

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
1:00 pm
June 21, 2018
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 June 21, 2018 to order at 1:02 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

PLEDGE OF ALLEGIANCE

Chairman Bosman requested a moment of silence in honor of Firefighter John Swobody, a member of the district who lost his battle with cancer on June 4, 2018.

ROLL CALL

Attendees: Chairman Rich Bosman; Vice-Chairman Bruce Ansell; Commissioners Larry McPhail, Dean Berkeley and John Crawford; Fire Chief William Pernet; Attorney Rich Davis.

PUBLIC COMMENT

- None

APPROVAL OF CONSENT AGENDA

1. Meeting Minutes
 - a) May 17, 2018
2. Staff Reports – Chiefs / Operations / Training / Technical Support
3. Financial Report / Revenue
 - a) Total Revenue – May \$2,194,704.37
 - b) Total Expenditures – June \$529,996.80
4. Voucher / Payroll / Benefits
 - a) NWFR Employees Direct Deposit Payroll: \$281,387.41
 - b) Non-Direct Payroll (*May*): \$250.00
 - c) Non-Direct Payroll: \$361.87
 - d) Benefits Voucher: \$238,923.44
 - e) Monthly Expenditure Vouchers: \$72,003.35
 - f) Capital Projects Apparatus: \$8,959.13

Chief Pernet noted that the May non-direct deposit was for an employee whose automatic savings was not deposited due to a glitch in the new software system. The glitch has been resolved.

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

NW FIRE COMMISSIONER MONTHLY REPORTS

- None

IAFF LOCAL 106 MONTHLY REPORT

- None

LEGAL ISSUES

- Attorney Rich Davis in light of the recent memorial proceedings for John Swobody, mediation between the Union and Management has been rescheduled for September 24, 2018. Attorney Rich Davis further noted that the unfair labor practice hearing currently scheduled for September 25, 2018. It is also expected to be rescheduled.

UNFINISHED BUSINESS

- **Semiahmoo Station 62 Re-Roof Contract Proposal:** Chief Pernet noted that he had forwarded the proposed Joostens Roofing contract to the commissioners via email for review following the May 17, 2018 meeting. Joostens was the lowest of four bids received by the district.

Commissioner Crawford required information regarding if the station has any skylights. It was noted that there is at least one skylight in the building.

Vice-Chairman Ansell noted that his neighbor utilized this company and he was very impressed with their expertise.

MOTION: Commissioner Crawford moved to authorize Chief Pernet to sign the Joostens Re-Roofing Contract for Semiahmoo Station 62 in the amount of \$28,890.00 plus sales tax. The motion was seconded by Commissioner McPhail and approved 5-0.

NEW BUSINESS

- Resolution 2018-08 Cancellation of Warrant: Chief Pernet noted that with the recent move to a new accounting system (Bias), a glitch generated an additional payment to the business that the district had recently canceled another warrant. Finance is working with Bias to resolve the issue.

MOTION: Commissioner Ansell moved to approve Resolution 2018-08 Cancellation of Warrant. The motion was seconded by Commissioner Crawford and approved 5-0.

- **Resolution 2018-09 Exempt District Owned Vehicles from Alternative Fuels Requirement:** Chief Pernet reiterated that during the May 17, 2018 meeting, Attorney Rich Davis had informed the Board that according to state law (RCW 43.19.648(2)), all local governments, including fire districts and regional fire authorities are required to transition their vehicle fleets to electricity or biofuel and for agencies who use more than 200,000 gallons of fuel per year to begin reporting usage effective June 1, 2018.

WAC 194-29-070 does allow local governments to exempt police, fire and other emergency response vehicles from the fuel usage requirement. During the last meeting, Attorney Rich Davis recommended drafting a resolution exempting all district owned fire and response vehicles from the electricity and biofuel usage requirement.

Once approved, the resolution will be sent to the state along with a certification signed by the Board Secretary.

