

**Whatcom County Fire District #21  
via Zoom Meeting  
1:00 pm  
September 17, 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 September 17, 2020, to order at 1:00 p.m. via Zoom Meeting.

**INTERIM FIRE COMMISSIONER OATH OF OFFICE**

Chairman Ansell conducted the swearing-in of Interim Fire Commissioner Position #5, Kimberly Calman-McMurray.

**ROLL CALL**

Attendees: Chairman Bruce Ansell; Vice-Chairman Rich Bosman; Commissioners John Crawford, Scott Fischer, and Kimberly Calman-McMurray; Fire Chief Jason Van der Veen.

**PUBLIC COMMENT**

Due to Governor Inslee's Proclamation 20-28 issued during the evening of March 24, 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 the executive session, but were not allowed to speak or provide public comment.

**APPROVAL OF CONSENT AGENDA**

1. Meeting Minutes
  - a) August 20, 2020
  - b) September 10, 2020 - special
2. Staff Reports – Chiefs / Operations / Training / Technical Support
3. Financial Report
  - a) Total Revenue – August \$668,843.29
  - b) Total Expenditures – September \$650,847.77
4. Voucher / Payroll / Benefits
  - a) NWFR Employees Direct Deposit Payroll: \$315,311.61
  - b) Non Direct Deposit Payroll: \$58.32
  - c) Payroll Taxes Voucher: \$65,894.54
  - d) Benefits Voucher: \$200,657.49
  - e) Monthly Expenditure Voucher: \$66,900.81
  - f) Special Consultant Voucher: \$2,025.00

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

### **NW FIRE COMMISSIONER MONTHLY REPORTS**

**Regional Fire Authority (RFA) Planning Committee:** Chairman Ansell noted that the board packet included the draft RFA notes from Wednesday, August 26, 2020 for information only. Chairman Ansell, Commissioners Crawford, and Fischer are all on the RFA planning committee. Vice-Chairman Bosman may also attend some of the meetings since he has been selected as an alternate committee member.

It is expected that RFA Consultant Karen Reed will complete her commissioner interviews before another meeting is scheduled.

**Whatcom County Fire Commissioners Meeting:** Commissioner Crawford attended the September 9, 2020, Whatcom County Fire Commissioners Meeting. Most of the discussion centered on the new paramedic program. Commissioner Crawford will continue to forward any meeting notes to the Board.

### **IAFF LOCAL 106NW REPORT**

No report.

### **LEGAL ISSUES**

No report.

### **UNFINISHED BUSINESS**

**2018-2019 Audit:** Chief Van der Veen stated that the audit is nearing completion. It was noted that there has been good communication throughout the audit by all those involved with the process.

**Whatcom County Paramedic Training Interlocal Agreement:** Chief Van der Veen provided information regarding the Whatcom County Paramedic Interlocal Agreement.

The original agreement was signed during the July 23, 2020, special meeting.

Currently, the district is waiting on additional language regarding the sick leave payout to be included.

**City of Bellingham Paramedic Training Interlocal Agreement:** Chief Van der Veen noted that once the Whatcom County Paramedic Training Interlocal Agreement includes the additional sick leave payout language for the two district members taking part in the paramedic program, who will ultimately become Bellingham employees, this agreement will also be signed.

**Missing Commissioner Laptop Update:** Chief Van der Veen has contacted the Whatcom County Sheriff's Department and reported the missing laptop stolen.

## NEW BUSINESS

**Resolution 2020-17 Turnout Gear Surplus:** Chief Van der Veen provided information regarding the surplus turnout gear. The gear is out of compliance and serves no purpose or value to the district. The gear will most likely be donated to a fire department in Mexico.

**MOTION:** Commissioner Fischer moved to approve Resolution 2020-17 Turnout Gear Surplus. The motion was seconded by Commissioner Crawford and approved 5-0.

**Resolution 2020-18 Transfer Ownership of Surplus Vehicle to Foreign Government:** Chief Van der Veen provided information regarding the District's desire to donate the surplus vehicles to a fire department in Mexico.

Commissioner Crawford noted that Whatcom County Search and Rescue has no interest in the surplus apparatus.

1976 Vanpelt/ LTI Ladder truck  
VIN #15790  
NWFRS Asset number AP401  
License Number 47621C

1988 Pierce Arrow  
VIN #1P9CAD1DXJA040177  
NWFRS Asset number AP504  
License Number 92130C

1989 WS. Darley/Duplex  
VIN #1D91P11E1K1008036  
NWFRS Asset number AP509  
License Number 13445C

**MOTION:** Vice-Chairman Bosman moved to approve Resolution 2020-18 Transfer Ownership of Surplus Vehicle to Foreign Government. The motion was seconded by Commissioner Crawford and approved 5-0.

## CORRESPONDENCE

- Snure Seminar webinar registration: October 21, 2020
  - All the commissioners and admin staff will be registered.
- Northern Light article re: Ice cream coupons
- Bellingham Herald article re: Noon Rd. Barn fire
- Phone call from Canadian paramedic re: Assistance during a call
- Northern Light article re: Butch Hinchey obituary
- The Responder: District newsletter, September issue

## ANNOUNCEMENTS

**October Regular Board Meeting Attendance Query:** All Commissioners are expected to attend the October 15 meeting which will either be held at Odell Station 61 or via Zoom Meeting.

## AGENDA ITEMS FOR THE NEXT MEETING

- 2018-2019 Audit
- City of Bellingham Paramedic Training Interlocal Agreement
- Whatcom County Paramedic Training Interlocal Agreement
- RFA Committee Update

## 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 1:25 p.m. for approximately fifteen minutes until 1:40 p.m. Chief Van der Veen remained for the executive session. Action may be taken.

## MEETING RECONVENED

Chairman Ansell called the regular meeting back into open session at 1:43 p.m. Action will be taken as a result of the executive session.

## NEW BUSINESS

**Employee Salary Review and Employee Evaluation:** Chief Van der Veen recommended that the Human Resource Assistant’s annual salary be adjusted from \$56,859.00 to ~~\$66,765.03~~ \$64,226.50 (*corrected amount*).

Chairman Ansell noted that the Board has reviewed the Human Resource Assistant’s performance evaluation and documentation and agree with Chief Van der Veen’s recommendation.

**MOTION:** Commissioner Crawford moved to approve t the Human Resource Assistant’s salary increase from \$56,859.00 to ~~\$66,765.03~~ \$64,226.50 (*corrected amount*). The motion was seconded by Commissioner Fischer and approved 5-0.

## ADJOURNMENT

**MOTION:** There being no further business Vice-Chairman Bosman moved to adjourn the meeting at 1:46 p.m. The motion was seconded by Commissioner Fischer and approved 5-0.

Respectfully Submitted by:

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Jennie Sand, Board Secretary

**ATTEST:**

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Bruce Ansell, Chairman

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Rich Bosman, Vice-Chair

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John Crawford, Commissioner

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Scott Fischer, Commissioner

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Kimberly McMurray, Commissioner

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Jason Van der Veen, Fire Chief