

**Whatcom County Fire District #21
via Zoom Meeting
1:00 pm
July 16, 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 July 16, 2020, to order at 1:03 p.m. via Zoom Meeting.

ROLL CALL

Attendees: Chairman Bruce Ansell; Commissioners, John Crawford, and Scott Fischer; Fire Chief Jason Van der Veen; Attorney Richard Davis.

Vice-Chairman Bosman was excused due to a family emergency.

PUBLIC COMMENT

Due to Governor Inslee's Proclamation 20-28 issued during the evening of March 24, and extended until August 1, District #21 was prohibited from providing a location for the public to attend this meeting. Members of the public were able to hear the entire meeting via Zoom Meeting, except for executive session, but were not be allowed to speak or provide public comment.

APPROVAL OF CONSENT AGENDA

1. Meeting Minutes
 - a) June 18, 2020
 - b) July 10, 2020 – Special
2. Staff Reports – Chiefs / Operations / Training / Technical Support
3. Financial Report
 - a) Total Revenue – June \$1,079,720.29
 - b) Total Expenditures – July \$712,512.71
4. Voucher / Payroll / Benefits
 - a) NWFR Employees Direct Deposit Payroll: \$311,359.76
 - b) Benefits Voucher: \$270,290.71
 - c) Monthly Expenditure Vouchers: \$130,862.24

MOTION: Commissioner Fischer moved to approve the Consent Agenda as presented. The motion was seconded by Commissioner Crawford and approved 3-0.

NW FIRE COMMISSIONER MONTHLY REPORTS

District #4 and Local 106NW Regional Fire Authority (RFA) Meeting: Chairman Ansell met with District #4 Chairman Hanson and Local 106 members Cunningham and Glorioso to discuss moving forward with exploring an RFA and releasing any past issues.

Chairman Hansen expressed concern during the meeting regarding the ability of District #4 to make the October 1, 2020, quarterly payment and the possibility that District #21 could terminate the current interlocal agreement (ILA). Chairman Ansell assured the group that it is not District #21's intent to terminate the ILA especially since everyone has agreed to explore an RFA.

The group agreed that forming an RFA planning committee will be the first step in exploring a future RFA.

Chairman Ansell noted that Board had received some correspondence from the District #4 Board after the board packet had been sent out. The correspondence was sent separately. One letter expressed District #4's desire to terminate the current ILA and replace it with a new interim ILA, which would remain in effect until the RFA is formed.

The Board agreed to hold a special meeting to discuss District #4's recent correspondence in more detail before a response is provided.

IAFF LOCAL 106NW REPORT

No report.

LEGAL ISSUES

Richard Davis noted that Governor Inslee's Proclamation 20-28 has been extended to August 1, 2020, and is expected to be revisited on a monthly basis for the foreseeable future.

UNFINISHED BUSINESS

2018-2019 Audit: Chairman Ansell provided information regarding the 2018-2019 audit which is currently underway. Chief Van der Veen noted that the audit is going well. There are a couple of concerns regarding past and current vacation accruals, how vacation is utilized, self-insurance, and cash receipting leftover from past audits, which are all being addressed.

Dakota Creek Bridge: Chief Van der Veen noted that the district has applied for overweight permits for pertinent apparatus to be able to utilize the bridge during emergency responses. If approved, the district will be required to reapply for the permits every six months to one year. The district expects to receive a reply within the next two weeks.

City of Blaine Fire Marshal Services: Chief Van der Veen announced that Chief Rostov has resigned from the district. With the resignation of Chief Rostov, Chief Van der Veen will be scheduling a meeting with the City of Blaine to discuss future fire marshal services. Interim agreements are being finalized with surrounding agencies to assist with fire marshal services as needed.

Information regarding Chief Rostov's resignation will be provided during the executive session.

Whatcom County Paramedic Training Interlocal Agreement: Chief Van der Veen provided information regarding the draft Whatcom County Paramedic Interlocal Agreement. Attorney Richard Davis has completed his review and copies will be provided to the Board in the near future.

More in-depth discussion is expected during the special meeting.

NEW BUSINESS

Fire Commissioner Interest: Chairman Ansell noted that Commissioner McPhail has resigned/retired effective July 4, 2020. Chairman Ansell thanked Commissioner McPhail for his ten plus years of service to the district. Commissioner McPhail will be honored publicly once regular meetings resume, sometime in the future.

