

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
October 15, 2015
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 15, 2015 to order at 7:03 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

- Chuck Shipp, Local 106NW – 4550 Sweet Rd. Blaine: Mr. Shipp expressed his concern regarding an advertisement placed in the local newspaper that contained the department logo, making it appear that the district was endorsing a particular candidate for fire commissioner.

APPROVAL OF MINUTES

MOTION: Commissioner McPhail moved to approve the September 17, 2015 meeting minutes as presented. The motion was seconded by Vice-Chairman Whitney and approved 5-0.

MOTION: Commissioner McPhail moved to approve the September 19, 2015 long term strategic planning meeting minutes as presented. The motion was seconded by Commissioner Bosman 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 September was one hundred seventeen (117) fire related calls and two hundred ten (210) medical related calls for a combined total of three hundred twenty-seven (327) calls, which is a significant increase over last year's calls. There were one seventy-eight (78) overlapping incidents. The average fire response time was eight minutes eight seconds while the average EMS response time was eight minutes one second. The combined average response time minus mutual aid and auto aid incidents was eight minutes eight seconds. Due to a significant fire in the district's response area, NWFR has a year to date total dollar save rate of

approximately forty-eight percent (48.4%) while District 4 has a year to date total dollar save rate of approximately seventy six percent (76.31%).

Chief Pernet announced that volunteer tender operator Dale Rutgers was recently recognized for his forty years of service with the district. The district will mount a dedication plaque on Tender 68 in his honor.

Chief Pernet has begun the budget planning process with finance as well as each division.

The District 4 Board of Fire Commissioners has approved one of the submitted bids to convert the Britton Loop Station 12 training tower burn prop to a class "A" burn facility. Once converted the tower will be the only class "A" burn facility in Whatcom County allowing for a variety of training opportunities.

The training officers along with the shift captains are putting together an outline for a new hire process. It is anticipated that a hiring list will be created by the beginning of 2016.

The district has six qualified candidates participating in the upcoming lieutenant promotional process in November.

- **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, business inspections, volunteer training, September 11 Peace Arch Ceremony, quarterly training, and ladder testing.

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

The operations division has been involved in many projects this month including hose testing, Safety Committee, burn tower conversion, life safety rope and annual appraisals.

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

- 9/5/15: Birch Bay Lynden Rd – mobile home fire with fatality
- 9/9/15: Portal Way – excavator fire
- 9/13/15: Sunrise Dr – structure fire
- 9/16/15: Emerald Lake Rd – logging fatality

Chief Pernet reviewed the staffing and time off statistics for September. The district utilized one thousand five hundred eighteen (1,518) hours of overtime, eight hundred thirty-nine (839) hours of sick time, one thousand one hundred nine

(1,109) hours of vacation hours during the month of September. Approximately thirty-five (35) volunteers trained or pulled shifts a total of six hundred sixty-three (663) hours during the month of September.

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

Career and volunteer staff spent a total of six hundred four-five (645) hours on training during the month of September. The training division (Captain Noonchester and assistant) spent a total of two hundred seventy (270) hours on administrative duties, meetings, HR management, emergency response and shared instruction.

Crews completed SCBA quarterlies, ground ladders, size-ups and EMS ongoing education. Some members took advantage of outside training including Officer I and II.

The training division was involved in other projects including the tower conversion at Britton Loop Station 12, lieutenant promotional development and EMS education.

The five NWFR recruits attending the Fall Whatcom County Recruit Academy are doing well.

Captain Noonchester recognized Lieutenant Kevin Biery and volunteer firefighter Jeff Haley 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 reviewed the significant projects occurring within the district.

- Drayton Harbor Phase II – proposed 36 single family residential lots
- Mount States Builders – proposed 17 single family residential lot subdivision
- A1 Ways / Joseph Shen / Dorothy Pao -Mitigation agreement – proposed development consisting of three separate subdivisions for commercial and industrial uses.

Chief Hollander provided information regarding the 2014 response time analysis that will be used in our section of Whatcom Counties' capital facility plan.

The district completed fourteen inspections during the month of September.

Chief Hollander and Chief Pernet have attended various demonstrations of new and/or updated software for use in the dispatch center in the future.

Chief Hollander announced that required annual pump testing continues throughout the district. It is estimated that the testing is fifty percent (50%) complete.

The roof repairs at Custer Station 64 have been placed on hold.

Chief Hollander provided an overview of the proposed PogoZone agreement for rental of district sites for wireless internet. It is suspected that a substantial savings over time may be realized as well as an improved internet connection for the district. Chief Hollander noted that the district attorneys have reviewed the proposed contract. A PowerPoint of the proposal will be presented during next month's meeting scheduled for Thursday, November 19.

The district continues to work with the City of Lynden Fire Department to add additional in-vehicle multi-channel repeaters to first out apparatus.

Chief Hollander provided information on a fire at the FedEx building in Blaine on Friday, October 9. More information will be provided during the upcoming meeting.

FINANCE

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

- **October Vouchers:**
 - MOTION:** Vice-Chairman Whitney moved to approve the October NWFR Employees Direct Deposit Payroll Vouchers #854-910 in the amount of \$279,152.40. The motion was seconded by Commissioner Bosman approved 5-0.

 - MOTION:** Commissioner Bosman moved to approve the October Volunteer Direct Deposit Payroll Vouchers #911-943 in the amount of \$6,846.12. The motion was seconded by Commissioner McPhail and approved 5-0.

