

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
February 18, 2016
Regular Board of Fire Commissioners Meeting**

CALL TO ORDER

Chairman Bosman called the regular Whatcom County Fire District #21 Board of Fire Commissioners meeting for February 18, 2016 to order at 7:05 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

Commissioner Dean Berkeley was previously excused from this meeting.

ROLL CALL

Attendees: Chairman Rich Bosman; Vice-Chairman Larry McPhail, Commissioner John Crawford; Fire Chief William Pernet; Division Chief Henry Hollander; Training Captain Joe Noonchester.

ANNOUNCEMENT

Chairman Bosman announced that beginning with the March 17, 2016 Regular Board of Fire Commissioners meeting, any person(s) who would like to address the Board during the public comment section of future meetings will be required to write down their name and address on a public comment form prior to the start of the meeting. The form will also remind the speaker that they will have a total of three minutes to address the Board. Chairman Bosman noted that the change in format will make the process more formal, easier to record and allows Board members to readily identify the speaker.

FIREFIGHTER RECOGNITION

Chief Pernet announced that former North Whatcom Fire and Rescue firefighter Andrew Martin is not able to attend this meeting. Andrew was being recognized for his years of service as a career and volunteer firefighter with the district.

PUBLIC COMMENT

- None

APPROVAL OF MINUTES

MOTION: Vice-Chairman McPhail moved to approve the January 21, 2016 regular meeting minutes as presented. The motion was seconded by Commissioner Crawford and approved 3-0.

EXECUTIVE SESSION

Chairman Bosman 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 7:08 p.m. for approximately ten minutes. Chief Pernet, Chief Hollander and District 4 Fire Commissioner Neal remained for the executive session.

MEETING RECONVENED

Chairman Bosman called the regular meeting back into open session at 7:27 p.m.

Labor Contract - Wages: Chairman Bosman provided information on the North Whatcom Fire and Rescue and Local 106 NW labor contract wage agreement.

MOTION: Vice-Chairman McPhail moved to approve the current tentative agreement on wages for the Local 106 NW contract year 2014-2016 Appendix A. The motion was seconded by Commissioner Crawford 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 January was eighty-three (83) fire related calls and two hundred thirty-two (232) medical related calls for a combined total of three hundred fifteen (315) calls. There were sixty-one (61) overlapping incidents. The average fire response time was eight minutes thirty-nine seconds while the average EMS response was eight nine minutes twenty-one seconds. The combined average response time minus mutual aid and auto aid incidents was nine minutes forty-one seconds. Both NWFR and District 4 have a year to date dollar save rate of approximately ninety-eight (98%).

Chief Pernet noted that the district is in the process of establishing a new lieutenant promotional list. Although there are no current lieutenant openings at this time the list will remain in effect for two years.

The district continues in the progression of creating a firefighter hiring list. Out of approximately one hundred forty applicants, one hundred candidates took the written test on Tuesday, January 19. The district is in the process of conducting interviews with the goal of establishing a hiring list in the near future.

The district and Coastal Administrative Services (CAS) recently provided two health insurance informational meetings for members to review the 2016 benefit plan book and ask questions.

The district helped prepare and serve dinner at a recent Community Assistance Dinner (CAP) on Wednesday, February 3, at the Blaine Senior Center in Blaine.

- **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 SCBA fit testing, volunteer training, medical physicals, blood pressure checks, station tours, and community meals.

Chief Pernet reviewed the January meetings attended by the operations division including Coffee with the Chief, EMS Council, Board meetings, Planning committees, contract negotiations, and Officer meetings.

The operations division has been involved in many projects this month including new hire testing, safety, burn tower conversion, extrication tools, annual appraisals and vacation scheduling.

Chief Pernet reviewed some significant incidents within the district's response area that took place in January.

- 1/24/16: MVA fatality in Laurel area
- 1/28/16: MVA fatality on Mt. Baker Highway
- 1/31/16: 4840 Lincoln Rd - Commercial structure fire

Chief Pernet reviewed the staffing and time off statistics for January. Five hundred sixty (560) hours of sick time, nine hundred seventy-one (971) overtime hours were utilized and two hundred forty-four (244) vacation hours were consumed and approximately twenty-nine (29) volunteers worked a total of five hundred sixteen (516) shift hours during the month of January.

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

Career and volunteer staff spent eight hundred fourteen (814) hours on training in the month of January.

A new pilot program will allow members to assist training with delivering hand-on drills. Lieutenant Esser will be teaching pump operations while firefighter Bruch will provide instruction on firefighter survival.

Currently the district has five members attending EMT school. This course requires nearly two hundred forty (240) hours of training.

Captain Noonchester recognized career firefighter Kenneth Cunningham and volunteer firefighter Jeff Haley for completing the most training hours during the month of January.

- **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. Antennas have been currently being installed at Delta Station 68 as well as Laurel Station 69.

Chief Hollander is seeing an increase in the number of proposed building requests at the Technical Review Committee (TRC) meetings.

Chief Hollander continues to work with the Whatcom County Planning department to update the district's capital facilities plan. He hopes to present a draft plan to the Board for review during the March meeting. A slight increase in mitigation fees will be proposed. The goal is to have the Board approve the plan in April.

