

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
November 19, 2015
Regular 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 November 19, 2015 to order at 7:03 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

Commissioner Berkeley requested a moment of silence in recognition of the Friday, November 13, 2015 Paris, France attacks.

ROLL CALL

Attendees: Vice-Chairman Dean Whitney; Commissioners Larry McPhail and Dean Berkeley; Chief William Pernet; Division Chief Henry Hollander; Business Manager Benita Williams.

Chairman Salter and Commissioner Bosman were previously excused from this meeting.

PUBLIC COMMENT

- None

RECESS INTO PUBLIC HEARING

- Vice-Chairman Whitney opened the public hearing at 7:03 p.m. to hear comments for the proposed Resolution 2015-10 Establishing Substantial Need and Resolution 2015-11 Allowing the District to Increase its Budget by Up to One Percent.

Prior to any comments Chief Pernet provided background information about the resolutions. These resolutions are a required formality and used as a placeholder for the district to take a one percent increase in the future if the assessed values permits.

PUBLIC HEARING STATEMENT

- No public testimony was given

RECONVENE INTO REGULAR MEETING

- Vice-Chairman Whitney reconvened the regular meeting at 7:10 p.m.

NEW BUSINESS

- **Resolution 2015-10 Establishing Substantial Need:**

MOTION: Commissioner McPhail moved to approve Resolution 2015-10 Establishing Substantial Need. The motion was seconded by Commissioner Berkeley and approved 3-0.

- **Resolution 2015-11 Allowing the District to Increase Its Budget by Up to One Percent:**

MOTION: Commissioner McPhail moved to approve Resolution 2015-11 Allowing the District to Increase its Budget by Up to One Percent. The motion was seconded by Commissioner Berkeley and approved 3-0.

APPROVAL OF MINUTES

MOTION: Commissioner McPhail moved to approve the October 15, 2015 meeting minutes as presented. The motion was seconded by Commissioner Berkeley and approved 3-0.

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 October was one hundred seventeen (117) fire related calls and two hundred eleven (211) medical related calls for a combined total of three hundred twenty-eight (328) calls. There were sixty-eight (68) overlapping incidents. The average fire response time was eight minutes seventeen seconds while the average EMS response time was eight minutes twenty-five seconds. The combined average response time minus mutual aid and auto aid incidents was eight minutes twenty-eight seconds. NWFR has a year to date total dollar save rate of approximately fifty-seven (57.05%) while District 4 has a year to date total dollar save rate of approximately seventy six percent (75.89%).

Chief Pernet announced that the district has received full reimbursement for the deployment of NWFR resources to Newhalem, Washington.

Chief Pernet continues to meet with staff on the budget planning process.

Chief Pernet has begun meeting informally with members at various district stations once a month for "Coffee with the Chief".

Chief Pernet announced that although the district was not awarded an AFG grant this year, we plan to reapply in 2016.

After reviewing several health care options, the health care insurance committee agreed to not make changes in 2016 and stay with Coastal Administrative Services as their third party administrator. Chief Pernet noted that although the

health care rates are expected to increase by approximately eighteen percent (18%), self-funding remains the most cost efficient for the district at this time.

- **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, Halloween activities, MCO Drills, hose testing and strategic planning meetings. The annual Community Pumpkin Party held on Monday, October 26 at Britton Loop Station 12 was well attended.

Chief Pernet reviewed the meetings attended by the operations division including Medical Insurance, EMS Council, Board, Safety Committee, County Operations, Labor Negotiations and Officer meetings.

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

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

- 10/9/15: Grant Rd.– commercial structure fire
- 10/27/15: Hannegan & Kelly Rd – motor vehicle collision with fire

Chief Pernet reviewed the staffing and time off statistics for October. The district utilized one thousand one hundred eighty-five (1,185) hours of overtime, six hundred twenty-nine (629) hours of sick time, seven hundred ninety-three (793) hours of vacation hours during the month of October. Approximately thirty-five (35) volunteers trained or pulled shifts a total of five hundred forty-seven (547) hours during the month of October.

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

Career and volunteer staff spent a total of two hundred eighty-three (283) hours on training during the month of October. The training division (Captain Noonchester and assistant) spent a total of two hundred fifty-five (255) hours on administrative duties, meetings, HR management, emergency response and shared instruction.

Crews completed SCBA quarterlies, wet hose evolutions, EMS education along with some additional outside training.

The five NWFR recruits attending the Fall Whatcom County Recruit Academy are half way through their training.

Captain Noonchester continues to meet with other agencies to discuss training and share resources.

Lieutenant Adam Smith and volunteer firefighter Kailee Steele were recognized for completing the most training hours during the month of October.

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

Chief Hollander provided an update on the various meetings he attended in October.

Chief Hollander announced that the Dakota Creek Bridge is now open.

The district completed nine inspections during the month of October and one hundred ninety-six (196) year to date.

Chief Hollander provided information on district apparatus:

- A61 (AP118): repairs completed on the recall of block heaters
- A63 (AP115): oil sensor and oil cooler replaced
- A69 (AP114): replaced brakes, ball joints, tires, PM
- E12 (AP517): replaced front steer tires

The roof repairs at Custer Station 64 remain on hold.

