

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
October 19, 2017
Fire Commissioners Meeting**

CALL TO ORDER

Chairman Bosman called the Whatcom County Fire District #21 of Fire Commissioners meeting for October 19, 2017 to order at 7:01 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; Fire Chief William Pernet; Assistant Chief Joe Noonchester; Division Chief Henry Hollander; Attorney Rich Davis.

PUBLIC COMMENT

- None

APPROVAL OF CONSENT AGENDA

1. Meeting Minutes
 - a) September 19, 2017 – Regular
2. Staff Reports - Chiefs / Operations / Training / Technical Support
3. Financial Report
 - a) Total Revenue –September \$140,902.86
 - b) Total Expenditures – October \$664,095.65
4. Voucher / Payroll / Benefits
 - a) NWFR Employees Direct Deposit Payroll #735-796: \$277,574.82
 - b) Volunteer Direct Deposit Payroll #797-813: \$1,858.69
 - c) Non Direct Deposit #11-13: \$6,395.12
 - d) Benefits Voucher #100-112: \$310,881.26
 - e) Monthly Expenditure Vouchers #1581-1770: \$67,138.94
 - f) Volunteer Fund #1771: \$242.82

Commissioner Crawford questioned the monthly expenditure voucher, line #1674: LMS Human Resources Service. Chief Pernet noted that the \$1,293.75 charge was for Laura McGowan, an outside independent investigator, who conducted some personnel investigations for the district.

Commissioner Ansell requested information about a new mitigation bar graph that was added to the finance report. Chief Pernet noted the graph shows a historical representation of the district's mitigation account balances along with the amounts spent. The amounts collected must be spent within a five year timeline and on specific capital items approved by the Board. Some of the funds have been utilized to pay down the amount owed on the ladder truck. The amount in the mitigation fund at this time is \$66,923.

Commissioner Ansell questioned why building inspections were not completed during the month of September. Chief Hollander noted although his goal is also to complete more inspections, the last couple months crews have been busy with hose and ladder testing. In addition, some inspections although completed in September, may not have been finalized or entered into the data management system.

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

NW FIRE COMMISSIONER MONTHLY REPORTS

- Nothing to report

IAFF LOCAL 106 MONTHLY REPORT

- Nothing to report

LEGAL ISSUES

- Rich Davis noted that their office is in the process of drafting an updated public records request policy to address the recent changes to the Public Records Act (RCW 42.56). Changes include new training requirements for the public records officers, charging for providing electronic records, documenting records requests and clarification requiring a definitive time frame for providing records or reasons an extension is required. Rich Davis will forward the updated policy to Chief Pernet when complete.

UNFINISHED BUSINESS

- **Brennick Purchase Agreement Update:** Chairman Bosman noted that the land purchase has been finalized, approved by the Lynden City Council and a check has been received by the district.
- **Washington State Rating Bureau (WSRB):** Chief Noonchester noted that he has yet to hear from the WSRB regarding the additional data and improvement plan that was submitted by the district approximately seven weeks ago.
- **Records Retention for Social Media Policy:** Chief Hollander noted that he continues to research social media records retention avenues. Chief Pernet noted that the district's attorneys have discussed retention with their IT department who

utilize a specific company to do their social media retention. Chairman Bosman suggested that Chief Hollander utilize law enforcement as an additional resource.

NEW BUSINESS

- **Resolution 2017-05 Cancellation of Warrant**

MOTION: Vice-Chairman McPhail moved to approve Resolution 2017-05 Cancellation of Warrant as presented. The motion was seconded by Commissioner Ansell and approved 5-0.

POLICIES & PROCEDURE

- Chief Pernet noted that changes to 0800.0002.00 Social Media policy may be ready for review during the next meeting.

CORRESPONDENCE

- Northern Light Article re: Auto fatality south of Blaine
- Bellingham Herald Article re: Custer structure fire
- Bellingham Herald Article re: Custer structure fire
- Bellingham Herald Article re: Leisure Park structure fire
- Carol Nickel re: Thank you for service
- The Responder: District newsletter, November issue

Vice-Chairman McPhail noted that he knew the gentleman injured during the Custer structure fire.

ANNOUNCEMENTS

- **November 16 Board Meeting Attendance Query:** Chairman Bosman requested to be excused from the meeting. All other Board members indicated they will be attending the meeting.
- **2018 Work Session Date Query:** The Board agreed to meet on Saturday, November 11 at Odell Station 61, 1:00 p.m. to review the 2018 district budget.
- **Oath of Office:** Chief Pernet announced that three newly hired career firefighters who will graduate from the WA State Training Academy on Friday, November 3 in Issaquah, will be sworn in during the November 16 NWFR Fire Commissioners meeting.

AGENDA ITEMS FOR THE NEXT MEETING

- Washington State Rating Bureau (WSRB)
- Records retention for Social Media Policy
- Public Records Policy
- Public Hearing for Declaring Substantial Need and One Percent Budget Increase

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 7:21 p.m. for approximately thirty minutes until approximately 7:55 p.m. Attorney Rich Davis and District 4 Fire Commissioner Andrews remained for the executive session. Action will not be taken as a result of the executive session.

MEETING RECONVENED

- Chairman Bosman called the regular meeting back into open session at 7:57 p.m.

PUBLIC COMMENT

- Director/Chief Mike Haslip; Public Safety; Blaine Police Department; Blaine, WA: Chief Haslip announced that he is retiring from the Blaine Police department effective Tuesday, October 31. He thanked the district for their many collaborations throughout the years. He announced that retired Ferndale Fire Chief Knapp will be the interim director while the city searches for his replacement.

On behalf of the Board Chairman Bosman thanked Chief Haslip for his forty-one years of dedicated service.

SIGNING OF DOCUMENTS

ADJOURNMENT

- MOTION:** There being no further business Commissioner Ansell moved to adjourn the meeting at 8:14 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

Chief Pernet, Board Secretary