A commissioner interest inquiry will be posted on the district's website, Facebook page and in local papers. The deadline to apply will be August 28, 2020, followed by an application review and interview process. October 4, 2020, is the deadline for the Board to appoint a replacement.

Ground Emergency Medical Transportation (GEMT) Health Care Authority: Chief Van der Veen provided recent information from GEMT Health Care Authority regarding the district's calculated average cost per transport (\$5,442.00), effective July 1, 2020.

Chairman Ansell noted that total GEMT monies collected in 2019 total \$731,249.00.

Resolution 2020-13 Regional Fire Protection Service Authority Planning Committee: Chairman Ansell reiterated that the Board has received correspondence from the District #4 Board expressing their interest in forming an RFA planning committee.

Richard Davis noted that the District #4 interlocal agreement is a separate issue and the Board can choose to move forward with forming an RFA planning committee. The RFA resolution is nonbinding.

The Board will need to select three committee members to serve on the RFA planning committee.

It was agreed to have further discussions at the upcoming special meeting.

POLICIES & PROCEDURES

At this time the Board did not express any concerns regarding any of the policies introduced by Chief Van der Veen during the June 18 meeting.

- 212 Asset Management
- 1001 Performance Evaluations – (need evaluation attachment; Chief is working evaluation with Labor and will email addendum to Board)
- 1002 Promotions
- 1003 Position Descriptions

- 1004 Classification Specifications
- 1012 Discriminatory Harassment
- 1024 Lactation Breaks
- 1025 Smoking and Tobacco Use
- 1038 Family and Medical Leave
- 1039 Military Leave

It is expected that the policies will be approved during the regular August meeting. The Board was instructed to forward any concerns regarding the policies to both Chairman Ansell and Chief Van der Veen.

There was discussion regarding giving Chief Van der Veen authority to approve policies that do not have a financial impact on the district. An updated fire chief authority resolution will be provided at the upcoming special meeting.

CORRESPONDENCE

- Whatcom County Fire District #4 re: Regional Fire Authority (RFA) interest
- Whatcom County Fire District #4 re: Intent to terminate the interlocal agreement
- Commissioner McPhail re: retirement
- Ron Benaschneider re: Thank you for services
- The Responder: District newsletter, July issue

ANNOUNCEMENTS

August Regular Board Meeting Attendance Query: All Commissioners are expected to attend the August 20 meeting which will either be held at Odell Station 61 or via Zoom Meeting.

Upcoming Special Meeting: A special Zoom meeting will be scheduled for Thursday, July 23 at 10:30 a.m. to discuss the following:

- Division Chief/Fire Marshal Resignation
- Whatcom County Paramedic Training Interlocal Agreement
- District #4 Interlocal Agreement (ILA) termination and ILA placeholder
- Staff Training
- Resolution 2020-13 Forming a Regional Fire Authority (RFA) Committee
- Resolution 2018-11 Fire Chief Financial Authority Addendum

AGENDA ITEMS FOR THE NEXT MEETING

- Fire Commissioner Interest Update
- Dakota Creek Bridge
- City of Blaine Fire Marshal Services
- Policy Approval
- 2018-2019 Audit
- Missing Commissioner Laptop

EXECUTIVE SESSION

Chairman Ansell recessed the meeting for an Executive Session, per RCW 42.30.110(1)(g) “to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.”

At 1:39 p.m. for approximately fifteen minutes until 1:54 p.m. Chief Van der Veen and attorney Richard Davis remained for the executive session. Action may be taken.

MEETING RECONVENED

Chairman Ansell called the regular meeting back into open session at 1:50 p.m. Action will not be taken as a result of the executive session.

SIGNING OF DOCUMENTS

ADJOURNMENT

MOTION: There being no further business Commissioner Fischer moved to adjourn the meeting at 1:51 p.m. The motion was seconded by Commissioner Crawford and approved 3-0.

Respectfully Submitted by:

Jennie Sand, Board Secretary

ATTEST:

Bruce Ansell, Chairman

John Crawford, Commissioner

Scott Fischer, Commissioner

Jason Van der Veen, Fire Chief