

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
December 17, 2015
Regular Board of Fire Commissioners Meeting**

CALL TO ORDER

Commissioner Salter 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.

ROLL CALL

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

PUBLIC COMMENT

- None

FIREFIGHTER RECOGNITION

Chief Pernet recognized volunteer firefighters Brandon Lee and Paul Earhart for their years of service with NWFR and District 4.

Chief Pernet recognized retired volunteer Todd Berge for this thirty-three years of service the district.

Chief Pernet recognized Captain Ray Davidson for twenty-five years of service to the district.

Chief Pernet recognized Dean Whitney for his twelve years of service as a fire commissioner for North Whatcom Fire and Rescue.

Chief Pernet recognized the following members:

Volunteer of the Year – Shawn Atwood
Firefighter of the Year – John Hollstein
Employee of the Year – John Lovatt

RECESS INTO PUBLIC HEARING

Chairman Salter opened the public hearing at 7:47 p.m. Chief Pernet provided information on the 2016 proposed budget. Members of the community were given the opportunity to provide comments for the proposed Resolution 2015-12 Adopting the Tax Revenue Budget for 2016.

PUBLIC HEARING STATEMENT

- No public testimony was given.

MOTION: Commissioner McPhail moved to close the meeting at 8:25 p.m. The motion was seconded by Vice-Chairman Whitney and approved 5-0.

RECONVENE INTO REGULAR MEETING

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

NEW BUSINESS

- **Resolution 2015-12 Adopting the Tax Revenues and Budget for 2016:**

MOTION: **Vice-Chairman Whitney** moved to approve Resolution 2015-12 Adopting the Tax Revenues and Budget for 2016. The motion was seconded by Commissioner Bosman and approved 5-0.

APPROVAL OF MINUTES

MOTION: Commissioner McPhail moved to approve the November 19, 2015 meeting minutes as presented. The motion was seconded by Commissioner Berkeley 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 November was one eighty-seven (87) fire related calls and one hundred seventy-four (174) medical related calls for a combined total of two hundred sixty-one (261) calls. There were fifty-three (53) overlapping incidents. The average fire response time was eight minutes thirty-two seconds while the average EMS response time was eight minutes fourteen seconds. The combined average response time minus mutual aid and auto aid incidents was ten minutes four seconds. NWFR has a year to date total dollar save rate of approximately sixty-one (61.09%) while District 4 has a year to date total dollar save rate of approximately seventy six percent (75.89%).

Chief Pernet announced that five NWFR recruits (Jonathan Kirk, Jacob Onouye, Jennifer Critchett, David Keeney and Tim Bazett) will graduate from the Whatcom County Recruit Academy on Thursday, December 17 at the North County Christ the King Church in Lynden. Captain Noonchester will be representing the district at this event.

The inter-local agreement between District 4 and the City of Bellingham was approved by the city committee and council on Monday, December 7. The agreement will allow mitigation fees to be paid to District 4 for the next three year

and the Bellingham Fire Department (BFD) will continue coverage of the King Mt. area. District 4 / NWFR will also permit the BFD to utilize their training grounds free of charge and will respond with tenders and brush trucks to BFD's area as needed. Chief Pernet anticipates that a comprehensive auto aid agreement will be in place within the next three years.

Chief Pernet announced that the district will be applying for an Assistance to Firefighters Grant in 2016. The deadline to submit an application is Friday, January 15, 2016.

The Strategic Planning Committees have been meeting and once their action plans are complete they will be submitted for approval to Chief Pernet and the Board in early 2016.

- **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, holiday food boxes, volunteer training, MCO drill conversion, station tours and training tower preparation.

Chief Pernet reviewed the meetings attended by the operations division including medical insurance, EMS Council, Board, mediation, budget and officer meetings.

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

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

- 11/09/15: Behme Rd.– residential structure fire
- 11/16/15: Bay Rd – residential structure fire

Chief Pernet reviewed the staffing and time off statistics for November. The district utilized one thousand one hundred thirty-seven (1,137) hours of overtime, three hundred seventy-five (375) hours of sick time, seven hundred eighty-eight (788) hours of vacation hours during the month of November. Approximately thirty (30) volunteers trained or pulled shifts a total of seven hundred forty-four (744) hours during the month of November.

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

Career and volunteer staff spent a total of seven hundred eleven (711) hours on training during the month of November. The training division (Captain Noonchester and assistant) spent a total of two hundred sixty-five (265) hours on administrative duties, meetings, HR management, emergency response and shared instruction.

Crews completed required drills along with hose, tools, equipment and EMS training.

The training division spent time with crews to work on two engine company evolutions and practiced rescuing and evacuating from multi-family dwellings.

Captain Noonchester continues to plan for 2016. Members plan to be utilized to assist training in certain disciplines in the field.

Captain Mike Schmidt and volunteer firefighter Malcolm Simshauser were recognized 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 provided an update on PogoZone's plan to install antennas throughout the district.

