

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
December 18, 2014
Regular – Public Hearing Board of Fire Commissioners Meeting**

CALL TO ORDER

Vice-Chairman Whitney called the regular Whatcom County Fire District #21 Board of Fire Commissioners meeting for December 18, 2014 to order at 7:04 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

ROLL CALL

Attendees: Chairman Salter (via phone); Vice-Chairman Dean Whitney; 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 November 20, 2014 special meeting minutes as presented. The motion was seconded by Commissioner Berkeley and approved 5-0

OPENED PUBLIC HEARING

- Vice-Chairman Whitney opened the public hearing at 7:06 p.m. to hear comments for the proposed 2015 District Budget.
- **2015 Budget Presentation:** Chief Anderson gave a presentation of the proposed 2015 budget.

PUBLIC HEARING STATEMENT

- None
- **Resolution 2014-16 Adopting the Tax Revenues and Budget for 2015:**

MOTION: Chairman Salter moved to approve Resolution 2014-16 Adopting the Tax Revenues and Budget for 2015. The motion was seconded by Commissioner Bosman and approved 5-0

RECONVENE INTO REGULAR MEETING

- Vice-Chairman Whitney reconvened the regular meeting at 7:55 p.m.

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 November was seventy-five (75) fire related calls and one hundred seventy-eight (178) medical related calls for a combined total of two hundred fifty-three (253) calls. There were forty-six (46) overlapping incidents. The average fire response time was seven minutes fifty-two seconds while the average EMS response was seven minutes twenty-two seconds. The combined average response time minus mutual aid and auto aid incidents was eight minutes nine seconds. District 4 has a year to date total dollar save rate of sixty-eight percent (68%) while NWFR has a total year to date dollar save rate of eighty-five percent (85%).

Chief Anderson noted that there are eight (8) firefighters currently attending the EMT class.

Six (6) firefighters graduated from the Whatcom County Recruit Academy on Wednesday, December 17 at Horizon Middle School in Ferndale. Volunteer Elisabeth Bowman received a Chief's Company award. The event was attended by Chief Anderson, Chief Pernet, Captain Noonchester and Fire Commissioners Dean Whitney and Larry McPhail and several NWFR personnel.

A labor contract negotiations update will be provided during the scheduled executive session. The next labor contract negotiations meeting has been scheduled for Monday, January 5, 2015.

The district continues to work with Prospect on standardizing Fire Response Lists (FRLs) across the County. The FRLs are what dispatch uses to determine which stations and what apparatus are dispatched to the various types of calls. Chief Anderson noted that it remains a work in progress. The hope is to implement the changes early in 2015.

The district has provided its members with comprehensive training and guidance regarding Ebola protocols. The Bellingham Fire Department (BFD) has assembled a specially trained task force to respond to Ebola incidents county-wide if necessary. The District 4 Fire Commissioners have loaned Aid 11 to the BFD task force and it is currently being housed at Bellingham Station 4.

Chief Anderson noted that according to state law all department emails must be saved and backed up for a minimum of two (2) years. The district is in the process of purchasing and installing a new system that will meet the legal requirements for e-mail retention. The district is also exploring options to share the cost of an offsite back-up server with South Whatcom Fire Authority and possibly other departments in the future.

Chief Anderson recognized the firefighters who assisted with this year's Thanksgiving Basket Project put on by the Community Assistance Program (CAP). The program provides area families in need with the fixings to prepare a Thanksgiving meal. Lieutenant Mike Nelson coordinated the firefighters' participation. Over three hundred thirty (330) families benefited from the project.

- **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 participation in the Whatcom County Fire Academy, volunteer training, High School football standby's, EMS training, CPR class, and CAP Thanksgiving food baskets.

Chief Pernet reviewed the November meetings attended by the operations division including EMS District 7, Blaine Station 61 volunteers, Budget, Community Paramedic, Contract Negotiations, Labor/Management and AFG planning.

The operations division has been involved in many projects this month including equipment identification, Ebola response, NWRC procedures, equipment ordering, volunteer time sheets, Assistance to Firefighter grant and various district policies and procedures.

