

# Whatcom County Fire District 4

## Meeting Minutes of the Board of Commissioners

### January 15, 2014

The regular meeting of the Board of Fire Commissioners was held on the above date at the district office. Those who attended were as follows: Commissioners Mary Beth Neal, Harry Andrews and Steve Ness; Fire Chief Ron Anderson, Board Secretary Kris Parks, Division Chief Henry Hollander, Division Chief John Swobody and Captain Joe Noonchester.

Commissioner Neal called the meeting to order at 12:02 p.m.

#### **PUBLIC COMMENT**

None

#### **BOARD ACTION**

##### Election of Chairman and Vice Chair

The Board asked for nominations for the year 2014 for the position of Chairman and Vice Chair of the Board. Commissioner Ness made the motion to nominate Commissioner Harry Andrews for Chairman of the Board; all are in favor and motion passed.

Commissioner Ness made the motion to nominate Commissioner Mary Beth Neal as the Vice Chair of the Board; all are in favor and motion passed.

##### Meeting Minutes

Approval of Minutes of the December 11, 2013 Regular Meeting.

Commissioner Ness moved to approve the meeting minutes. Commissioner Andrews seconded; motion passed.

#### **MONTHLY REPORTS**

##### **Finance**

Chief Anderson provided information on the financial statements and the vouchers.

Approval of the expense voucher: Commissioner Ness moved to approve the expense voucher.

Commissioner Neal seconded; motion passed.

Approval of the payroll voucher: Commissioner Andrews moved to approve the payroll voucher.

Commissioner Ness seconded; motion passed.

##### **Chief's Report**

Chief Anderson provided information on the chief's report which included the response activity from December, the dollar loss activity, response times and personnel updates.

### Labor Negotiations

After several weeks of labor negotiations we are getting closer to wrapping up the process. It has been very helpful having Commissioner Bosman at the table during this process as he brings a unique perspective to the table that has been missing in previous negotiations. Both labor and management have been very respectful of each other's concerns and have done their level best to work out a contract that both sides can live with.

### FEMA Grants

No new information to report on our SAFER or Fire Act Grant; we are still in a holding pattern as FEMA reviews the applications and announces the awardees.

### Sale of the Lynden and Custer Fire Stations

Interest has picked up for the Lynden Station on 19<sup>th</sup> Street, our Realtor will be showing the building for a second time to a perspective buyer on Friday 1/10/14 and is optimistic that we may soon get an offer. I will keep you posted as more information becomes available.

### **Operations Division Report**

Chief Anderson provided information on the operations division report which included the department staffing, time-off statistics for December and information on:

### BLS Transports

D.C. Swobody made a new code in the Firehouse database separating our BLS transports between District #4 and #21. A report can now be generated to track the number of each districts transports.

### Lynden Fire Response

D.C. Swobody added City of Lynden units and personnel to our Firehouse database so that we can accurately run a report for average response times. He is also working on adding Ferndale and Bellingham units. All three of these departments occasionally arrive at our emergency scene before a NWFR unit.

### 2014 Electronic Time Cards

Starting this year NWFR is going to utilize electronic time cards. A lot of work has been accomplished with development and a procedure for all members to follow. The hope is that the new time card will make the payroll process less time consuming. Lt. Doug Clark and FF Tom Kettman have been working with fire manager software programmers developing our new time card system.

### Personnel

Lt. Jason Vanderveen has injured himself off duty. Lt. Vanderveen will be placed on light duty starting January 13<sup>th</sup> for possibly two months.

### Fires

- 12/04/2013 2600 BLK Utter St. Assisted Bellingham Fire with a residential structure fire.
- 12/09/2013 3700 BLK Sweet Rd. 24' X 36' shop fire.
- 12/09/2013 8700 BLK Blaine Rd. Building Fire. Large shop type structure fully involved on arrival.

- 12/11/2013 200 BLK 16<sup>th</sup> St. Chimney Fire.
- 12/12/2013 800 BLK Birch Bay Lynden Rd. Building Fire. Lynden fire assisted NWFR units.
- 12/23/2013 Mt. Baker Hwy and Britton Rd. Passenger Vehicle Fire.
- 12/24/2013 Building Fire 400 BLK E. Pole Rd. Pole type building units. Lynden and Ferndale assisted NWFR units.