A factory technician has repaired some warranty issues on station exhaust removal systems throughout the district.

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

FINANCE

- **Fund Balances:** Benita Williams, Business Manager provided information regarding the District's current fund balances.
- **November Vouchers:**
 - MOTION:** Commissioner McPhail moved to approve the November NWFR Employees Direct Deposit Payroll Vouchers #944-999 in the amount of \$263,143.71. The motion was seconded by Commissioner Berkeley approved 3-0.
 - MOTION:** Commissioner McPhail moved to approve the November Volunteer Direct Deposit Payroll Vouchers #1000-1033 in the amount of \$4,452.20. The motion was seconded by Commissioner Berkeley and approved 3-0.
 - MOTION:** Vice-Commissioner McPhail moved to approve the November Non-Direct Deposit Payroll Vouchers #43-44 in the amount of

\$6,246.99. The motion was seconded by Commissioner Berkeley and approved 3-0.

MOTION: Commissioner McPhail moved to approve the November Benefits Vouchers #132-143 in the amount of \$236,619.56. The motion was seconded by Commissioner Berkeley and approved 3-0.

MOTION: Commissioner McPhail moved to approve the November Monthly Expenditure Vouchers #1833-2035 in the amount of \$64,424.89. The motion was seconded Commissioner Berkeley and approved 3-0.

MOTION: Commissioner McPhail moved to approve the November Capital Projects Apparatus Vouchers #2036-2046 in the amount of \$6,341.01. The motion was seconded by Commissioner Berkeley and approved 3-0.

UNFINISHED BUSINESS

Pogo Zone Contract: Chief Hollander provided information regarding the proposed Pogo Zone contract. The proposed agreement allows Pogo Zone to rent specific district sites for wireless internet. In return the district would receive fiber cable and wireless internet at a reduced cost. It is suspected that a substantial savings over time may be realized as well as an improved internet connection for the district along with those community members living in remote areas around the stations. Chief Hollander noted that the district attorneys have also reviewed the proposed contract.

MOTION: Commissioner McPhail moved to approve the proposed Pogo Zone contract and authorized Chief Pernet to sign on the Board's behalf. The motion was seconded by Commissioner Berkeley and approved 3-0.

NEW BUSINESS

- None

POLICIES & PROCEDURES

- None

Chief Hollander left the meeting to respond to a call as Duty Chief (B76) at 7:45 p.m.

CORRESPONDENCE

- Bellingham Herald article re: Vehicle fire
- Bellingham Herald article re: Aldrich Rd structure fire
- Northern Light article re: Salashan commercial fire
- From Scholar family re: Thank you for public assist request

- From Cody Watson, Fire Chief Newhalem – Diablo Fire Brigade re: Thank you for assistance
- The Responder: District newsletter, November issue

ANNOUNCEMENTS

- NWFR Polar Express Party – Britton Loop Station 12 – Saturday, December 12 – 10 a.m. – 12:00 p.m.
- Chief Pernet reminded the Fire Commissioners that a retreat date and combined meeting date with the District 4 Fire Commissioners has yet to be selected. Commissioner Berkeley requested that the combined meeting not be held in March.

AGENDA ITEMS FOR THE NEXT MEETING

- Firefighter Recognition, Retirement and Awards
- 2016 Budget Presentation

EXECUTIVE SESSION

Vice-Chairman Whitney 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 7:47 p.m. for approximately thirty minutes. Chief Pernet and District 4 Fire Commissioner Andrews remained for the executive session.

MEETING RECONVENED

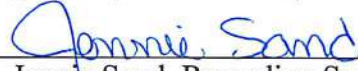
Vice-Chairman Whitney called the regular meeting back into open session at 8:26 p.m. No actions were taken as a result of the executive session.

SIGNING OF DOCUMENTS

ADJOURNMENT

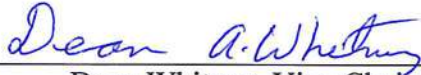
MOTION: There being no further business Commissioner McPhail moved to adjourn the meeting at 8:35 p.m. The motion was seconded by Commissioner Berkeley and approved 3-0.

Respectfully Submitted by:



Jennie Sand, Recording Secretary

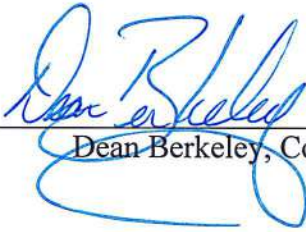
ATTEST:



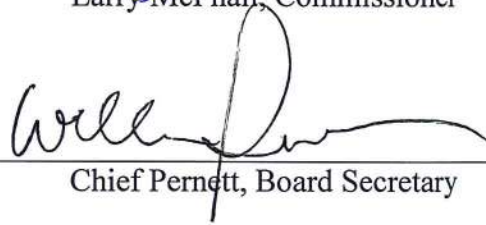
Dean Whitney, Vice-Chairman



Larry McPhail, Commissioner



Dean Berkeley, Commissioner



Chief Pernet, Board Secretary