

# Whatcom County Fire District 4

## Meeting Minutes of the Board of Commissioners

### November 15, 2017

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, Steve Ness and Harry Andrews; Board Secretary Kris Parks, Chief William Pernet, Division Chief Henry Hollander and Training Captain Kris Jorgensen.  
Assistant Chief Joe Noonchester was excused due to vacation.

#### **PUBLIC HEARING – 2018 LEVY INCREASE**

The Chair opened the public hearing for the 2018 levy increase at 12:07 p.m. and asked for public comments.

#### **PUBLIC COMMENT**

None

Chief Pernet explained the resolutions to the Board and answered tax levy questions.

#### **BOARD ACTION**

- Resolution 2017-1: Property Tax Levy
- Resolution 2017-2: EMS Tax Levy

Commissioner Neal moved to approve the Resolution 2017-1 and 2017-2. Commissioner Andrews seconded; motion passed.

The public hearing adjourned at 12:08 p.m. and the regular board meeting opened at 12:09 p.m.

#### **PUBLIC COMMENT**

None

#### **APPROVAL OF CONSENT AGENDA**

1. Meeting Minutes
  - October 11, 2017 Regular Board Meeting
2. Staff Reports - Chiefs / Operations / Training / Technical Support
3. Board Action Requests
4. Financial Report / Vouchers
  - District #4 Commissioners Direct Deposit Payroll: \$832.00

- District #4 Expenditure Voucher: \$839.50
- District #4 Capital Voucher: \$1,000.00

Commissioner Andrews moved to approve the consent agenda. Commissioner Ness seconded; motion passed.

### **OLD BUSINESS**

Nothing at this time.

### **NEW BUSINESS**

#### **Social Media Retention:**

D.C. Hollander gave an update on the social media retention and retention periods. Six years are acceptable as retention period for the social media and the district needs to put policies and procedures in place. Two vendors were selected for this service due to our state requirements. The cost is \$396.50 per month and an \$800.00 set up fee. The district will have access to a web portal for public records requests.

Chief Pernet informed that there will be a new public records policy in place pending the approval of the NWFR Commissioners at their next board meeting on 11/16/17.

### **ANNOUNCEMENTS**

Commissioner Neal stated that it is a great idea to collect food for the food drive from the participants at the department held CPR classes.

Chief Pernet informed that the four new firefighters are present at the meeting.

The firefighters introduced themselves to the Board. Steve Latham, Sean Robert and Zackary Balonick will be starting their shifts in the next few days.

Congratulations from the Chief and the Board.

Next Board Meeting: December 13<sup>th</sup> - 12:00 p.m.

Public Hearing for the 2018 budget approval

The meeting was adjourned at 12:34 p.m.

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Harry Andrews, Chair

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Kris Parks, Board Secretary

**Motions and Directives:**

Public Hearing:

Commissioner Neal moved to approve the Resolution 2017-1 and 2017-2. Commissioner Andrews seconded; motion passed.

Regular Board Meeting:

Consent Agenda:

Commissioner Andrews moved to approve the consent agenda. Commissioner Ness seconded; motion passed.