

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
September 15, 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 September 15, 2016 to order at 6:58 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

PLEDGE OF ALLEGIANCE

Commissioner Berkeley exited the meeting room during the Pledge of Allegiance.

ROLL CALL

Attendees: Chairman Rich Bosman; Vice-Chairman Larry McPhail, Commissioners Dean Berkeley and John Crawford; Fire Chief William Pernet; Division Chief Henry Hollander.

Commissioner Ansell was previously excused from this meeting.

PUBLIC COMMENT

- None

PRESENTATION

Chief Hollander presented a newscast from BC CTV News depicting the Canadian coverage of the 9-11 Memorial Ceremony held on Sunday, September 11. Chief Pernet along with the Board thanked Chief Henry Hollander for his service to the 9-11 Committee who coordinate the yearly memorial at Peace Arch Park. Chief Pernet noted that Chief Hollander used a lot of personal time to plan and execute this event.

APPROVAL OF CONSENT AGENDA

1. Meeting Minutes
 - a) August 18, 2016 – Regular Meeting
2. Staff Reports - Chiefs / Operations / Training / Technical Support
3. Financial Report / Revenue - August \$494,406.50
4. Voucher / Payroll / Benefits
 - a) NWFR Employees Direct Deposit Payroll # 709-769: \$281,411.30
 - b) Volunteer Direct Deposit Payroll # 770-795: \$4,322.10
 - c) Non-Direct Payroll # 24: \$95.90
 - d) Benefits Vouchers # 95-105: \$132,754.35
 - e) Monthly Expenditure Vouchers # 1574-1722: \$78,518.03

MOTION: Commissioner Crawford moved to approve the Consent Agenda as presented. The motion was seconded by Vice-Chairman McPhail and approved 4-0.

BRENNICK PRESENTATION

- Chairman Bosman announced that due to an illness in the family, Daryl Brennick was unable to attend this meeting and has rescheduled for the October 20, 2016 meeting. Chairman Bosman noted that information relating to Mr. Brennick's parking proposal is included in the Board packet and he encouraged the Board to review the materials prior to the next meeting. Chief Pernet will also review the parking site proposal and offer his recommendation.

IAFF LOCAL 106 MONTHLY REPORT

- Labor representative Chuck Shipp thanked the Board for providing the opportunity to deliver information and updates of current union projects and activities. Chuck Shipp noted that the Local has been busy with various activities including:
 - EMS Levy –The union has been working with a committee spokesperson / organizer to move forward with an EMS Levy campaign to get the message out to voters. Information can be found on Facebook and emssaveslives.com. An EMS Levy campaign kickoff was held at the Squalicum Boathouse on Thursday, September 15 from 5:30 p.m. until 7:30 p.m.
 - 9-11 Peace Arch Memorial – A couple of union members had the opportunity to spend some time with five responders from New York prior to the 9-11 Peach Arch Memorial. Chuck Shipp echoed the Boards' sentiments regarding Chief Hollander's hard work in preparing for this event.
 - Project Warm – This is the fourth year the union has spearheaded this event. Project Warm provides warm U.S. made coats to low income children in the area. A school is chosen based on free and reduced data and then all children in a particular class range receive a coat regardless of their social economic status. Their goal is to raise \$10,000 this year.

NW FIRE COMMISSIONER MONTHLY REPORTS

- **Whatcom County Fire Commissioners Meeting:** Vice-Chairman McPhail provided information regarding the meeting held on Wednesday, September 14, 2016, at Britton Loop Station 12.

Vice-Chairman McPhail reminded the group that during the last Whatcom County Fire Commissioners meeting they had been requested to remain neutral regarding the proposed EMS Levy and to provide information only when requested. During last night's meeting the fire commissioners were urged to openly support the levy and become involved in activities as private citizens. Vice-Chairman McPhail

noted that the presenter, Erica Work from South Whatcom Fire Authority, did a wonderful job presenting the levy information.

Vice-Chairman McPhail reported that there has been more proposed legislation discussion in Olympia regarding allowing smaller districts to request private audits in the future. A private audit would be less cost to the district. There remains confusion surrounding the definition of a small district.

Chief Pernet noted that the district has been notified by the Washington State Auditor that a two year audit will be conducted in November or December this year.

