

**Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
7:00 pm
November 16, 2017
Fire Commissioners Meeting**

CALL TO ORDER

Vice-Chairman McPhail called the Whatcom County Fire District #21 of Fire Commissioners meeting for November 16, 2017 to order at 7:01 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Chairman Rich Bosman was previously excused from this meeting.

PUBLIC COMMENT

- None

FIREFIGHTER OATH OF OFFICE

- Chief Pernet conducted the swearing in of new career firefighters Zackary Balonick, Steven Latham and Sean Roberts.

RECOGNITION

- **Resolution 2017-06 Recognition of Police Chief Mike Haslip:** Chief Pernet recognized newly retired City of Blaine Police Chief Mike Haslip. Chief Haslip spent over forty years at the Blaine Police Department serving as a civilian volunteer, volunteer firefighter, animal control officer, reserve and commissioned officer, director of public safety and police chief. Chief Haslip was recognized on behalf of North Whatcom Fire and Rescue for his devotion to duty and excellent collaboration with the District. The Board of Fire Commissioners of North Whatcom Fire and Rescue wished Chief Haslip the best in regards to his future endeavors.

MOTION: Commissioner Ansell moved to approve Resolution 2016-06 Recognition of Police Chief Mike Haslip. The motion was seconded by Commissioner Berkeley and approved 4-0.

RECESS INTO PUBLIC HEARING

- Vice-Chairman McPhail opened the public hearing at 7:10 p.m. to hear comments for the proposed Resolution 2017-07 Allowing the District to Increase its Budget by Up to One Percent.

PUBLIC HEARING STATEMENT

- None

Chief Pernet provided background information about Resolution 017-07. The resolution is a required formality and used as a placeholder for the district to take a one percent increase if the assessed values permit. The district will be entitled to collect the additional money in 2018. Chief Pernet noted that approximately \$58,000 in additional monies will be allocated.

Commissioner Ansell noted that as a junior taxing district, North Whatcom Fire and Rescue is allowed up to collect up to \$1.50 per \$1,000 as a taxing authority. The one percent increase can be collected provided the district is not over the statutory maximum of \$1.50. It is anticipated that the district will be at \$1.48. The state automatically adjusts the district's levy rate based on assessed evaluations.

A budget retreat was held on Saturday, November 11, 2017 to discuss the upcoming 2018 budget and the impact of Resolution 2017-07 on the budget.

RECONVENE INTO REGULAR MEETING

- Vice-Chairman McPhail reconvened the regular meeting at 7:15 p.m.

NEW BUSINESS

- **Resolution 2017-07 Allowing the District to Increase Its Budget by Up to One Percent:**

MOTION: Commissioner Ansell moved to approve Resolution 2017-07 Allowing the District to Increase its Budget by Up to One Percent. The motion was seconded by Commissioner Crawford and approved 4-0.

APPROVAL OF CONSENT AGENDA

1. Meeting Minutes
 - a) October 19, 2017 – Regular
2. Staff Reports - Chiefs / Operations / Training / Technical Support
3. Financial Report
 - a) Total Revenue – October \$2,524,077.06
 - b) Total Expenditures – November \$578,390.97
4. Voucher / Payroll / Benefits
 - a) NWFR Employees Direct Deposit Payroll # 814-875: \$279,138.02

- b) Volunteer Direct Deposit Payroll # 876-894: \$2,771.91
- c) Non Direct Deposit # 14-15: \$3,418.24
- d) Benefits Vouchers # 113-123: \$222,201.38
- e) Monthly Expenditure Vouchers #1772-1983: \$70,861.42

MOTION: Commissioner Crawford moved to approve the Consent Agenda as presented. The motion was seconded by Commissioner Berkeley and approved 4-0.

NW FIRE COMMISSIONER MONTHLY REPORTS

- **Washington State Fire Academy Graduation:** Commissioner Ansell and Chief Hollander attended the graduation of NWFR recruits Zak Balonick, Steve Latham and Sean Roberts on Friday, November 3, 2017 in Issaquah. Commissioner Ansell reported that the event was very inspiring, with NWFR's recruits being awarded various honors.
- **Birch Bay Chamber of Commerce:** Commissioner Ansell attended the Birch Bay Chamber of Commerce annual fundraiser. Commissioner Ansell noted that the Chamber is doing a lot to promote and support the Birch Bay area and he will continue to foster a relationship with the group.

Vice-Chairman McPhail noted that the district's relationship with the Birch Bay community members have improved immensely over the years.

IAFF LOCAL 106NW MONTHLY REPORT

- **Blaine Food Bank:** Chuck Shipp noted that every year around the holidays, a food bank collection box is situated at Birch Bay Station 63. The collection box is managed by Lieutenant Mike Nelson who delivers the collected food to the Blaine Food Bank. Chuck Shipp announced that last week alone, two hundred forty five pounds were collected.
- **Thanksgiving Baskets:** Chuck Shipp noted that every year Local 106 NW assists the Community Assistance Program with assembling and delivering thanksgiving baskets to less fortunate local families. Although volunteers assist with many behind the scenes needs, the actual event takes place on Wednesday, November 22. Chuck Shipp invited all NWFR members and their families to help with the event. Lieutenant Mike Nelson also assists with this program.

LEGAL ISSUES

- Nothing to report.

UNFINISHED BUSINESS

- **Washington State Rating Bureau (WSRB):** Chief Pernet provided an update on the WSRB. Chief Pernet noted that a representative of the WSRB has accepted updated information from the district. Additional information is being

collected on the water system including hydrant flow testing which should improve the district's overall scores. Chief Pernet expects to be able to provide a report during the next meeting.

