

# Whatcom County Fire District 4

## Meeting Minutes of the Board of Commissioners

### March 9, 2016

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 William Pernet and Board Secretary Kris Parks.

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

#### **PUBLIC COMMENT**

None

#### **BOARD ACTION**

##### Meeting Minutes

Approval of Minutes of the February 10, 2016 Regular Meeting.

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

##### Board Action Request

Commissioner Ness moved to approve the board action request for a 2016 budget adjustment. Commissioner Andrews seconded; motion passed.

#### **MONTHLY REPORTS**

##### Finance

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

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

Commissioner Andrews seconded; motion passed.

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

Commissioner Andrews seconded; motion passed.

##### Chief's Report

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

Automatic Aid

Per the District 4/COB inter-local agreement the department is beginning discussions regarding the creation of an automatic aid agreement. The Chief will keep the Board posted on the progress.

New Hire Process

The department is wrapping up the new hire process and hopes to have an active hiring list very soon. The department should be making conditional offers of employment to several qualified candidates late March/early April.

Annual Report

The 2015 annual report has been finished and will be available on the website and distributed to staff and Commissioners. The Chief would like to thank staff for their input and a special thanks to Administrative Assistant Jennie Sand for coordinating the project.

Meetings Attended

- Monthly County Operations Meeting
- Monthly County Chief’s Meeting
- Automatic Aid Meeting
- County Executive Office – EMS Levy Meeting
- Monthly Officer Meeting
- Monthly Labor / Management Meeting

**Operations Division Report**

Chief Pernet provided information on the operations division report which included the department time-off statistics, volunteer shift hours for February, overtime hours, February staffing and:

**Crew Activities**

- Quarterly Training
- Volunteer Training
- Medical Physicals
- Blood Pressure Checks
- Station Tours
- Business Inspections

**Operations Projects**

- New Hire Testing
- Safety Committee
- Burn Tower Testing
- Equipment In-Service
- Annual Appraisals
- Vacation Scheduling

Calls of Interest

02/13/16 – E12, E69, T69 responded to 5733 Everson Goshen Road for a reported logging equipment fire. E-12 found a fully involved CAT excavator. E-12 extinguished the fire and coordinated with E69 and T69 to provide additional water and manpower. The incident is under investigation.

02/26/16 – E75, E69, and B76 responded to 8424 Depot Rd at Darigold for a reported chemical spill. E75 arrived on scene to a reported spill inside a building involving 5 – 15 gallons of Bromine solution in

a 55 gallon drum. B76 arrived and assumed command. The S.E.R.P. team was notified, consulted, and put on standby. After performing research on the chemical it was decided that E75 crew would make entry, neutralize the spill, and secure the drum. E69 arrived and provided a backup hose line for emergency decontamination. E75 crew neutralized the chemical with soda ash and disposed of the product into the existing chemical treatment system on site. It was later determined that the drum was defective and leaking due to contamination of the product by an outside source.

### **Training Division Report**

Chief Pernet presented the training division report.

The report included the staff productivity, the career and volunteer firefighter training for February and the following information:

North Whatcom's firefighters/EMTs have completed 746 hours of training for the month of February. Their Q1 requirements are: SCBA competency, IMS, aerial devices, EMS, and a NIOSH report review. One month to go and the department will begin the 2<sup>nd</sup> quarter drills.

In February, TR63 had the opportunity to spend time outside with the crews on water tower operations with Ladder 63. This is a very unique apparatus and is extremely versatile. During the training, the crews were asked to practice with water supply and multiple company drills. The agency will use this truck to perform many functions on both residential and commercial structures beyond its capability of applying big water.

Entry Level Firefighter testing is still underway. NWFR is privileged to have such a great group of candidates in the process.

Finally, the Chief was proud to announce that the newly remodeled burn cell in the tower has been used for the first time. The department has begun the break-in period lighting a progression of small to large fires "seasoning" the panels to withstand long durations of hotter fires. All looks good so far. Live evolutions will commence early in the second quarter of this year. Thank you to the District 4 Commissioners and all who have made this possible!

Outstanding effort in February goes to:

- Firefighter John Geleynse
- Tender Support Mel Mulligan

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

Chief Pernet presented the technical services & maintenance division report.

The PogoZone project is moving along nicely. The department is trying to complete two fiber connection conversations per month. They are now working on station 72 and 64 (Northwood and Custer).

We attended five TRC meetings in February:

Currently there are three major developments beginning, an 18 single family development in Blaine, a 62 unit multifamily development in Semiahmoo, and a 140 single family home development on Blaine Rd. near Alderson.

Progress continues on updating both the concurrency mitigation fee program and the capital facility planning documents with Whatcom County Planning. The plan is to present the Board with a draft copy this month. They will then address any issues or answer any questions before the April meeting. If the Board approves they would ask that the Board adopt the documents at that time.

***Inspections completed by occupancy report:***

There were a total of 7 inspections completed for the month of February.  
To date for the year 2016 there have been 19 total occupancy inspections.

Apparatus

Annual service for both ladder trucks is complete.

All of the annual required pump testing has been completed.

The shop crew is working hard at keeping up with all required apparatus and equipment maintenance.

Facilities

Station 64 (Custer): Division Chief Hollander will remind the Board that the Custer Station is in need of roof repairs. He is still receiving one or two calls a week regarding the sale of the station.

There was a non-reported accident at station 13 (Smith Rd.) where a vehicle drove into the fence and station sign. The crews will be making the appropriate repairs.

Station 72 (Northwood) septic inspection is complete. The department was in need of having the tank pumped; it appears that the tank had not been pumped in many years. The department will also install risers to make it a less complicated task to perform the new required inspection by the department of health.

IT

The department has begun the process of designing and creating a new web site. The old web site was written on a platform that is no longer supported and is constantly being exposed to hackers. The goal is to have the new site up by the end of March.

The department is also in the process of upgrading the MDC wireless connections to help improve the connection time. This process will take about a month to complete. Once the units are complete the department will begin working with its partners, District 8, South Whatcom, and the City of Lynden to upgrade their equipment.

Also the department has updated all station wireless Wi-Fi with new routers and changed all passwords for security reasons.

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

Announcements:

Commissioner Training Day: March 26, 2016 at Station 61

Combined Meeting: April 21<sup>st</sup> at 7:00 p.m. at Station 61

Chief Pernet informed the Board that Bruce Ansell will become interim Fire Commissioner for North Whatcom Fire and Rescue on March 17<sup>th</sup> at the NWFR regular board meeting.

The meeting was adjourned at 12:32 p.m.

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Harry Andrews, Chair

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Kris Parks, Board Secretary

## **Motions and Directives:**

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