

# Whatcom County Fire District 4

## Meeting Minutes of the Board of Commissioners

### April 16, 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 and Harry Andrews; Fire Chief Ron Anderson, Board Secretary Kris Parks, Division Chief Henry Hollander and Captain Joe Noonchester.

Commissioner Steve Ness attended the meeting at 12:38 p.m.

Commissioner Andrews called the meeting to order at 12:30 p.m.

#### **PUBLIC COMMENT**

None

#### **BOARD ACTION**

##### Meeting Minutes

Approval of Minutes of the March 20, 2014 Regular Meeting.

Commissioner Neal 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 Andrews 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 Neal seconded; motion passed.

##### Chief's Report

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

##### Personnel

Commissioner Roger Hawley is pension eligible this month; prior to serving as a Commissioner he served 4-years with District 17 and 18-years with District 3 as a firefighter. There are no volunteer separations to report this month.

### FEMA Grants

On April 7<sup>th</sup> the district was notified that the SAFER Grant application had been denied. While no specific reasons for the denial were given by FEMA they did state that they had received over 1,500 applications totaling \$ 1.67 billion in requests. They also stated that due to the large number of applications and finite amount of available funding that many worthy applicants could not be funded. No new information to report on the Fire Act Grant requesting funding for a vehicle exhaust system for station 63 and 2-bunker gear extractors; we are still in a holding pattern as FEMA reviews the applications and announces the awardees.

### Sale of the Lynden and Custer Fire Stations

The district now is under contract with a buyer to purchase the Lynden Fire Station on 19<sup>th</sup> Street with an anticipated closing date of May 30<sup>th</sup>. The Whatcom County Sheriff's Department patrol division is looking at moving into a facility owned by the Meridian School District. The district has set a target date of May 1<sup>st</sup> to have all of the equipment and furnishing out of the building. The district is also planning to allow the quilting group that has used our Lynden Station for years to now use the Northwood Station as their new home. Our realtor Jeff Johnson continues to actively market the Custer Station however no serious buyer has been identified at this point in time.

### County Adoption of the Fire Code

Chief Anderson is pleased to announce that on Tuesday April 8<sup>th</sup> the Whatcom County Council approved their staff's recommended amendments to the fire flow requirements contained in Appendix B of the International Fire Code. This had been an on-going hot button issue with the development community so the district is happy the issue has been laid to rest at least until the next updates to codes, expected sometime in 2016.

### **Operations Division Report**

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

### Division Chief of Operations Search

The department received at total of 25 applications for the Division Chief of Operations position. The selection Committee then met and reviewed the applications and resumes narrowing the field to 8 candidates who were invited for the first round of "Skype" interviews. The district will invite 4 finalists to participate in an assessment lab process involving several exercises to test their skills and abilities for the position.

### 2014 Electronic Time Cards

The district is continuing to work through the bugs of switching over to electronic time cards. The hope is that the new time card system will streamline the payroll process making it less time consuming and more reliable for the employees.

### Significant Incidents Update

- 3/12/2014 500 Block of Loomis Trail: Responded to a report of a possible structure fire due to a malfunctioning furnace. Upon arrival the owner stated the he had shut-off the electrical and gas supply to the furnace and the fire was out upon arrival. Units responding: 2-Engines, 1-Command Officer, 6-personnel total, Loss of \$1,500 to contents, Value of \$298,000.

- 3/18/2014 200 Block of 8<sup>th</sup> Street in Blaine: Responded to a report of a cooking fire upon arrival found contents in the bottom oven storage drawer were ignited during the self- cleaning cycle. Damage was contained to the oven and was estimated at \$385. 1-Engine, 1-Aid Unit, 4-personnel responded to this incident.
- 3/20/2014 Ranchos Rd.: Responded to a reported residential structure fire. Upon arrival found light smoke showing from the eaves of a 2-story residence with smoke detectors sounding. Homeowner stated that everyone was out of the house. Crews entered the structure by forcing the door on the A-side and working their way upstairs eventually locating the seat of the fire. Fire was extinguished while salvage & overhaul operations were undertaken to limit water damage to the downstairs. Damage was primarily limited to the upstairs with some water and smoke damage reported in the downstairs directly below the room of origin. Cause of the fire was determined to be electrical in nature. Damage was estimated at \$18,000 to the structure and \$7,000 in contents. Mutual Aid was received from South Whatcom Fire Authority and District 7. 4-Engines, 3-Command Officers, 1-Water Tender and 17-personnel responded to this incident.

### **Training Division Report**

Captain Noonchester presented the training division report.

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

March was a very productive month in training. Here is a brief list of accomplishments:

5 new volunteer EMTs

Attendance at Washington Training Officer's Conference, Yakima

New State Chief's EVIP Train the Trainer-*Regional host agency*

NW WA Fools

Recruitment of a new volunteer firefighter/EMT

Recruitment of a new volunteer tender operator

Multi-agency MCOs

Firefighter skills training

Hazmat refresher

MAYDAY

The company level training also was strong this month. They documented over 1200 hours of training that was a combination of engine, EMS and many other topics.

