

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
1:00 pm
February 20, 2020
Regular Board of Fire Commissioners Meeting**

CALL TO ORDER

Chairman Ansell called the regular Whatcom County Fire District #21 Board of Fire Commissioners meeting for February 20, 2020, to order at 1:03 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

PLEDGE OF ALLEGIANCE

ROLL CALL

Attendees: Chairman Bruce Ansell, Vice-Chairman Rich Bosman; Commissioners Larry McPhail, John Crawford, and Scott Fischer; Division Chiefs Herschel Rostov and Ray Davidson; Attorney Richard Davis.

PUBLIC COMMENT

None

FIREFIGHTER RECOGNITION

Captain Jon Ahrenholz recognized volunteer Jerilyn Klix for her years of service with District 4 and North Whatcom Fire and Rescue.

APPROVAL OF CONSENT AGENDA

1. Meeting Minutes
 - a) January 16, 2020
2. Staff Reports – Chiefs / Operations / Training / Technical Support
3. Financial Report
 - a) Total Revenue – January \$120,368.18
 - b) Total Expenditures – February \$825,058.24
4. Voucher / Payroll / Benefits
 - a) NWFR Employees Direct Deposit Payroll: \$320,115.44
 - b) Benefits Voucher: \$204,014.46
 - c) Monthly Expenditure Vouchers: \$283,179.48
 - d) Capital Projects Voucher: \$17,748.86

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

NW FIRE COMMISSIONER MONTHLY REPORTS

First-In Training and Education (FITE) Program: Commissioner Crawford provided information on the FITE program which provides an opportunity to high school students who may want to experience and possibly pursue a career in either the fire service, emergency medicine, or the military. Commissioner Crawford is part of the advisory board of the FITE program. Currently, Meridian and Bellingham high school students (18) are participating in the program.

IAFF LOCAL 106 MONTHLY REPORT

Local 106NW Representative Danny Jensen recognized Commissioner Bosman for his years of service as the NWFR Board Chair. In addition, Danny Jensen is looking forward to working with newly elected NWFR Board Chair Ansell.

LEGAL ISSUES

Attorney Richard Davis provided information regarding a public records protocol for exemptions. No changes need to be made to the district's current public records policy.

UNFINISHED BUSINESS

Merger with Fire District 4: Chief Rostov provided information regarding election consultant Karen Reed. Chief Van der Veen has invited her to the upcoming March Board Retreat to present her thoughts and possible consultant recommendations. Chairman Ansell noted that the district will not proceed with an election merger until 2021 at the earliest.

Attorney Richard Davis continues to investigate how and if the District 4 EMS Levy may be collected following the merger.

Bellingham Ladder Truck Swap: Chief Rostov provided information on the draft agreement between the District and Bellingham regarding the reserve engine/ladder swap. The Board was provided a copy of the draft agreement. Attorney Richard Davis has also reviewed the contract.

MOTION: Commissioner Crawford moved to authorize Chief Van der Veen to sign the Bellingham ladder truck swap agreement. The motion was seconded by Vice-Chairman Bosman and approved 5-0.

Whatcom County Paramedic Contract: Chief Rostov noted that the Board has been provided with a copy of the draft paramedic interlocal agreement. The contract was sent to attorney Richard Davis for review and returned to the County for final review.

This agreement memorializes the salary reimbursement, as well as provides a document that the County will utilize with other agencies as they become involved in paramedic training.

Attorney Richard Davis recommended reviewing the document once it has been returned from the County.

MOTION: Commissioner McPhail moved to approve the Whatcom County Paramedic contract and authorized Chief Van der Veen to sign the document when returned provided it meets the final review. The motion was seconded by Commissioner Fischer and approved 5-0.

Dakota Creek Bridge: Chief Davidson provided information regarding the Dakota Creek Bridge progress including the current weight limits and response delays.

The District is reviewing the current block files and how District 7 and Lynden Fire Department can assist in the interim.

In addition, contingency plans are expected to be presented during the next commissioner meeting.

Chairman Ansell will draft a letter to Representative Luanne Van Werven requesting emergency funding to accelerate the much-needed repairs to the bridge. The Board will review the draft before the March meeting. In addition, the letter will be shared with the Blaine City Council, the media, and other prominent members of the community.

City of Blaine Fire Code Adoption and Fire Marshal Services: Chief Rostov provided an update regarding the permit fee adoption and fire marshal services. The contract has been forwarded to the city planning director for a third revision.

The City has passed an ordinance to collect the fees on behalf of the fire district, all of which will be retroactive. The fire marshal fee contract will remain the same regardless of when the document is signed. Attorney Richard Davis recommended that the Board sign the final contract.

Chief Rostov will keep the Board updated as information becomes available. More information is expected during the next meeting.

Missing Commissioner Laptop: There was a discussion regarding the Surface Pro commissioner laptop that has yet to be returned to the district from former Commissioner Dean Berkeley. Dean Berkeley has indicated that he desires a letter from the Board stating that his unexcused absences were incorrect and were in fact due to medical issues. Since this would be considered a gifting of public funds, the Board made the decision to take legal action to have the laptop returned.