### **Training Division Report**

Captain Noonchester presented the training division report.

The report included the staff productivity, the crew training for December and the following information:

Our newest volunteer members have successfully completed their firefighter recruit academy training and are now on to EMT school. Robert Yapple, who was in that group, came to NWFR already certified as a Washington State EMT and is now pulling shifts with the career firefighters at Station 12.

Whatcom County has been awarded an annual EMS grant that supplements our cost of keeping our EMTs current with their ongoing training through EMS Online. The grant distribution will take place within the next few months.

In addition to this grant, NWFR will receive a 50% reimbursement from the state that helps us pay for the Whatcom County Recruit Academy tuition. These funds are always greatly appreciated and help us with the costs of training new volunteer firefighters.

Finally, big thanks go to the NWFR tender group for their valiant efforts and much needed support they provide to the fire district!

### **Technical Services & Maintenance Division Report**

Chief Anderson presented the technical services & maintenance division report.

For the year 2013, there were 803 requests for service thru our department's computerized request program.

#### **Fire Marshal**

We continue to work with the Semiahmoo Marina with the goal of providing an approved fire standpipe system. So far it has been determined that the marina is not required to provide potable water to the boat owners. We are currently waiting for a response from the City of Blaine building department.

Whatcom County has contacted the fire district and requested that we work with them in developing an updated capital facilities plan (CFP) in a format that would meet both the needs of the fire district and the needs of the county for the purpose of Growth Management Act (GMA) planning.

The end goal would be to docket a comprehensive plan amendment to incorporate several updated Fire District capital facility plans, including NWFR, into the County Comp Plan. The plan is to develop a draft District CFPs by summer of 2014, have County Planning Commission hearings next summer or

fall, and County Council adoption in early 2015. The next scheduled meeting with the County is January 21.

There has been no update on the Viva Pharmaceutical project this month.

We met in December with representatives of the Lincoln Park Retirement Center project. This project started in 2012 and is planned for multi structure 3 story retirement facilities off of Blaine Rd. at the intersection of Lincoln. D.C. Hollander will keep the board updated on the progress.

Our records indicate that we accomplished 314 Engine Company Inspections (ECIP) last year; however there is still a large volume of documentation that has not been entered into our information management system. A Shift completed 87, B Shift completed 75, C Shift not reported and D shift completed 24.

### Apparatus

The shop was closed for a week for staff holiday and vacation time.

AP517 E-12 needed the electrical alternators replaced; there are two 270 amp alternators in parallel that are controlled together with a pulse with modulation controller. This required replacement of both alternators.

AP205 T65: Replaced two thermostats and the alternator.

### Facilities

Station 63 (Birch Bay) boiler repairs are complete and the system appears to be working fine.

Station 63 (Birch Bay): The stair treads in the training tower are scheduled to be replaced during the week of January 20. This is a capital project carry-over from the 2013 budget.

Station 69 (Laurel): The generator repairs are complete and tested.

Station 71 (Lynden) and 72 (Northwood) are in need of 5 year maintenance checks on the fire suppression system. The work has been scheduled for January.

Station 69 (Laurel): With the moving of full time crews to the Laurel station the facilities fire code classification has changed from a "B" occupancy to a R-1 occupancy. This change requires an upgrade to the Fire and Smoke alarm system. The work has been scheduled for this month. We will also be installing a required kitchen electric power solenoid to turn off the stove and electrical outlets automatically when the station gets toned out for an incident.

Lastly we have installed CO monitoring alarms at all our career stations.

IT / Communication's

There continues to be slow progress to report on the Harvey Rd. repeater site. We have met with the City of Blaine public safety chief and are developing a plan to get copper wire telephone lines from the road into the radio building.

**OLD BUSINESS**

Nothing at this time.

**NEW BUSINESS**

Nothing at this time.

Next Board Meeting: February 12th at 12:00 p.m.

The Chair called for an executive session at 1:15 p.m. for 30 minutes.

Executive Session:

*per RCW 42.30.140 "Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or... that a 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 proposal made in the negotiations or proceedings while in progress.*

The meeting resumed at 1:41 p.m. and was adjourned at 1:42 p.m.

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Harry Andrews, Chair

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Kris Parks, Board Secretary

## **Motions and Directives:**

### Election of Chairman and Vice Chair

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### Vouchers

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