Chief Hollander continues to work with the Blaine School District on their three year renovation project.

Chief Hollander attended two TRC meetings in November.

Chief Hollander provided information on the Marin Condo Phase III project. The district will work closely with the Marin Condo contractors as well as the Semiahmoo Inn to ensure that the fire access road is not compromised.

The district completed nine inspections during the month of November and two hundred two (202) year to date.

Chief Hollander provided information on district apparatus:

- C7102 (AP008): will be utilized as a utility vehicle
- TR63 (AP011): replaced command box and console with one in C7102
- A63 (AP115): repairs complete and back in service
- Custer Station 64: roof repairs on hold; two station showing
- Wiser Lake Station 70: new fax machine installed.

The district continues to work with the City of Lynden Fire Department to add additional in-vehicle multi-channel repeaters to first out apparatus. Seventy-two (72) district portable radios will be reprogrammed.

FINANCE

- **2015 Budget Amendment:** Chief Pernet reviewed the approved expenses and revenues not included in the original 2015 budget.

MOTION: Commissioner Bosman moved to approve the 2015-02 Budget Amendment. The motion was seconded by Vice-Chairman Whitney and approved 5-0.

- **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 #1034-1089 in the amount of \$267,651.75. The motion was seconded by Commissioner Bosman approved 5-0.

MOTION: Vice-Chairman Whitney moved to approve the December Volunteer Direct Deposit Payroll Vouchers #1090-1123 in the amount of \$7,677.92. The motion was seconded by Commissioner McPhail and approved 5-0.

MOTION: Commissioner McPhail moved to approve the December Non-Direct Deposit Payroll Voucher #45 in the amount of \$95.91. The motion was seconded by Vice-Chairman Whitney and approved 5-0.

MOTION: Vice-Chairman Whitney moved to approve the December Benefits Vouchers #144-157 in the amount of \$239,547.59. The motion was seconded by Commissioner McPhail and approved 3-0.

MOTION: Commissioner McPhail moved to approve the December Monthly Expenditure Vouchers #2047-2246 in the amount of \$62,340.35. The motion was seconded Vice-Chairman Whitney and approved 5-0.

MOTION: Commissioner McPhail moved to approve the December Capital Projects Vouchers #2247-2250 in the amount of \$71,553.38. The motion was seconded by Vice-Chairman Whitney and approved 5-0.

MOTION: Commissioner McPhail moved to approve the December Capital Projects Apparatus Vouchers #2251-2253 in the amount of \$132.88. The motion was seconded by Commissioner Bosman and approved 5-0.

UNFINISHED BUSINESS

- **None**

NEW BUSINESS CON'T.

- **Resolution 2015-13 2016 Meeting Schedule:** Chief Pernet reviewed the proposed 2016 NWFR Board meeting schedule. Chief Pernet announced that the retreat will be tentatively scheduled for Saturday, September 24.

MOTION: Commissioner McPhail moved to approve Resolution 2015-13 2016 Meeting Schedule. The motion was seconded by Commissioner Berkeley and approved 5-0.

- **Volunteer Firefighter Hours:** Commissioner Berkeley reported that 42nd Legislative District representative Luanne Van Werven has agreed to look onto the challenges and concerns of the current volunteer firefighter hour limitations in our area.

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: Birch Bay barn fire
- Bellingham Herald article re: Abandoned kittens
- Northern Light article re: BNSF road closure plan
- From Mei-Yu Karen Su, Pei-Shiuan and Tsun-ing re: Thank you for service
- Northern Light article re: Thanksgiving Basket assistance
- From Community Assistance Program re: Thanksgiving Basket assistance
- The Responder: District newsletter, December issue

ANNOUNCEMENTS

- Crews were recognized for their assistance with the Community Assistance Program's (CAP) Thanksgiving Baskets.
- Chief Hollander recognized the district for the Santa Run on both the north and south sides of the district. Donations from the event will benefit Project Santa.
- The NWFR Polar Express Holiday Potluck was very successful and will become an annual event.

AGENDA ITEMS FOR THE NEXT MEETING

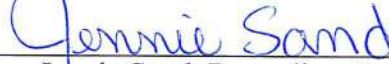
- 2016 Budget Update
- Contract Negotiations
- Board Officer Elections

SIGNING OF DOCUMENTS

ADJOURNMENT

MOTION: There being no further business Commissioner McPhail moved to adjourn the meeting at 9:55 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



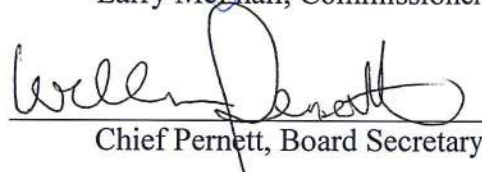
Rich Bosman, Commissioner



Larry McPhail, Commissioner



Dean Berkeley, Commissioner



Chief Pernet, Board Secretary