Attorney Richard Davis will contact the sheriff's office to see what assistance they can provide.

NEW BUSINESS

Resolution 2020-01 Equipment Surplus Chief Rostov provided information regarding the surplus equipment. (Tender AP205, Engine AP508)

MOTION: Commissioner McPhail moved to approve Resolution 2020-01 Equipment Surplus. The motion was seconded by Commissioner Crawford and approved 5-0.

Resolution 2020-02 Transfer Ownership of Surplus Vehicle to Foreign Government:

Chief Rostov provided information regarding the District's desire to donate a vehicle (Aid AP112) to a fire department in Mexico.

MOTION: Commissioner McPhail moved to approve Resolution 2020-02 Transfer Ownership of Surplus Vehicle to Foreign Government. The motion was seconded by Commissioner Bosman and approved 5-0.

Resolution 2020-03 Increasing BLS Transport Fees: Chief Rostov provided information regarding the BLS transport fee increase request. The increase will bring the District in synch with the surrounding agencies.

MOTION: Commissioner Crawford moved to approve Resolution 2020-03 Increasing BLS Transport Fees from \$653.00 to \$667.00. The motion was seconded by Chairman Bosman and approved 5-0.

Resolution 2020-04 Cancellation of Warrant: Chief Rostov provided information regarding the cancellation of warrant request. A check had been printed in the incorrect amount and will need to be reissued.

MOTION: Commissioner McPhail moved to approve Resolution 2020-04 Cancellation of Warrant. The motion was seconded by Commissioner Crawford and approved 5-0.

POLICIES & PROCEDURE

0400.0016.00 Deputy Fire Marshal: Chief Rostov provided information regarding the Deputy Fire Marshal position. The position will be filled in-house and be covered by overtime as needed. Additional training will also be will be required to better assist the Fire Marshal's position. This is a cost-effective way to balance the workload without having to hire additional personnel.

Chief Rostov noted that there is an urgency to hire a candidate quickly since specialized training will be offered in the near future.

MOTION: Commissioner McPhail moved to approve Policy 0400.0016.00 Deputy Fire Marshal. The motion was seconded by Vice-Chairman Bosman and approved 5-0.

0400.0017.00 Fire Investigator: Chief Rostov provided information regarding the Fire Investigator position. The fire investigator(s) will answer to the fire marshal.

MOTION: Commissioner McPhail moved to approve Policy 0400.0017.00 Fire Investigator. The motion was seconded by Commissioner Crawford and approved 5-0.

CORRESPONDENCE

- From Community Toy Store: Thank you for participation
- Northern Light article re: Fire Marshal fee services
- Northern Light article re: Historic 1949 Blaine firetruck restoration
- From Birch Bay Parks and Rec re: Birch Bay Station 63 meeting room usage
- From District 7 re: Note of appreciation
- Public Auction Receipts: AP104, AP106, AP111
- The Responder: District newsletter, February issue

ANNOUNCEMENTS

March Board Meeting Attendance Query: All Commissioners are expected to attend the March 19 meeting with the exception of Vice-Chairman Bosman.

March Special Board Meeting Attendance Query: All Commissioners are expected to attend the Board Retreat on March 27 0900 at Station 12. Possible agenda items will include the master plan presentation, budget, merger consultant and volunteer program.

PUBLIC COMMENT

None

AGENDA ITEMS FOR THE NEXT MEETING

- 2019 Budget Amendment
- Dakota Creek Bridge Board letter
- City of Blaine Fire Marshal Services
- Commissioner laptop

EXECUTIVE SESSION

Chairman Ansell 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 2:01 p.m. until approximately 2:20 p.m. Division Chief Rostov and District 4 Fire Commissioner Harry Andrews remained for the executive session. Action may be taken as a result of the executive session.

Vice-Chairman Bosman extended the meeting for an additional ten minutes.

MEETING RECONVENED

Chairman Ansell called the regular meeting back into open session at 2:43 p.m. Action will be taken as a result of the executive session.

MOTION: Vice-Chairman Bosman made a motion to have the letter from Acting Chief Van der Veen inserted into Jennie Sand’s personnel file and that she be given a ten percent wage increase retroactive to January 1, 2020. The motion was seconded by Commissioner McPhail and approved 5-0.

Chairman Ansell stated that Jennie Sand’s work on behalf of the fire district is incredible and the Board hopes to keep her for a very long time.

SIGNING OF DOCUMENTS

ADJOURNMENT

MOTION: There being no further business Commissioner McPhail moved to adjourn the meeting at 2:57 p.m. The motion was seconded by Commissioner Crawford and approved 5-0.

Respectfully Submitted by:

Jennie Sand, Board Secretary

ATTEST:

Bruce Ansell, Chairman

Rich Bosman, Vice-Chairman

Larry McPhail, Commissioner

John Crawford, Commissioner

Scott Fischer, Commissioner

Herschel Rostov, Division Chief