UNFINISHED BUSINESS

- **Custer Station 64 Real Estate Contract Update:** Chief Pernet announced that although the station is still generating some interest no offers have been forthcoming. Chief Pernet plans to meet with the realtor to review the contract to determine if any changes need to be made. Chief Pernet will bring any proposed changes to the Board during the next meeting.
- **Assistant Chief Consultant Contract:** A copy of the consultant's contract to assist with the Assistant Chief of Operation process is included in the Board packet. The contract is very detailed and thorough. The consultant's fee will not exceed the \$7,500 limit that the Board approved during the August NWFR Fire Commissioner meeting. The consultant is expected to sign the contract on Friday, September 16, 2016.
- **Hughes Ave Access Road:** Chief Hollander announced that a letter has been written and sent to Renata Tomsic regarding her concerns about emergency services response plans if a train blocks the Hughes Avenue area for an extended amount of time. A copy of the letter is included in the Board packet.
- **City of Blaine Hazard Mitigation Plan:** Chief Hollander reported noted he had met with the City as requested by the Board. The Hazard Mitigation Plan was originally written by Police Chief Haslip and readopted with minor changes at a recent City of Blaine Council meeting. Chief Hollander has scheduled a meeting with Chief Haslip to discuss the District's responsibilities.

POLICIES & PROCEDURES

- **0400.0002.02 Assistant Chief of Operations:** Chief Pernet reviewed the updates made to the current Assistant Chief of Operations job description.
 - **Incident Readiness and Response:**
 - 5.2.3 - Will be assigned as the District Duty Officer per a rotational response schedule.

- **Minimum Qualifications:**

- 1.1.1 5.7.3 - Education equivalent to an Associate's Degree from an accredited college or university with major course work in fire science, public administration, or directly related to the core functions of this position. Any combination of equivalent experience and education will be considered.

- **Desirable Qualifications**

- 5.8.1 Graduation from an accredited college or university with a Bachelor's Degree in fire science, public administration, or directly related to the core functions of this position.

- 5.8.2 Graduation from an accredited college or university with a Master's Degree

- 5.8.3 Graduation from the National Fire Academy Executive Fire Officer program.

- 5.8.4 Accreditation by the Center for Public Safety Excellence CPSE as a Chief Fire Officer.

MOTION: Vice-Chairman McPhail moved to approve Policy 0400.0002.02 Assistant Chief of Operations as presented. The motion was seconded by Commissioner Crawford and approved 4-0.

NEW BUSINESS

- **Public Records Requests:** Chief Pernet reviewed information regarding a recent performance study completed by the Washington State Auditor's Office regarding public records requests and their associated costs. Over a period of one year, Washington State governments had over 285,000 public records requests at a cost of over \$60 million. The public records law helps to define transparency in government however, the research suggests that updated laws and policies are needed to keep pace with public records changes and to help organizations recoup some of their losses.

Chief Pernet recommends that the District budget for public records requests in the future so money can be specifically set aside to finance the requests and for tracking purposes.

- **Budget Planning Session Date Attendance:** All Commissioners are expected to attend the Budget Planning Session rescheduled for Saturday, November 5, 2016. The meeting will be held at Britton Loop Station 12 at 9:00 a.m. The District 4 Fire Commissioners are also expected to attend the meeting.

- **Board Meeting Attendance Query:** All Commissioners are expected to attend the NWFR Fire Commissioner Meeting scheduled for Thursday, October 20, 2016.
- **November Board Meeting Possible Reschedule:** Chairman Bosman announced that due to some scheduling conflicts, there is a possibility that the November Board meeting may be rescheduled from the 17th to the 10th. Additional discussion is expected during the October Board meeting.

CORRESPONDENCE

- From Dean Berkeley re: Public Records Request
- From WA State Auditor's Office re: Report on effect of public records requests on State and local governments
- Bellingham Herald article re: Lynden Tribune re: Car chase fatality
- Bellingham Herald article re: 9-11 Peace Arch Memorial Ceremony
- Bellingham Herald article re: Birch Bay Lynden brush fire
- To Renata Tomsic re: Hughes neighborhood emergency access issues
- KOMO News article re: 9-11 Peace Arch Memorial Ceremony
- The Responder: District newsletter, September issue
- From Dean Berkeley: Subpoena for Small Claims for \$1,000

ANNOUNCEMENTS

- **Fire Commissioner Compensation:** Chairman Bosman reviewed the process of how commissioners submit claims for compensation. If any of the meetings submitted for compensation are not preapproved, the Chairman will contact the commissioner to alert them of the discrepancy. The submitted form is a considered a legal document and is audited by the Washington State Auditor.

PUBLIC COMMENT

- None

AGENDA ITEMS FOR THE NEXT MEETING

- Custer Station 64
- City of Blaine Hazard Mitigation Plan
- Public Records Request
- Small Claims Complaint
- Possible November Board Meeting Reschedule

SIGNING OF DOCUMENTS

ADJOURNMENT

MOTION: There being no further business Vice-Chairman McPhail moved to adjourn the meeting at 7:42 p.m. The motion was seconded by Chairman Bosman and approved 4-0.

Respectfully Submitted by:

Jennie Sand, Recording Secretary

ATTEST:

Rich Bosman, Chairman

Larry McPhail, Vice-Chairman

Dean Berkeley, Commissioner

John Crawford, Commissioner

Chief Pernet, Board Secretary