The Hughes Ave subdivision (10 small homes) is complete.

Chief Hollander announced that all district radios, including portable, mobile and base units have been successfully reprogrammed to match the new Whatcom County frequency plan.

A total of twelve (12) inspections were completed in January.

Chief Hollander reviewed recent apparatus and facility improvements.

- Annual ladder testing is complete.
 - L61 (AP401): some hydraulic lines replaced
- Custer Station 64 is still in need of a new roof. There has been a low level of persons interested in purchasing/leasing the station.
- The faulty expansion tank at Odell Station 61 has been replaced.
- Missing roof shingles at Smith Rd Station 13 will be investigated.
- Broken sign and fence at Smith Rd Station 13 were reported.

The district is in the process of designing and creating a new department web site. The aging site is no longer supported making it vulnerable to hackers. The new site is expected to be completed in late March.

Chief Hollander noted that the district is in the process of upgrading the mobile data computer (MDC) wireless connections which is expected to take one month to complete.

FINANCE

Chairman Bosman announced that the Board will be investigating ways to better focus monthly meetings on significant topics of the district. The Board may move toward a consent agenda in the future.

Fund Balances: Division Chief Hollander provided information regarding the District's current fund balances.

- **February Vouchers:**

MOTION: Vice-Chairman McPhail moved to approve the February NWFR Employees Direct Deposit Payroll Vouchers #87-141 in the amount of \$255,367.14. The motion was seconded by Commissioner Crawford and approved 3-0.

MOTION: Vice-Chairman McPhail moved to approve the February Volunteer Direct Deposit Payroll Vouchers #142-167 in the amount of \$5,635.73. The motion was seconded by Commissioner Crawford and approved 3-0.

MOTION: Chairman Bosman moved to approve the February Non-Direct Deposit Payroll Voucher #3-5 in the amount of \$242.61. The motion was seconded by Vice-Chairman McPhail and approved 3-0.

MOTION: Vice-Chairman McPhail moved to approve the February Benefits Vouchers #14-24 in the amount of \$141,201.40. The motion was seconded by Commissioner Crawford and approved 3-0.

Chief Hollander noted that the February monthly voucher reflects the annual BLS transport dispatch fees.

MOTION: Vice-Chairman McPhail moved to approve the February Monthly Expenditure Vouchers #216-375 in the amount of \$108,291.02. The motion was seconded by Chairman Bosman and approved 3-0.

- **Resolution 2016-01 Cancellation of Warrant:**

MOTION: Vice-Chairman McPhail moved to approve Resolution 2016-01 Cancellation of Warrants. The motion was seconded by Chairman Bosman and approved 3-0.

UNFINISHED BUSINESS

- **Interim Fire Commissioner Interest:** The district has received five letters of interest for the Interim Fire Commissioner position. Chairman Bosman noted that they are in the process of finalizing the selection process with the goal of having the interim fire commissioner in place by the March meeting.
- **Fire Commissioner Training:** Chief Pernet announced that fire commissioner training has been tentatively scheduled for Saturday, March 26 at Odell Station 61. The district attorneys will present information on the responsibilities and

expectations of fire commissioners. Whatcom County Fire Protection District #4 Fire Commissioners have also been invited to attend the training.

POLICIES & PROCEDURES

- None

NEW BUSINESS

- **County Wide EMS Levy:** Chief Pernet provided information on the County's plan to put an EMS levy on the November ballot. If they proceed it will be impractical for the district to attempt to pass their own EMS levy in 2016. Chief Pernet explained that a County EMS levy has precedence over a district levy and will impact how much levy monies fire districts can request in the future or continue to receive if they already receive levy money (District 4). Chief Pernet continues to meet with two other districts who currently have levies in place to discuss inter-local agreements with the County. Chief Pernet will keep the Board informed of any new developments.

In addition, Chief Pernet will notify the Board of potential dates for an upcoming joint Whatcom County Chiefs and Commissioner meeting to discuss the implications of a County wide EMS levy.

CORRESPONDENCE

- Bellingham Herald re: MVA fatality in Laurel area
- Bellingham Herald re: MVA fatality on Mt. Baker Highway
- The Responder: District newsletter, February issue

ANNOUNCEMENTS

- None

AGENDA ITEMS FOR THE NEXT MEETING

- Strategic Plan
- Updated Capital Facilities Draft Plan

EXECUTIVE SESSION

Chairman Bosman recessed the meeting for an Executive Session, per RCW 42.30.110(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;”*

at 8:01 p.m. for approximately forty-five minutes. Chief Pernet, Division Chief Hollander and District #4 Fire Commissioner Neal remained for the executive session.

MEETING RECONVENED

Chairman Bosman called the regular meeting back into open session at 9:01 p.m. No actions were taken as a result of the executive session.

SIGNING OF DOCUMENTS

ADJOURNMENT

MOTION: There being no further business Commissioner Crawford moved to adjourn the meeting at 9:09 p.m. The motion was seconded by Vice-Chairman McPhail and approved 3-0.

Respectfully Submitted by:

Jennie Sand, Recording Secretary

ATTEST:

Rich Bosman, Chairman

Larry McPhail, Vice-Chairman

John Crawford, Commissioner

Chief Pernet, Board Secretary