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

- 11/10/14: 437 D St: A victim was transported and the cause has yet to be determined.
- 11/15/14: 4825 Cedar Ln: A single family residence currently under investigation.
- 11/20/14: Enfield Farms: Reported as explosion which did not result in fire or injury.
- 11/24/14: Pump house off of Ten Mile Rd: Out building that contained a well.

Chief Pernet noted that Britton Loop Station 12 was staffed with three (3) or more career firefighters twenty-eight (28) of the thirty (30) days in November while Blaine Station 61 was staffed with three (3) or more career firefighters all thirty (30) days. Chief Pernet announced that the district has reverted back to constant staffing for the remainder of the year provided overtime costs stay under budget.

Chief Pernet reviewed the staffing and time off statistics for November. Five hundred thirteen (513) hours of sick time, one thousand eight (1,008) vacation hours were utilized and volunteers worked a total of four hundred eighty-two (482) shift hours during the month of November.

It was noted that although sick leave hours seem to be higher it is due in part to several individuals who were out because of injuries received outside of work.

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

Career and volunteer staff spent one thousand five hundred eighteen (1,518) hours on training in the month of November. The total includes the Whatcom County Recruit Academy (WCRA) as well as the East County EMT School.

Career firefighter Andrew Martin has developed a forcible entry training evolution that will be delivered to the entire department.

Career Firefighter Gina Ball attended a conference and brought back information on “community para-medicine”. These types of programs are being developed across the county to provide additional community outreach.

Captain Noonchester recognized firefighters D.J. Neyens and volunteer Jerilyn Klix for completing the most training hours during the month of November.

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

Chief Hollander noted that the materials for the standpipe system for Semiahmoo Marina have arrived and they will be completing the system early in January.

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

- Lincoln Park Retirement Center – sewer capabilities need to be addressed before a decision will be made

Fourteen (14) occupancy inspections were completed during the month of November.

Chief Hollander reviewed recent apparatus and facility improvements.

- AP 402 (L63) required a radiator replacement
- The lawn equipment is expected to be serviced this winter by the Bellingham Technical Institute mechanic intern.
- Material has been ordered for the exhaust system upgrade at Blaine Station 61.
- The shop air compressor has been purchased, installed and relocated. Commissioner McPhail recently had the opportunity to examine the installation and was duly impressed.
- A roof leak has been discovered at North Shore Station 11.

Upgrading will continue on the old computer workstations as the budget allows.

FINANCE

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

- **December Vouchers:**

MOTION: Commissioner McPhail moved to approve the December NWFR Employees Direct Deposit Payroll Vouchers #1231-1290 in the amount of \$255,664.98. The motion was seconded by Commissioner Berkeley and approved 5-0.

MOTION: Commissioner McPhail moved to approve the December Volunteer Direct Deposit Payroll Vouchers #1291-1330 in the amount of \$6,951.10. The motion was seconded by Commissioner Berkeley and approved 5-0.

MOTION: Commissioner McPhail moved to approve the December Non-Direct Deposit Payroll Voucher #1331 in the amount of \$101.58. The motion was seconded by Commissioner Bosman and approved 5-0.

MOTION: Commissioner Bosman moved to approve the December Benefits Vouchers #0144-0158 in the amount of \$224,214.07. The motion was seconded by Commissioner Berkeley and approved 5-0.

MOTION: Commissioner McPhail moved to approve the December Monthly Expenditure Voucher #2235-2438 in the amount of \$85,552.40. The motion was seconded by Commissioner Berkeley and approved 5-0.

MOTION: **Commissioner** McPhail moved to approve the December Capital Projects Voucher #2439-2440 in the amount of \$31,655.13. The motion was seconded by Commissioner Bosman and approved 5-0.

UNFINISHED BUSINESS

Exhaust System Update: Chief Anderson noted that the district has completed the vehicle exhaust installation at Birch Bay Station 63 and has submitted the invoices to FEMA for at ninety percent (90%) reimbursement. Installation will begin at Blaine Station 61 in January. Chief Anderson is hopeful that the district may be able to install a vehicle exhaust system at Delta Station 68 with any remaining monies provided FEMA approves.

The district has submitted a 2014 FEMA Fire Act Grant request which included two (2) bunker gear extractors, two (2) bunker drying cabinets, eight (8) AED (automated external defibrillators) and twenty (20) new pagers. Chief Anderson

recognized Chief Pernet and Captain Noonchester for their hard work compiling information and submitting the grant.

