

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Rd., Blaine, WA 98230
12:00 pm
November 15, 2019
Special Board of Fire Commissioners Meeting**

CALL TO ORDER

Chairman Bosman called the special Whatcom County Fire District #21 Board of Fire Commissioners meeting for November 15, 2019, to order at 12:00 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

PLEDGE OF ALLEGIANCE

ROLL CALL

Chairman Rich Bosman; Vice-Chairman Bruce Ansell; Commissioners Larry McPhail and John Crawford.

PUBLIC COMMENT

- None

NEW BUSINESS

- **Division Chief of Operations Appointment:** Vice-Chairman Ansell noted the Jason Van der Veen has done a tremendous job since filling in as temporary division chief of operations and desires to move forward in making the appointment permanent.

Vice-Chairman Ansell noted that the division chief of operation's employment agreement along with the job description policy will be revised and reviewed by the Districts' attorney Rich Davis before being presented to the Board for approval at the next regularly scheduled NWFR Board of Fire Commissioners Meeting on Thursday, November 21, 2019. The Board will be sent the revised draft for review prior to the meeting.

MOTION: Vice-Chairman Ansell moved to approve the appointment of Jason Van der Veen to the division chief of operations. The motion was seconded by Commissioner McPhail and approved 4-0.

- **Resolution 2019-09 Financial and Investment Officer:** Jason Van der Veen was appointed Financial and Investment Officer.

MOTION: Vice-Chairman Ansell moved to approve the Resolution 2019-09 Financial and Investment Officer. The motion was seconded by Commissioner McPhail and approved 4-0.

- **Resolution 2019-10 Secretary to the Board:** Jennie Sand was appointed Secretary to the Board.

MOTION: Commissioner Crawford moved to approve the Resolution 2019-10 Secretary to the Board. The motion was seconded by Commissioner McPhail and approved 4-0.

Jennie Sand will take the required oath of office at the County Assessor's Office following this meeting.

In addition, the Board intends to conduct a salary survey of all administration staff in the near future, especially those with added responsibilities and specialized training.

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 12:10 p.m. for approximately one hour. Chief Van der Veen remained for the executive session.

Chief Van der Veen left the executive session at 12:40 p.m.

MEETING RECONVENED

Chairman Bosman called the regular meeting back into open session at 1:24 p.m. Action will not be taken as a result of the executive session.

ADJOURNMENT

MOTION: There being no further business Chairman Bosman moved to adjourn the meeting at 1:26 p.m. The motion was seconded by Commissioner McPhail and approved 4-0.

ATTEST:

Respectfully Submitted by:

Jennie Sand, Board Secretary

Rich Bosman, Chairman

Bruce Ansell, Vice-Chairman

Larry McPhail, Commissioner

John Crawford, Commissioner

Jason Van der Veen, Division Chief of
Operations