

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
August 17, 2017
Fire Commissioners Meeting**

CALL TO ORDER

Chairman Bosman called the Whatcom County Fire District #21 of Fire Commissioners meeting for August 17, 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 John Crawford and Bruce Ansell; Assistant Chief Joe Noonchester; Division Chief Henry Hollander; Attorney Rich Davis.

Commissioner Berkeley was previously excused due to medical issues.

Chairman Bosman announced that Chief Pernet is currently out on extended leave due to a family illness. An emergency leave plan created by Chief Pernet has been in effect since 7:30 a.m. Thursday, August 17, 2017.

PUBLIC COMMENT

- None

APPROVAL OF CONSENT AGENDA

1. Meeting Minutes
 - a) July 20, 2017 – Regular
2. Staff Reports - Chiefs / Operations / Training / Technical Support
3. Financial Report
 - a) Total Revenue – July \$105,325.16
 - b) Total Expenditures – August \$714,274.08
4. Voucher / Payroll / Benefits
 - a) NWFR Employees Direct Deposit Payroll #575-635: \$286,205.21
 - b) Volunteer Direct Deposit Payroll #636-651: \$3,277.65
 - c) Non Direct Deposit #8-9: \$6,514.03
 - d) Benefits Voucher #78-88: \$277,529.40
 - e) Monthly Expenditure Vouchers #1209-1369: \$60,603.91
 - f) Capital Projects Apparatus #1370-1372: \$2,991.46
 - g) Capital Projects Fund #1373-1379: \$77,152.42

Commissioner Ansell requested additional information on voucher #1276. Chief Hollander reminded the Board that the riding lawn mower at Smith Rd. Station 13 had been stolen. The district was responsible for the \$1,000.00 deductible and the remaining cost of replacing the lawnmower was reimbursed through the district's liability insurance. The new riding lawnmower has been secured inside at Smith Rd. Station 13.

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

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 met with the surveyor and signed off on the lot line adjustment. The completed paperwork has been submitted to the City of Lynden for approval. Once approved, the district will receive the funds for the transaction. Chairman Bosman expects to provide additional information during the next meeting.

NEW BUSINESS

- **Resolution 2017-04 Cancellation of Warrant:** Chief Noonchester noted that a payment to AFLAC had been lost in the mail. Once the warrant has been cancelled, a new check will be issued.

MOTION: Commissioner Crawford moved to approve Resolution 2017-04 Cancellation of Warrant as presented. The motion was seconded by Vice-Chairman McPhail and approved 4-0.

POLICIES & PROCEDURE

- **0800.0002.00 Social Media:** Information was provided regarding the importance of having a district wide social media policy. Commissioner Ansell pointed out a typo and a formatting error on the draft policy.

MOTION: Commissioner Ansell moved to approve Policy 0800.0002.00 Social Media with the corrected typo and formatting issue. The motion was seconded by Vice-Chairman McPhail and approved 4-0.

Chief Noonchester noted that Chief Hollander currently acts as the Social Media Administrator and approves / denies all social media entries. Chief Hollander plans to further research the state required records retention component to the policy and report back to the Board during the next meeting.

CORRESPONDENCE

- Bellingham Herald Article re: Waterslides fatality due to medical condition
- Bellingham Herald Article re: Everson structure fire
- From David Moe re: Thank you for service
- From Tom and Dawn Baker re: CPR Instructor Captain Kris Jorgensen
- From Eleanor Reaves re: Thank you for service
- The Responder: District newsletter, August issue

ANNOUNCEMENTS

- **September 21 Board Meeting Attendance Query:** All Commissioners present are expected to attend the meeting. Commissioner Berkeley has been excused for medical reasons.

OTHER

- **Washington State Rating Bureau (WSRB):** Chief Noonchester announced that preliminary information has been received from the WSRB. The district requested an official review and met with the surveyor where some inaccuracies were discovered. WSRB has agreed to postpone publishing any new ratings until the district has a chance to explore and verify all discrepancies. The entire process is expected to take several months to complete.
- **City of Lynden Appreciation:** Chief Noonchester shared the City of Lynden's appreciation and recognition to the district, Local 106NW along with other departments around the county for their assistance and support during Chief Spinner's passing. The district provided staffing coverage several times to back fill Lynden stations during the grieving period as well as the memorial service.
- **Washer Extractors and Dryers:** Chief Hollander noted that all washer extractors and dryers including soap dispensers have been installed and are now in service. Chief Hollander offered to show the appliances located at Odell Station 61 following the meeting.
- **Liability Insurance:** Chief Hollander noted that in an effort to save funds, the district has switched liability insurance from Enduris to Guide Insurance, effective September 1, 2017.

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, per RCW 42.30.110(g) *“to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.* “at 7:20 p.m. for approximately fifteen minutes until 7:40 p.m. or earlier. Attorney Rich Davis and District 4 Fire Commissioner Andrews remained for the executive session.

At 7:40 p.m. it was announced that the executive session would last an additional five minutes. Chief Noonchester was invited to join the executive session at 7:40 p.m.

MEETING RECONVENED

Chairman Bosman called the regular meeting back into open session at 7:42 p.m.

ACTION ITEMS AS A RESULT OF THE EXECUTIVE SESSION

Chairman Bosman noted that Chief Pernet’s Emergency Leave Plan was put in to effect on Thursday, August 17 at 7:30 a.m. The plan will be followed very closely during Chief Pernet’s absence.

MOTION: Vice-Chairman McPhail moved to appoint Assistant Chief of Operations Joe Noonchester as the Acting Fire Chief during the time of the adopted emergency leave plan, with a corresponding five percent pay increase valid for the same time period. The motion was seconded by Commissioner Ansell and approved 4-0.

SIGNING OF DOCUMENTS

ADJOURNMENT

MOTION: There being no further business Vice-Chairman McPhail moved to adjourn the meeting at 7:51 p.m. The motion was seconded by Commissioner Crawford and approved 4-0.

Respectfully Submitted by:

Jennie Sand, Recording Secretary

ATTEST:

Rich Bosman, Chairman

Larry McPhail, Vice-Chairman

John Crawford, Commissioner

Bruce Ansell, Commissioner

Joe Noonchester, Acting Board Secretary