

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
September 21, 2017
Fire Commissioners Meeting**

CALL TO ORDER

Chairman Bosman called the Whatcom County Fire District #21 of Fire Commissioners meeting for September 21, 2017 to order at 7:02 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

PLEDGE OF ALLEGIANCE

ROLL CALL

Attendees: Chairman Rich Bosman, Vice-Chairman Larry McPhail, Commissioners Dean Berkeley, John Crawford and Bruce Ansell; Assistant Chief Joe Noonchester; Division Chief Henry Hollander; Attorney Rich Davis.

PUBLIC COMMENT

- None

APPROVAL OF CONSENT AGENDA

1. Meeting Minutes
 - a) August 17, 2017 – Regular
2. Staff Reports - Chiefs / Operations / Training / Technical Support
3. Financial Report
 - a) Total Revenue –August \$169,982.56
 - b) Total Expenditures –September \$590,488.30
4. Voucher / Payroll / Benefits
 - a) NWFR Employees Direct Deposit Payroll #652-713: \$292,648.89
 - b) Volunteer Direct Deposit Payroll #714-734: \$2,622.44
 - c) Non Direct Deposit #10: \$6,265.98
 - d) Benefits Voucher #89-99: \$203,103.51
 - e) Monthly Expenditure Vouchers #11373-1575: \$75,879.19
 - f) Capital Projects #1576-1579: \$1,407.28
 - g) Capital Projects Apparatus #1580: \$7,989.45
 - h) Volunteer Fund #1581: \$571.56

Chairman Bosman announced that during future meetings he intends to pull random vouchers from the packet to review line by line with the Board.

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

NW FIRE COMMISSIONER MONTHLY REPORTS

- Nothing to report

IAFF LOCAL 106 MONTHLY REPORT

- Nothing to report

LEGAL ISSUES

- Nothing to report

UNFINISHED BUSINESS

- **Brennick Purchase Agreement Update:** Chairman Bosman noted that he has signed the title transfer to complete the lot line adjustment at Northwood Station 72. The district is expecting payment in the near future and Chairman Bosman expects to update the Board during the next meeting.
- **Washington State Rating Bureau (WSRB):** Chief Noonchester provided a brief update. Additional district data along with an improvement plan has been submitted for review to the WSRB. Chief Noonchester noted that the goal is to keep the current or perhaps improve the district's current fire protection district rating. Chief Noonchester is expected to provide additional information during the next meeting.
- **Records Retention for Social Media Policy:** Chairman Bosman requested that this topic be tabled for a future meeting.

NEW BUSINESS

- Chief Noonchester identified some concerns regarding the condition of Birch Bay Station 63 that will need to be addressed in the near future.

Some of the carpeting in the bunk room, day room and offices has significantly deteriorated over the past twelve years. Chief Hollander further noted that since the district is also in the process of setting up designated office quarters for the captains, relocating where firefighters complete sensitive reports and rearranging the current bunk room to accommodate taller firefighters, it will prove to be an opportune time to switch out the flooring.

After some initial investigation, Chief Hollander noted that the most economical flooring solution will be to lay commercial grade vinyl over the concrete and adhesive once the carpet has been removed. This type of flooring will help reduce some of the biohazards that enter the station on firefighters' footwear since it can be cleaned more thoroughly. Chief Hollander stated that this project has not been budgeted for 2017 and will cost approximately \$9,800.00 with tax.

Commissioner Ansell asked if this project would interfere with any plans for future renovations to the station. Chief Hollander stated that this project will not interfere with any future renovation plans.

Attorney Rich Davis noted that although the project does not meet the threshold which requires bids, the district can choose to utilize the small works roster to obtain additional quotes for the project.

Commissioner Berkeley commented that he would be comfortable with additional bids to allow local businesses the opportunity to submit proposals. Chief Hollander replied that this is a very difficult time to find contractors since they are so busy with bigger projects, as he discovered during the recent ramp rebuild at Britton Loop Station 12. The Board concurred that they were comfortable with Chief Hollander's knowledge of the company regarding their work and cost and will not require additional bids.

A 2017 budget amendment will be required at the end of the year to re-allocate project funds.

In addition, Chief Hollander noted Birch Bay Station 63 is heated entirely by hot water that requires a boiler. The district went out to bid in 2013 and the decision was made to go with the lowest bid even though the manufacturer had only been in business for a couple of years. The current boiler recently failed (circuit board) and since the manufacturer is no longer in business, the district cannot obtain the needed parts to repair the existing boiler.

Chief Hollander stated that since the station relies on the boiler to heat the station, the decision was made to replace the boiler. Chief Hollander noted that the new boiler manufacturer has been in business for fifty years, installed throughout the county and parts are readily accessible. The cost of the project is approximately \$7,200.00 and will most likely be covered in the 2017 budget under repairs, providing no additional major repairs are identified.

MOTION: Vice-Chairman McPhail moved to approve the floor, office and bunkroom upgrades to Birch Bay Station 63 not to exceed \$10,000.00. The motion was seconded by Commissioner Ansell and approved 5-0.

POLICIES & PROCEDURE

- None

CORRESPONDENCE

- Bellingham Herald Article re: Vehicle / structure fire on Lakeshore Rd
- Northern Light Article re: Sweet Road barn fire
- Bellingham Herald Article re: Mobile home fire in Blaine

- Northern Light Article re: 9-11 Peace Arch Memorial
- Jerry and Marian Betzer re: Thank you for service
- Chad Gallatin re: Thank you for service
- The Responder: District newsletter, September issue

ANNOUNCEMENTS

- **October 19 Board Meeting Attendance Query:** Chairman Bosman, Vice-Chairman McPhail and Commissioner Ansell are expected to attend the meeting. Commissioners Berkeley and Crawford may need to be excused for medical reasons.

PUBLIC COMMENT

- None

AGENDA ITEMS FOR THE NEXT MEETING

- Brennick Update
- Washington State Rating Bureau (WSRB)
- Records Retention for Social Media Policy

EXECUTIVE SESSION

Chairman Bosman recessed the meeting for an Executive Session, *RCW 42.30.140(4)(a)* "Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that 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 proposals made in the negotiations or proceedings while in progress." at 7:22 p.m. for approximately twenty-three minutes until approximately 7:45 p.m.

Attorney Rich Davis and District 4 Fire Commissioner Andrews remained for the executive session. Action may be taken as a result of the executive session.

MEETING RECONVENED

Chairman Bosman called the regular meeting back into open session at 7:48 p.m.

ACTION ITEMS AS A RESULT OF THE EXECUTIVE SESSION

Chairman Bosman announced that although no formal action will be taken as a result of the executive session, a letter drafted by Acting Chief Noonchester will be sent to Local 106NW by the end of the week, addressing their concerns regarding policy 0800.0002.00 Social Media.

SIGNING OF DOCUMENTS

ADJOURNMENT

MOTION: There being no further business Chairman Bosman moved to adjourn the meeting at 8:00 p.m. The motion was seconded by Vice-Chairman McPhail 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

Joe Noonchester, Acting Board Secretary