Current Ratings:

- City of Blaine – 4
 - NWFR's County – 5
 - District 4 – 4
- **Records Retention for Social Media Policy:** After researching various social media retention avenues, Chief Hollander noted that the project has turned out to be a huge undertaking.

Chief Hollander noted that any information posted to the internet by the district is considered to be a public record, no different than if it was written on a piece of paper. As such, every electronic message produced by the district relating to the business of the district must be archived for a period of six years. In addition, Chief Hollander noted that the district's retention schedule will need to be adjusted along with the addition of a policy identifying social media, website and texting archives. The district has already been retaining all email for the past three years.

Chief Hollander identified some companies recommended by the state archives board and has been evaluating who could best provide the retention needs of district, including storing data in a specific and retrievable format, offsite in a secured area. Chief Hollander provided handouts regarding his findings. One company SMARSH can retain all social media, website and texting information while meeting all of the state archives regulations.

The cost of the service would be approximately \$4,800 per year with a onetime \$850 set up cost which Chief Pernet pointed out was not included in the draft 2018 budget. The district will be able to recoup some of the costs through the public records fee schedule.

Chief Hollander will continue to move forward with the hopes of implementing a system by January 1, 2018.

INTRODUCTION OF CITY OF BLAINE INTERIM POLICE CHIEF

- Chief Hollander introduced the City of Blaine's Interim Police Chief Mike Knapp. Chief Knapp recently retired as the Chief of the Ferndale Police Department. Chief Knapp has committed to serve the City of Blaine for at least the next six months while the city hunts for a replacement. Chief Knapp is a great admirer of the fire service and is looking forward to working together.

POLICIES & PROCEDURES

- **Resolution 2017-07 Public Records Policy 0100.1101.00:** Chief Pernet reiterated that the district's attorney Rich Davis had provided information regarding the new public records laws and regulations during an earlier meeting. The attorney has also composed a policy for multiple districts including North Whatcom Fire and Rescue.

Chief Pernet pointed out the changes which include new training requirements for the public records officer, identifying the public records officer, charging for providing electronic records, documenting records requests and clarification requiring a definitive time frame for providing records or reasons an extension is required.

Commissioner Berkeley requested information regarding charging the public for retrieving their own records. Attorney Rich Davis noted that the statute allows the district to charge for providing paper records as well as staff time to search for records.

Commissioner Ansell expressed his concern regarding specifically naming the public records officer. If the appointed person leaves, the district may need to approve an updated resolution or policy. Chief Pernet noted that a Public Records Officer needs to be identified due to the training requirements listed in the statute. Attorney Rich Davis noted that the Board will need to approve any change to the Public Records Officer if needed in the future.

Commissioner Ansell voiced his concern regarding providing medical records to the public and HIPPA violations. Attorney Rich Davis noted that the policy incorporates all the exemptions provided in the Public Records Act including HIPPA.

Chief Pernet further added that medical records are requested routinely by attorneys on behalf of their clients / patients who are required to sign a waiver prior to producing the records.

MOTION: Vice-Chairman McPhail moved to approve Resolution 2017-07 Public Records Policy 0100.1101.00. The motion was seconded by Commissioner Crawford and approved 3-1 with Commissioner Berkeley voting against.

- **0800.0002.00 Social Media:** Chief Pernet noted that he had recently met with Labor to address their concerns regarding the recently adopted social media policy. Chief Pernet pointed out that he had provided the changes to the Board for their review prior to the meeting.

MOTION: Commissioner Ansell moved to rescind former Policy 0800.0002.00 Social Media dated 08/17/17. The motion was seconded by Commissioner Crawford and approved 4-0.

MOTION: Commissioner Ansell moved to approve Policy 0800.0002.00 Social Media dated 11/16/17. The motion was seconded by Commissioner Crawford and approved 4-0.

NEW BUSINESS

- None

CORRESPONDENCE

- Northern Light Article re: Volunteer firefighter program in Semiahmoo
- Bobbie re: District Newsletter
- Sergeant Kevin Lynch; New York Police Department re: Thank you for hosting 9-11 Peace Arch Memorial
- Girl Scout Troop re: Thank you for use of the Odell Station 61
- District Holiday Potluck invitation
- The Responder: District newsletter, November issue

ANNOUNCEMENTS

- **December 21 Board Meeting Attendance Query:** All Board members present indicated they will be attending the meeting.

AGENDA ITEMS FOR THE NEXT MEETING

- Fire Commissioner Swearing In
- Public Hearing for adopting the 2018 budget
- Washington State Rating Bureau (WSRB)

EXECUTIVE SESSION

- Vice-Chairman McPhail recessed the meeting for an Executive Session, *RCW 42.30.140(4)(a) "Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress."*

at 8:10 p.m. for approximately forty five minutes until approximately 9:00 p.m. Attorney Rich Davis and Chief Hollander remained for the executive session. Action will not be taken as a result of the executive session.

The meeting was extend for fifteen additional minutes at 9:00 p.m.

MEETING RECONVENED

- Vice-Chairman McPhail called the regular meeting back into open session at 9:15 p.m.

PUBLIC COMMENT

- None

SIGNING OF DOCUMENTS

ADJOURNMENT

MOTION: There being no further business Commissioner Ansell moved to adjourn the meeting at 9:34 p.m. The motion was seconded by Commissioner Crawford and approved 4-0.

Respectfully Submitted by:

Jennie Sand, Recording Secretary

ATTEST:

Larry McPhail, Vice-Chairman

Dean Berkeley, Commissioner

John Crawford, Commissioner

Bruce Ansell, Commissioner

Chief Pernet, Board Secretary