

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
May 19, 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 May 19, 2016 to order at 7:02 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

PLEDGE OF ALLEGIENCE

ROLL CALL

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

PUBLIC COMMENT

- Chuck Shipp – 4025 Sweet Rd. Blaine WA: Chuck acknowledged that since he had not signed up for the public comment section during the previous fire commissioner meeting, he had not been permitted to comment. Chuck, a Local 106 NW union representative, wanted to pledge the union's support to Chief Pernet and to the Board. Chuck commented that he appreciates the Board's move to a more structured and formal meeting format. Chairman Bosman stated that there will be a period of adjustment with regards to the updated format and noted that any audience member can sign up to provide comments during the meeting prior to the second public comment portion. Chuck further noted that he hopes that the Board will continue to have open communication with both district and community members.

FIREFIGHTER OATH OF OFFICE

Chief Pernet conducted the swearing in of volunteer firefighters Tim Bazett, Jennifer Critchett, David Keeney, Jonathan Kirk and Jacob Onouye. Congratulations.

FIREFIGHTER RECOGNITION

Chief Pernet recognized volunteer firefighter John Hatfield for his twenty years of service with the district.

RECESS INTO PUBLIC HEARING

Chairman Bosman opened the public hearing at 7:20 p.m. Chief Hollander provided information on the draft capital facilities plan and concurrency mitigation fee program. Chief Hollander also provided a brief history of the district's capital facilities plan process and timeline. Once approved, this plan along with additional Whatcom County

fire district capital facilities plans, will be added to the Whatcom County Comprehensive Plan in a format accepted by the Growth Management Board.

Chief Hollander introduced Matt Aamot and Wayne Harrison from the Whatcom County Fire Marshal's office, whom he has been working with to update the district's 2009 capital facilities plan. Matt Aamot provided information regarding the Whatcom County Growth Management Act and Comprehensive Plan along with a brief history of the capital facilities plan process.

The Growth Management Act (GMA) requires Whatcom County as well as the adjacent cities to update their comprehensive plan and review their urban growth areas by June 30, 2016. A comprehensive plan is a guiding document that guides land use, transportation, environmental protection and capital facility planning. There are ten urban growth areas including Blaine and Birch Bay where higher density, residential, commercial, and industrial uses is encouraged. The County needs to ensure that the urban growth areas can accommodate the planned growth over the next twenty years. Matt Aamot reviewed the seven step process set up by the County for updating the comprehensive plan.

1. Inter-local agreements with all cities within the county (2012-2022)
2. Develop preliminary twenty year growth projections
3. Draft Environmental Impact Study (EIS)
4. Whatcom County Planning Commission
5. Urban Growth Area (UGA) proposals including Capital Facilities Planning (summer 2015)
6. Final EIS (summer/fall 2015)
7. County Council review (adopted June 2016)

Matt Aamot provided an overview of the capital facilities planning efforts:

- Inventory of existing facilities
- Forecast future needs based upon level of service
- Proposed facilities (station and apparatus replacement)
- Funding plan
- Re-access land use plan if funding falls short

The idea is that public facilities and services should keep pace with development and that levels of service should not degrade below industry standards.

Currently the NWFR charges mitigation fees on larger projects that meet the State Environmental Policy Act (SEPA). Whatcom County may charge impact fees in the future and the district would be able to collect on all future projects including those that are not triggered by SEPA. Mitigation fees are only applicable in the urban growth areas whereas impact fees will be charged county wide.

Chief Pernet along with Matt Aamot and Wayne Harrison recognized Chief Hollander for his efforts during this project.

Both documents were approved at the District 4 Fire Commissioners meeting held on Wednesday, May 11, 2016.

PUBLIC HEARING STATEMENT

- No public testimony was given.

- **Capital Facilities Plan:** Commissioner Ansell requested some clarification regarding the capital facilities plan.
 - A future EMS levy will not impact the capital facilities plan.
 - All funding mechanisms for the plan will be voter approved.
 - The plan is based on the district's current facilities, apparatus and additional, which may change over time and additional funding sources will be needed to maintain the same level of service
 - All future costs in the plan are projections.
 - The strategic plan will be utilized as a guide to narrow down the district's future needs

MOTION: Vice-Chairman McPhail moved to approve the Capital Facilities Plan as presented. The motion was seconded by Commissioner Ansell and approved 5-0.

- **Concurrency Mitigation Fee Program:**

MOTION: Commissioner Ansell moved to approve the Concurrency Mitigation Fee Program as presented. The motion was seconded by Vice-Chairman McPhail and approved 5-0.

RECONVENE INTO REGULAR MEETING

Chairman Bosman reconvened the regular meeting at 7:50 p.m.

