

Whatcom County Fire District 4

Meeting Minutes of the Board of Commissioners

January 13, 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 and Harry Andrews; Fire Chief William Pernet, Board Secretary Kris Parks, Division Chief Henry Hollander and Captain Joe Noonchester. Commissioner Steve Ness was unexcused absent.

Commissioner Andrews 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 2016 for the position of Chairman and Vice Chair of the Board. Commissioner Neal made the motion to nominate Commissioner Harry Andrews for Chairman of the Board; all are in favor and motion passed.

Commissioner Neal 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 9, 2015 Regular Meeting.

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

Interlocal Agreement for Payroll Services

Commissioner Andrews moved to approve the interlocal agreement for payroll services. Commissioner Neal seconded; motion passed.

Change Order Proposal for the Burn Tower

Commissioner Andrews moved to approve the change order proposal for the burn tower. Commissioner Neal seconded; motion passed.

Board Action Request 2016-1, 2015 Budget Amendment

Commissioner Neal moved to approve the 2016-1 Board Action Request. 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 Andrews moved to approve the payroll voucher.

Commissioner Neal seconded; motion passed.

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

Commissioner Neal seconded; motion passed.

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

Commissioner Neal seconded; motion passed.

Chief's Report

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

Drill Tower Burn Room

The drill tower burn room conversion has been completed. After policy, procedures, and training are completed the department will begin utilizing the class A material burn room.

New Hire Process

The district is in the process of creating a firefighter hiring list. Applications have been reviewed and qualified candidates will be invited to the written exam. The department hopes to have a hiring list established by the end of February.

Assistance to Firefighters Grant

This years AFG has been submitted and the department is hopeful that it will be funded. Considering the AFG priorities, several PPE decontamination washers and gear dryers have been requested as well as a vehicle acquisition for a support air and light vehicle.

Strategic Plan

Committees have submitted their action plan worksheets for review and the strategic plan is coming together. The chief plans to have the completed plan to the commissioners for approval at next month's meeting.

Operations Division Report

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

Crew Activities

Polar Bear Plunge

Volunteer Training

Medical Physicals

Blood Pressure Checks

Station Tours

Maberry Farms Walk-Thru

Meetings Attended

Coffee with the Chief

EMS Council

Board Meetings

Planning Committees

Grant Meetings

Officer Meeting

Operations Projects

New Hire Testing

Safety Committee

Burn Tower Conversion

Life Safety Rope

Annual Appraisals

Vacation Scheduling

Calls of Interest

12/7/15 – E12 and A12 responded to Everson Goshen and E Smith Road for a reported single vehicle rollover with entrapment. Units found a 2015 Honda Civic overturned in a ditch. The patient had already removed himself from the vehicle. A12 transported the patient to the hospital for evaluation.

Training Division Report

Captain Noonchester presented the training division report.

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

North Whatcom's firefighters/EMTs have completed 849 hours of training for the month of December. They finished up their last quarter requirements for the year and did very well. The 5 new recruits also accomplished over 300 hours as they wrapped up their WCRA training.

Whatcom County Fire District #4 has approved a retro-fit project in the training tower at Britton Loop. It is a conversion in the large burn room from class "B" materials to class "A". The project is almost complete and the department will have it operational beginning in February 2016. Burning wood products will provide a quality experience to NWFR and any other agencies wanting live fire training. It will also satisfy the requirements listed in WAC 296-305 for live fire training evolutions.

NWFR is starting a pilot program which utilizes its own members to assist the training division in delivering hands-on drills. Kaleb Bruch and Tony Esser have been working with the department to bring firefighter survival and pump operations evolutions to the crews. Thank you for your help!

The volunteers that graduated in December from fire training school are now beginning their EMT classes at either BTC or East County EMT School. They have been connected to a crew in the district that will provide a good mentorship pathway as they develop their skills while serving their community.

Outstanding effort in December goes to:

- Captain Davidson
- David Varivoda

Technical Services & Maintenance Division Report

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

The PogoZone project is moving along nicely. Progress has been made on the fiber conversion, and two transmission sites are near completion (Station 68 Enterprise and Station 69 Laurel).

TC Trading has begun construction of a new fire line and hydrant as required for their new addition.

The department attended seven TRC meetings in December.

The Blaine Boys and Girls Club has completed the addition and all the required fire permits have been approved.

Both fax machines at station 69 and 12 have been reconfigured to receive faxes.

A special credit to the crews at station 69 for designing and installing a guard around the fire sprinkler valves in the apparatus bay. This was required due to the new exhaust system coming in contact while the rigs were pulling out of the station.

Inspections completed by occupancy report:

There were a total of 11 inspections completed for the month of December. To date for the year 2015 there have been 214 total occupancy inspections.

Apparatus

E-12 experienced an intermittent problem with the pump in gear indicator system. After a little head scratching the shop was able to pinpoint the problem to the multiplexing computer node that was tied into the pump gear circuit. It was replaced and the issue was resolved.

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.

IT

All repeaters have been reprogrammed. Next the department will be reprogramming all radios, both apparatus and portables, to the newly adopted Whatcom County Fire/EMS Channel List. At the same time all radios will receive a tune up.

OLD BUSINESS

Annexation Proposal

Chief Pernet provided information on the proposal. The Bellingham Fire Department starts serving the area on February 1st, 2016.

Burn Tower Retrofit

Captain Noonchester provided information on the status of the burn tower conversion. The residents in the area will get notified about the conversion.

NEW BUSINESS

Submitting Ballot Measures for 2016 Ballot

The Board received a copy of the resolution submittal deadlines for each election.

2016 Board Meeting Schedule

The monthly regular board meeting is scheduled for every second Wednesday of the month at 12:00 pm. Approval of the monthly meeting schedule: Commissioner Neal moved to approve to hold the monthly regular board meeting every second Wednesday of the month at 12:00 p.m. Commissioner Andrews seconded; motion passed.

Next Board Meeting: February 10th at 12:00 p.m.

Announcements:

Whatcom County Fire Commissioners Meeting: January 13th at 7:00 p.m.

Mediation Meeting for Wages: January 14th

The meeting was adjourned at 1:13 p.m.

Harry Andrews, Chair

Kris Parks, Board Secretary

Motions and Directives:

Election of Chairman and Vice Chair

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