- **Labor Negotiations:** Chief Anderson reported that the district continues to meet with Labor to discuss the two (2) articles up for negotiation in the current labor agreement. The group recently met on Tuesday, December 16, 2014. The next meeting is scheduled for Monday, January 5, 2015.

POLICIES & PROCEDURES

- None

NEW BUSINESS

- **2014 Budget Amendment:** Chief Anderson announced that the Board will review the 2014 budget amendment at the next NWFR Board meeting scheduled for January 15, 2015.
- **Resolution 2014-17 - 2015 Meeting Schedule:** Chief Anderson reviewed the proposed 2015 NWFR Board meeting schedule.

MOTION: Commissioner McPhail moved to approve Resolution 2014-17 2015 Meeting Schedule. The motion was seconded by Commissioner Bosman and approved 5-0.

- **Employee Social Security Refund:** Chief Anderson reviewed the process of how the non LEOFF 2 district employees made the decision to withdraw from the social security system after the consolidation with District 4. The District 4 administration did not pay into social security and since these employees already pay into the PERs system, there was no additional benefit to belong to both systems. The employees voted to withdraw from the social security system and were eligible to be reimbursed for two and one half years of contributions prior to the consolidation. The refund was sent directly to North Whatcom Fire and Rescue to reimburse those employees. This is the last installment of the social security refunds.

MOTION: Commissioner Bosman moved to approve the Employee Social Security Refund Voucher #2441-2447 in the amount of \$5,561.68. The motion was seconded by Commissioner McPhail and approved 5-0.

CORRESPONDENCE

- Northern Light article re: Santa Run
- Northern Light Letter to the Editor re: Thanksgiving Basket Thank-you
- From Anne Abrams re: Thank you for emergency medical service
- From Matt Beck, Health Teacher at Meridian HS re: Thank – you Kelly Freeman and Kris Jorgensen for instruction during a health class
- Chmelik, Sitkin & Davis re: Change in billing rate

- The Responder: District newsletter, December issue

ANNOUNCEMENTS

- Chief Anderson announced that during the District Holiday party held on Friday, December 5, 2014 the following awards were presented:
 - Firefighter of the Year – Scott Brown
 - Volunteer of the Year – Dan Murphy
 - Employee of the Year – Jennie Sand
 - Volunteer Most Shifts Hours Worked – Doug Ward (741 hours)
 - Career Most Training Hours – Kris Jorgensen (396 hours)
 - Volunteer Most Training Hours – Robert Yaple
 - Volunteer Most Call Responses – Todd Berge (69 Fire/EMS calls)
- Vice-Chairman Whitney attended the NWFR and District 4 Audit Exit Interview held on Wednesday, December 17. Chief Anderson recognized all those who contributed to the favorable 2012-2013 audit.

AGENDA ITEMS FOR THE NEXT MEETING

- 2014 Budget Amendment
- Labor Negotiations
- Cross Border Mutual Aid Update

EXECUTIVE SESSION

Vice-Chairman Whitney 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.*”

at 8:35 p.m. for approximately fifteen minutes. Action will not be taken as a result of the executive session. Chief Anderson, Chief Hollander and Chief Pernet remained for the executive session.

MEETING RECONVENED

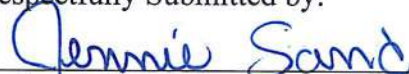
Vice-Chairman Whitney called the regular meeting back into open session at 8:52 p.m. No action was taken as a result of the executive session.

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 Berkeley and approved 5-0.

Respectfully Submitted by:



Jennie Sand, Recording Secretary

ATTEST:



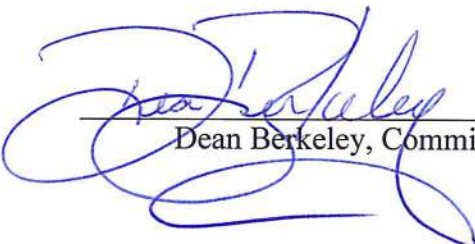
Bill Salter, Chairman

Dean Whitney, Vice-Chairman

Rich Bosman, Commissioner



Larry McPhail, Commissioner



Dean Berkeley, Commissioner



Chief Anderson, Board Secretary