcoming meeting.

## **CORRESPONDENCE**

- Northern Lights re: First Responders
- Whatcom County Fire Protection District #7 re: Thank-you to firefighter Andrew Martin for assisting them with forcible entry training
- Harold and Sylvia Hill re: Thank you for medical assistance
- Camp Horizon re: Thank you to firefighters for volunteering their time

- Bellingham Herald article re: Motorcycle collision
- The Responder: District newsletter, October issue

#### **ANNOUNCEMENTS**

- **2015 Budget Review:** Chief Anderson reminded the Board that they would be reviewing the 2015 budget and having in-depth discussions in December.

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

- Exhaust System Update
- Labor Negotiations

#### **COMMISSIONER ABSENCE:**

**MOTION:** Commissioner McPhail moved to approve Chairman Salter's and Commissioner Bosman's absence from the November 20, 2014 regular meeting. The motion was seconded by Commissioner Berkeley and approved 5-0.

#### **EXECUTIVE SESSION**

Chairman Salter recessed the meeting for an Executive Session, per RCW 42.30.110(f) "to receive and evaluate complaints or charges brought against a public officer or employee" at 8:24 p.m. for approximately thirty minutes. Chief Anderson, 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 8:50 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 9:00 p.m. The motion was seconded by Commissioner Bosman and approved 5-0

Respectfully Submitted by:



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Jennie Sand, Recording Secretary

**ATTEST:**

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Bill Salter, Chairman

*Dean A Whitney*  
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Dean Whitney, Vice-Chairman

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Rich Bosman, Commissioner

*Larry McPhail*  
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Larry McPhail, Commissioner

*Dean Berkeley*  
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Dean Berkeley, Commissioner

*Paul Anderson*  
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Chief Anderson, Board Secretary