APPROVAL OF CONSENT AGENDA

1. Meeting Minutes
 - a) April 21, 2016 - Joint
2. Staff Reports - Chiefs / Operations / Training / Technical Support
3. Financial Report / Revenue - April \$2,159,185.15
4. Voucher / Payroll / Benefits
 - a) NWFR Employees Direct Deposit Payroll # 374-432: \$279,003.27
 - b) Volunteer Direct Deposit Payroll # 433-457 :\$4,333.92
 - c) Non-Direct Payroll # 9-13: \$7,433.89
 - d) Benefits Vouchers # 49-59 : \$156,886.44
 - e) Monthly Expenditure Vouchers # 798- 983: \$54,251.57

MOTION: Vice-Chairman McPhail moved to approve the Consent Agenda as presented. The motion was seconded by Commissioner Berkeley and approved 5-0.

UNFINISHED BUSINESS

- **Custer Station 64 Marketing Process:** Chief Pernet reminded the Board that the staff was directed to continue to pursue the sale of Custer Station 64 by consulting with a realtor. After meeting with several realtors, the decision was made to enlist the services of realtor Mike Kent. Chief Pernet will sign a contract on behalf of the Board. Additional details will be discussed during the executive session.

- **Fire Commissioner Representation at External Meetings Procedure:** Chairman Bosman noted that it was important that fire commissioners attend various community meetings within the district. Both Chairman Bosman and Chief Pernet identified specific meetings where commissioner representation is important. There was discussion regarding which commissioners would represent the district at the identified meetings.
 - Whatcom County Fire Commissioners Association – Commissioner Crawford; Chairman Bosman and Vice-Chairman McPhail (alternates)
 - 7:00 p.m. 2nd Wednesday every other month at Britton Loop Station 12
 - Birch Bay Chamber of Commerce Luncheon– Commissioner Ansell
 - 11:30 a.m. 3rd Thursday of each month at various locations
 - District #4 Fire Commissioner Meeting – Chairman Bosman; Vice-Chairman McPhail (alternate)
 - 12:00 p.m. 2nd Wednesday each month at noon at Britton Loop Station 12
 - Blaine City Council – Commissioner Ansell; Commissioner Crawford (alternate)
 - 6:00 p.m. on the 2nd and 4th Monday each month at Blaine City Hall
 - Cross Border Group - Commissioner Berkeley
 - Quarterly at 10:00 a.m. at various locations (July 26)

Chief Pernet and/or Chief Hollander already attend some of the same meetings.

Chief Pernet further noted that the annual Washington State Fire Commissioners Conference is a wonderful place to obtain valuable information and do some networking. The conference will be held in Yakima on Thursday, October 27 – Saturday, October 29. At this time no one has requested to attend the conference.

- **Board Meeting Date Attendance Query:** All Board members will be available for the regularly scheduled NWFR Fire Commissioner Meeting scheduled for Thursday, June 16, 2016.

POLICIES & PROCEDURES

- None

NEW BUSINESS

- **Strategic Planning Meeting Reminder:** The special meeting has been scheduled for Saturday, May 21 at 9:00 a.m. to be held at Odell Station 61. Commissioners Berkeley and Crawford state that they will be unable to attend the meeting.

CORRESPONDENCE

- Northern Light article re: Cascadia Rising
- Bellingham Herald article re: Limits on personal fireworks considered on Semiahmoo Spit
- Lynden Tribune article re: Jail funding vs. EMS Levy
- Bellingham Herald article re: EMS Levy
- Michelle Maniez re: Thank you for BLS service
- Semiahmoo Resort Association re: CPR training
- From Terry and Renate Asp re: Thank you for BLS service
- From Public Disclosure Commission re: Filing reminder
- The Responder: District newsletter, May issue

ANNOUNCEMENTS

- None

AGENDA ITEMS FOR THE NEXT MEETING

- Custer Station 64 Update
- Monthly Community Meeting Reports

EXECUTIVE SESSION

Chairman Bosman recessed the meeting for an Executive Session, per RCW 42.30.110 (c) *“To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price.”* at 8:02 p.m. for approximately fifteen to twenty minutes. Chief Pernet, Division Chief Hollander and District #4 Fire Commissioner Harry Andrews remained for the executive session.

MEETING RECONVENED

Chairman Bosman called the regular meeting back into open session at 8:24 p.m. No actions were taken as a result of the executive session.

SIGNING OF DOCUMENTS

ADJOURNMENT

- MOTION:** There being no further business Vice-Chairman McPhail moved to adjourn the meeting at 8:30 p.m. The motion was seconded by Commissioner Berkeley and approved 5-0.

Respectfully Submitted by:

Jennie Sand, Recording Secretary

ATTEST:

Rich Bosman, Chairman

Larry McPhail , Vice-Chairman

Dean Berkeley, Commissioner

John Crawford, Commissioner

Bruce Ansell, Commissioner

Chief Pernet, Board Secretary