 - MOTION:** Commissioner Bosman moved to approve the Social Security FICA Refund Vouchers #32-40 in the amount of \$70,300.82. The motion was seconded by Commissioner McPhail and approved 5-0.

 - MOTION:** Vice-Chairman Whitney moved to approve the October Non-Direct Deposit Payroll Vouchers #41-42 in the amount of \$208.43. The motion was seconded by Commissioner McPhail and approved 5-0.

Benita noted that the Benefits voucher was greater this month due to the third quarter Labor and Industries payment along with a considerable health care claim. The district is expecting to be reimbursed for a portion of the health care claim through re-insurance.

MOTION: Commissioner Bosman moved to approve the October Benefits Vouchers #119-131 in the amount of \$266,785.31. The motion was seconded by Commissioner McPhail and approved 5-0.

MOTION: Commissioner McPhail moved to approve the October Monthly Expenditure Vouchers #1683-1826 in the amount of \$45,868.30. The motion was seconded Vice-Chairman Whitney and approved 5-0.

MOTION: Commissioner McPhail moved to approve the October Capital Projects Voucher #1827 in the amount of \$813.76. The motion was seconded by Commissioner Bosman and approved 5-0.

MOTION: Commissioner Bosman moved to approve the October Capital Projects Apparatus Vouchers #1828-1832 in the amount of \$6,134.21. The motion was seconded by Commissioner McPhail and approved 5-0.

UNFINISHED BUSINESS

- None

NEW BUSINESS

- **Resolution 2015-09 Reallocation of Mitigation Funds to Pay Portion of Ladder Truck (AP402) Loan Payment:** Chief Pernet noted that last month the Board discussed utilizing the mitigation funds prior to the end of the year. The Board agreed to apply the mitigation funds to the principal of the ladder truck loan payment.

MOTION: Commissioner McPhail moved to approve the Resolution 2015-09 Reallocation of Mitigation Funds to a Pay Portion of the Ladder Truck (AP402) Loan Payment. The money will be paid in addition to the scheduled ladder payment and will be applied to the principal. The motion was seconded by Commissioner Berkeley and approved 5-0.

POLICIES & PROCEDURES

- **0100.0002.01 Organizational Philosophy:** The Chief Pernet noted that this policy has been updated to reflect the changes made to North Whatcom Fire and Rescue's mission, vision and values statement.

MOTION: Commissioner Bosman moved to approve Policy 0100.0002.01 Organizational Philosophy. The motion was seconded by Commissioner McPhail and approved 5-0.

- **Northern Light Fire Commissioner Candidate Advertisement Complaint:** There was further discussion regarding the recent Northern Light advertisement written by Chairman Salter and Dean Berkeley and the resulting complaint that was filed. The district logo was inadvertently included in the advertisement making it appear that the district was supporting a particular candidate. Chairman Salter apologized for the oversight and has already attempted to contact the editor to have a correction/letter of retraction printed immediately.
- **November NWFR Board of Fire Commissioner Meeting:** The Board discussed the number of commissioners that will be attending the Thursday, November 19 NWFR Board of Fire Commissioners meeting. Chairman Salter and Commissioner Bosman announced that they will be unable to attend the meeting. Three commissioners will be available to attend the meeting thus forming a quorum.

CORRESPONDENCE

- Bellingham Herald article re: Bellingham Pipes and Drums perform at national memorial ceremony
- Northern Light article re: Fire Chief swearing in
- Lynden Tribune article re: Fire Chief swearing In
- Menzel Lake Gravel re: Donation in memory of Dick Smith
- Whatcom County Assessor's Office re: Lynden annexation (*Northwood and Line Rd*)
- From Tim Armstrong, New Westminster Fire and Rescue Services re: 9-11 Memorial Ride and Peace Arch Ceremony
- Northern Light article re: First responders section
- Pumpkin Party – Britton Loop Station 12 – Monday, October 26 – 6:00 p.m. – 8:00 p.m.
- NWFR Polar Express Party – Britton Loop Station 12 – Saturday, December 12 – 10 a.m. – 12:00 p.m.
- The Responder: District newsletter, October issue

ANNOUNCEMENTS

AGENDA ITEMS FOR THE NEXT MEETING

- PogoZone contract
- Whatcom County Capital Facilities Planning Update
- Custer Station 65 Roof

EXECUTIVE SESSION

Chairman Salter recessed the meeting for an Executive Session, RCW42.30.110(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; “and;*

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 7:53 p.m. for approximately thirty minutes. Chief Pernet and District 4 Fire Commissioner Andrews remained for the executive session.

MEETING RECONVENED

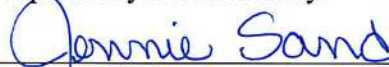
Chairman Salter called the regular meeting back into open session at 8:20 p.m. No actions were taken as a result of the executive session.

SIGNING OF DOCUMENTS

ADJOURNMENT

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

Respectfully Submitted by:



Jennie Sand, Recording Secretary

ATTEST:

Bill Salter, Chairman

Dean Whitney

Dean Whitney, Vice-Chairman

Larry McPhail

Larry McPhail, Commissioner

Rich Bosman, Commissioner

Dean Berkeley

Dean Berkeley, Commissioner

Chief Pernet

Chief Pernet, Board Secretary