Commissioner Berkeley questioned why the district does not utilize bio fuel at this time. Chief Pernet noted that there is a possibility to alter vehicles to be able to utilize biofuel however there is no vendor in close proximity. The district may choose to research the topic in more depth in the future.

Vice-Chairman Ansell noted that the certification page included the wrong resolution number and will be corrected.

MOTION: Commissioner McPhail moved to approve Resolution 2018-09 Exempt District Owned Vehicles from Alternative Fuels Requirement. The motion was seconded by Commissioner Ansell and approved 5-0.

- **Resolution 2018-10 Surplus Medical Supplies:** Chief Pernet noted that the either outdated or non-working medical equipment submitted items will be either donated or destroyed. Chief Pernet noted that the district is required by law to record how and why district owned items are discarded. Attorney Rich Davis concurred noting that a formal resolution is required for documenting what was done with a no longer necessary item regardless of the value. This specific equipment is also inventoried and tracked in the district's fire manager software.

MOTION: Commissioner Ansell moved to approve Resolution 2018-10 Surplus Medical Supplies. The motion was seconded by Commissioner Crawford and approved 5-0.

Fire Chief Financial Authority: Chairman Bosman requested that the commissioners entertain the idea of giving the fire chief authority via resolution to make specific financial decisions which will include items approved during the budgeting process. As

an example, Chairman Bosman noted that the Semiahmoo Station re-roof project has taken an extra month due to the current approval constraints.

Attorney Rich Davis noted that a delegation of authority resolution is being adopted by many fire departments. The resolution will provide additional definition and clarity for the Fire Chief of what he can do without coming back to the Board which can be amended if needed. The Fire Chief will still report to the Board monthly regarding those decisions. Attorney Rich Davis will provide samples for review prior to the next Board meeting.

POLICIES & PROCEDURE

- None

CORRESPONDENCE

- NWFR Press Release re: John Swobody
- Northern Light re: John Swobody obituary
- From Diane Waldner re: Thank you for service
- Firefighters Crossing Borders re: Thank you for turnout donation
- United States Power Squadrons re: Fire Extinguisher Training
- Northern Light article re: Promotions
- Bellingham Herald article re: Fires in Lake Whatcom Park
- Northern Light article re: How to prepare for an emergency
- Lynden Tribune article re: Firefighter death
- Bellingham Herald article re: John Swobody line of duty death
- The Responder: District newsletter, June issue

ANNOUNCEMENTS

- **July Board Meeting Attendance Query:** Commissioner Berkeley requested to be excused for the July meeting due to medical reasons.
- Chief Pernet recognized and thanked the department as a whole for coming together to plan and execute the memorial for fallen firefighter John Swobody. A special thank you for Chairman Bosman for working with the family spiritually and coordinating the memorial service. Chief Pernet noted that Firefighter John Swobody's passing was due to a work related cancer and his hope is that the district never has to go through this type of tragedy again. Management will do all they can do to ensure that the employees are safe and following the procedures for decontamination to aid in preventing this from happening in the future.
- Assistant Chief Noonchester will be recognized for his assistance during a recent successful resuscitation. He will be honored by the Bellingham Police Department on Monday, June 25 at 10:30 a.m. at the Bellingham Police Station. Chief Pernet will be intending. The Board was also invited to attend.

PUBLIC COMMENT

- None

AGENDA ITEMS FOR THE NEXT MEETING

- Fire Chief Financial Authority

SIGNING OF DOCUMENTS

ADJOURNMENT

MOTION: There being no further business Commissioner Crawford moved to adjourn the meeting at 1:34 p.m. The motion was seconded by Commissioner McPhail and approved 5-0.

Respectfully Submitted by:

Jennie Sand, Recording Secretary

ATTEST:

Rich Bosman, Chairman

Bruce Ansell, Vice-Chairman

Larry McPhail, Commissioner

Dean Berkeley, Commissioner

John Crawford, Commissioner

Chief Pernet, Board Secretary