

**Whatcom County Fire District #4 and
Whatcom County Fire District #21
Station 61 – Blaine
9408 Odell Street, Blaine WA 98230
1:00 pm
April 19, 2018
Joint Fire Commissioners Meeting**

CALL TO ORDER

Chairman Bosman called the regular Whatcom County Fire District #21 Board of Fire Commissioners meeting for April 19, 2018 to order at 1:03 p.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

PLEDGE OF ALLEGIANCE

ROLL CALL

Attendees: Chairman Rich Bosman; Vice-Chairman Bruce Ansell; Commissioner Larry McPhail; Fire Chief William Pernet; Assistant Chief Joe Noonchester; Division Chief Henry Hollander; Fire District Attorney Rich Davis.

District #4 Attendees: Chairman Harry Andrews, Commissioners Mary Beth Neal and Anna Melillo.

Commissioners Berkeley and Crawford were previously excused from the meeting.

FIREFIGHTER RECOGNITION

- Gina Ball was recognized by both the District and the Union for her eleven years of service with the district. Gina Ball is retiring due to medical issues.

- John Swobody was recognized by both the District and the Union for his thirty-four years of service with the district. John Swobody is retiring due to medical issues.

RECESS

Chairman Bosman recessed the meeting at 1:16 p.m. for ten minutes to allow members to socialize, take photos and wish the retirees well.

Chairman Bosman called the meeting back to order at 1:47 p.m.

PUBLIC COMMENT

- None

APPROVAL OF CONSENT AGENDA

1. Meeting Minutes
 - a) March 15, 2018 – Public Hearing

2. Staff Reports - Chiefs / Operations / Training / Technical Support
3. Financial Report / Revenue
 - a) Total Revenue – March \$450,110.55
 - b) Total Expenditures –April \$597,454.26
4. Voucher / Payroll / Benefits
 - a) Revised NWFR Direct Deposit Payroll #6: \$6,440.68NWFR
 - b) Employees Direct Deposit Payroll #286-297: \$286,205.02
 - c) Volunteer Direct Deposit Payroll #298-311: \$1,008.17
 - d) Non-Direct Payroll #7: \$95.90
 - e) Revised Benefits Voucher #35: \$682.00
 - f) Benefits Voucher#35-44: \$205,833.25
 - g) Monthly Expenditure Vouchers: \$72,595.86
 - h) Capital Projects Apparatus: \$7,989.45
 - i) Capital Projects Facilities: \$16,603.93

Vice-Chairman Ansell noted a minor typo in the minutes that was corrected.

Chief Pernettt noted that there was an additional direct deposit and benefit voucher required due to a recent medical separation agreement.

Chief Pernettt reminded the commissioners that finance is in the midst of changing accounting software. The new software will provide different financial reports which should flow better.

Chief Pernettt asked the commissioners what if any changes they may like to see to the reports. Chairman Bosman noted that he liked the current changes, stating that they were clear and easier to interpret. The other commissioners agreed, stating they will adjust to the new format.

In addition, Chief Pernettt stated the reports can be automatically generated for auditing purposes making it more efficient for the finance department.

MOTION: Vice-Chairman Ansell moved to approve the Consent Agenda as corrected. The motion was seconded by Commissioner McPhail and approved 3-0.

NW FIRE COMMISSIONER MONTHLY REPORTS

- None

IAFF LOCAL 106 MONTHLY REPORT

- None

LEGAL ISSUES

- Attorney Rich Davis noted that the district has an ULP (unfair labor practice) hearing with the union scheduled for May 15 & 16 at Britton Loop Station 12. The meeting will be presided over by a hearing examiner. Dependent upon the outcome of the hearing, a potential arbitration hearing may also be scheduled in the future.

UNFINISHED BUSINESS

- **Semiahmoo Station 62 Roof Update:** Chief Hollander announced that he has received three bids to replace the roof at Semiahmoo Station 62. One bid has yet to be submitted. Chief Hollander recommended that the gutters also be replaced.

Chief Hollander reiterated that the recent roof leak at Semiahmoo Station 62 has been temporarily repaired however the twenty-seven year old roof needs to be replaced. Chief Hollander noted that the district plans to complete the project sometime this summer after the renters have vacated the premises.

In addition, Chief Hollander noted that the design and color of the roof must be approved by the Semiahmoo Resort standards.

NEW BUSINESS

- **Intergovernmental Agreement for Fire Protection Services:** Chief Pernet provided information about the Intergovernmental Agreement for Fire and Protection Services with the Whatcom County Library System (WCLS) for the recent library addition in Birch Bay. The attorney has also reviewed the contract. The WCLS will pay yearly based on the current assessed valuation and calculated by the district's levy rate. The WCLS recently approved and signed their portion of the agreement.

Vice-Chairman Ansell pointed out that Exhibit A has yet to be filled out with the address of the library.