Beginning in late February and early March, NWFR and Lynden Fire launched a volunteer firefighter recruitment effort. The program has been successful thus far as 56 interested people have come forward from the community wanting to be part of the organizations. Some of the next steps include a written exam, physical agility test and the application processes. The districts have seen very good results in the advertising efforts.

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

Division Chief Hollander presented the technical services & maintenance division report.

#### **Fire Marshall**

Progress has begun with the Semiahmoo Marina with the goal of bringing them into compliance with the IFC (International Fire Code). The Marina has installed a Fire Department Connection (FTC) and three new standpipe outlets located evenly on the main dock. The crews have begun training on the new

temporary system. The installation of this new temporary system will greatly enhance the districts ability to establish a quicker water supply in the event of a fire. They have also posted, at their front gate, a copy of the Fire Districts Violation Notification to inform all boat owners of the situation. On or before May 1, 2014 they will submit to both the City of Blaine and the Fire District detailed engineered plans for approval for a complete standpipe system. Installation of the standpipe system is to commence no later than September 2014. They will also continue to work on correcting all other violations during this time period.

The district continues to work with Whatcom County on updating the departments 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 will 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. The district is currently working on a long term apparatus replacement schedule and also a long term facilities planning.

The Semiahmoo Inn has begun a major remodel of its facilities including a complete upgrade of all the kitchen equipment along with a new fire alarm panel.

The Bleakney project on Blaine Rd. has provided a mitigation check for their next building.

The department continues to attend all TRC or Pre TRC meetings for both the City of Blaine and Whatcom County.

Four inspections have been completed in March.

#### Apparatus

AP310 Staff vehicle required a half shaft replacement along with a tone ring to correct an issue with the ABS problem.

The two City of Lynden fire trucks have come thru our shop and all major maintenance has been completed.

AP401 Ladder 61 is in the process of rebuilding the joystick controls to correct an issue with the ladder drifting during operation.

The three newest first out engines are beginning to require major brake maintenance including pads and rotors. Mileages on these apparatus are: 31,000, 45,000, and 29,000.

AP011 Training 63 (Captain Noonchester) was involved in an accident at the corner of Mount Baker Highway and Britton Rd. The vehicle was stopped at the intersection when a high speed collision in the intersection collided with the vehicle. The district has submitted the estimate to the insurance company and is in the process of having the repairs made.

#### Facilities

Station 63 (Birch Bay): The new boiler is experiencing some mechanical issues, the vendor is warranting their labor however the manufacturer is refusing to warranty the parts as the boiler is over one year old.

Station 68 (Enterprise): The alarm and door issues have been repaired.

Station 70 (Wiser Lake): The water control valve in the water storage tank froze causing the tank to overflow approx. 1.25 million gallons of water before the issue was caught. The district is in the process of locating a replacement valve and also will evaluate the installation to try and prevent any future issues.

Station 71 (Lynden): The work continues in preparing this facility to be sold. One of the last big challenges is relocating the turnout inventory to a different station. Staff has developed a plan for the balance of the station inventory and begun the process of completing the work. It is the goal to have the station empty by the end of April.

#### IT / Communication's

The FARS (Fire Agency Radio Systems) Board met with a contractor to negotiate a price to install direct burial cable for a permanent telephone line into the Conex box at the site. The Board is waiting for their proposal.

#### Correspondence

The District received information from Chmelik, Sitkin and Davis about two new bills that have recently been signed by the Governor and will therefore become laws in June 2014. ESB 5964: Training for the Public Records and Open Public Meeting Acts and SHB 2105: Posting Agendas Online.

### **OLD BUSINESS**

#### SAFER Grant

Chief Anderson informed about the SAFER Grant in his report.

### **NEW BUSINESS**

#### Interlocal Agreement

The Chief informed Commissioner Ness that the two Board Chairs will act as the representatives for their Districts and work thru the Interlocal Agreement, discuss each of those articles and then come back to each of the full Boards with the recommended changes they might have.

#### Surplus Resolution

Chief Anderson informed the Board that the district's owe two bench SCBA mask flow test machines. The cost for the annual calibration for one machine is \$1,000. The Chief asked the Board if they would agree to surplus the District # 4 bench SCBA mask flow test machine. The Board agreed and the Chief will prepare a surplus resolution for the next board meeting.

At the next regular board meeting Chief Anderson will also present to the Board a resolution establishing fees for providing basic life support ambulance services.

Next Board Meeting: May 13th at 12:00 p.m.

The meeting was adjourned at 1:52 p.m.

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Harry Andrews, Chair

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Kris Parks, Board Secretary

## **Motions and Directives:**

### Meeting Minutes

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