Chief Pernet noted that in the future, the district expects to identify and contact other facilities who do not pay taxes and are required by statute to contract for fire protection services. Attorney Rich Davis pointed out that the district is entitled to collect fire protection services from state, local or municipality agencies. Federal agencies are not included.

MOTION: Vice-Chairman Ansell moved to approve the Intergovernmental Agreement for Fire Protection Services with the Whatcom County Library System. The motion was seconded by Commissioner McPhail and approved 3-0.

- **Resolution 2018-04 Decommissioned Surplus Hose:** Chief Pernet noted once the hose is taken out of service it will be donated to Firefighters Crossing Borders. Firefighters Crossing Borders (FFCB) is a US based non-profit organization founded by Firefighters for Firefighters. Their goal is to bring advanced training, equipment, and vehicles to departments desiring assistance throughout Mexico.

MOTION: Chairman Bosman moved to approve Resolution 2018-04 Decommissioned Surplus Hose. The motion was seconded by Vice-Chairman Ansell and approved 3-0.

- **Resolution 2018-05 Surplus Fire Parts and Appliances:** Chief Pernet noted that the old equipment will be donated for use on the old Blaine fire truck purchased by two Blaine volunteer firefighters to utilize at community events. Chief Hollander further explained that the equipment had been on the Blaine fire truck prior to its sale.

MOTION: Commissioner McPhail moved to approve Resolution 2018-05 Surplus Fire Parts and Appliances as presented. The motion was seconded by Vice-Chairman Ansell and approved 3-0.

- **Resolution 2018-06 Cancellation of Warrants:** Chief Pernet provided information regarding the cancellation of warrants.

MOTION: Vice-Chairman Ansell moved to approve Resolution 2018-06 Cancellation of Warrants as presented. The motion was seconded by Chairman Bosman and approved 3-0.

- **Fire Chief Evaluation:** Chairman Bosman announced that fire chief evaluation has been completed and both he and Vice-Chairman Ansell recently met with Chief Pernet for his yearly review.

There will be some minor updates and verbiage changes to the current fire chief contract. In addition, Chairman Bosman noted that the cost of living will be updated based on the consumer price index (CPI).

MOTION: Vice-Chairman Ansell moved to approve the minor changes and CPI update to the fire chief contract and authorized Chairman Bosman to sign the contract on behalf of the fire commissioners. The motion was seconded by Commissioner McPhail and approved 3-0.

- **Inter-Local Agreement for Fire and Emergency Services:** Commissioners from both D#21 and D#4 reviewed and discussed the current inter-local agreement for fire and emergency services as required. Unless a change is requested the current agreement automatically renews on an annual basis.

District #4 Chairman Harry Andrews stated how well the agreement has been working between both districts thus far and he looks forward to continuing the current arrangement with the hopes of a formal merger in the future.

Vice-Chairman Ansell agreed that there have been no glitches that he is aware. He noted that during the upcoming Saturday work session he would like to include some long term strategic planning discussions which may involve District #4's stations and equipment.

District #4 Commissioner Mary Beth Neal requested clarification regarding how equipment is tracked for each district. Chief Hollander noted that each district's equipment is all identified, inventoried and tracked separately. An original District #4 inventory document has been secured.

Chief Pernet noted that District #4 does not necessarily pay for equipment however; they are responsible for their own capital improvements to apparatus and facilities maintenance. Currently District #4 has two aid units at Britton Loop Station 12, one aid unit at Smith Rd Station 13 and North Shore Station 11.

Chief Pernet stated that more in-depth discussions are needed to discuss things that may affect the agreement such as future annexations by the City of Bellingham and other geographic issues.

POLICIES & PROCEDURE

- None

CORRESPONDENCE

- Bellingham Herald article re: Structure fire on Shintaffer Rd.
- From Girl Scout Troop #2415 re: Thank you for service
- 2017 Annual Report
- The Responder: District newsletter, April issue

ANNOUNCEMENTS

- **May Board Meeting Attendance Query:** All Commissioners present are expected to attend the May 17 meeting with the exception of Bruce Ansell who has requested to be excused.
- **2018 Fire Commissioner Training:** A Board fire commissioner training will be held April 21 at 9:00 a.m. at Odell Station 61. Commissioners Berkeley and Crawford have indicated that are not able to attend the meeting. District #4 Board members have also been invited to participate in the training.

PUBLIC COMMENT

- None

AGENDA ITEMS FOR THE NEXT MEETING

- Semiahmoo Station 62 Roof Update

EXECUTIVE SESSION

- None

SIGNING OF DOCUMENTS

ADJOURNMENT

MOTION: There being no further business Commissioner McPhail moved to adjourn the meeting at 2:23 p.m. The motion was seconded by Vice-Chairman Ansell and approved 3-0.

ATTEST:

Harry Andrews, Chairman

Mary Beth Neal, Vice-Chairman

Anna Melillo, Commissioner

Chief Pernet, Board Secretary