

Whatcom County Fire District 4

Meeting Minutes of the Board of Commissioners

December 9, 2015

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; Board Secretary Kris Parks, Chief Pernet, Division Chief Henry Hollander and Captain Joe Noonchester. Commissioner Steve Ness was excused.

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

PUBLIC HEARING – 2016 BUDGET and LEVY INCREASE

The Chair opened the public hearing for the 2016 budget and levy increase at 12:02 p.m. and asked for public comments.

PUBLIC COMMENT

None

Chief Pernet gave the 2016 Budget Presentation to the Board.

BOARD ACTION

Resolution 2015-3: Property Tax Levy

Commissioner Andrews moved to approve the Resolution 2015-3. Commissioner Neal seconded; motion passed.

Resolution 2015-4: EMS Tax Levy

Commissioner Andrews moved to approve the Resolution 2015-4. Commissioner Neal seconded; motion passed.

Resolution 2015-5: Adopting the 2016 Budget/Fire

Commissioner Andrews moved to approve the Resolution 2015-5. Commissioner Neal seconded; motion passed.

Resolution 2015-6: Adopting the 2016 Budget/EMS

Commissioner Andrews moved to approve the Resolution 2015-6. Commissioner Neal seconded; motion passed.

The public hearing adjourned at 12:54 p.m. and the regular board meeting opened at 12:55 p.m.

PUBLIC COMMENT

None

BOARD ACTION

Meeting Minutes

Approval of Minutes of the November 10, 2015 Meeting.

Commissioner Neal moved to approve the meeting minutes with the addition of the text that Chief Pernet was absent at the last meeting due to vacation. Commissioner Andrews seconded; motion passed.

MONTHLY REPORTS

Finance

Chief Pernet provided information on the financial statements and on the payroll and expense 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 Neal 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 November, the dollar loss activity and response times.

Firefighters Graduation from the Whatcom County Recruit Academy

Graduation is being held December 17th @ 6:00 pm, North County Christ the King Church, Lynden. Captain Noonchester is representing NWFR at the ceremony. New volunteers are:

Jonathan Kirk Jacob Onouye Jennifer Critchett David Keeney
Tim Bazett

D4 / COB Inter local

The inter-local agreement between District 4 and the City of Bellingham went before the city committee and council December 7. The committee and council approved and the agreement goes into effect on 2/1/2016. The agreement is valid for 3 years and the department will receive mitigation payments.

Assistance to Firefighters Grant

The new grant period opened December 7. Staff will be working on the submittal throughout the month of December.

Strategic Planning Committee Meetings

Chairpersons have been meeting and planning with their committees. The strategic planning process is on track. Review and approval of the plan is scheduled for January/February 2016.

Operations Division Report

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

Crew Activities

Holiday Food Boxes
Volunteer Training
MCO Drills
Fire Extinguisher Training
Station Tours
Training Tower Prep

Meetings Attended

Medical Insurance
EMS Council
Board Meetings
Mediation
Budget Meetings
Officer Meeting

Operations Projects

Promotional Testing
Safety Committee
Burn Tower Conversion
Life Safety Rope
Annual Appraisals
Vacation Scheduling

Calls of Interest

11/9/15 – Behme Road, Blaine – Residential Structure Fire, E63, E61, B76, A61, T63, and C7102 responded for a reported structure fire. Dispatch initially reported flames and smoke visible. E61 arrived on scene and reported light smoke showing from the eaves of the house. The fire was located in a bedroom and involved bedding and a mattress. The fire was partially extinguished by the home owner and overhauled by the fire crews. No one was injured and the damage was mostly contents of the affected room. The fire marshal investigated and suspects a problem with a plugged in electric blanket.

11/16/15 – Bay Road – Residential Structure fire, E61, E6102, T65, E63, T63, B76 responded to a reported structure fire. T63 arrived on scene and reported that they found nothing showing from the outside. Crews investigated and found a small fire in a bedroom extinguished by occupants. It is suspected an e-cigarette charging device plugged into the wall with clothing on top was the possible cause.

Training Division Report

Captain Noonchester presented the training division report.

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

North Whatcom’s firefighters have completed 711 hours of training for the month of November. The crews have worked very hard this month outside diligently finishing up required drills. As always, engine company work includes hose, tools and equipment and EMS training.

The Training Division had the opportunity to spend some time with all shifts this month as we worked on two engine company evolutions. The full-time crews practiced rescuing and evacuating residents

from a simulated multi-family dwelling fire. The district has several buildings of this type in its jurisdiction and being efficient in and around these structures is vital to the safety of the citizens.

The newest recruits are now finishing their firefighter training with Whatcom County. They graduate December 17th at Christ the King Church in Lynden at 6pm.

November was a planning month for the Training Division as we look into 2016. Starting in the first quarter, the department will begin to utilize its members in certain disciplines as field instructors. This will enhance the delivery efforts in training tremendously.

Outstanding effort in November goes to:

- Captain Schmidt
- FF M. Simshauser

Technical Services & Maintenance Division Report

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

PogoZone has begun the process of applying for permits to install their first antenna at Enterprise Station 68. Their goal is to have it operational by early next year.

The Blaine School remodel has begun and the department is working with the engineers and the contractors on the sprinkler, standpipe connections and hydrant locations.

Two TRC meetings were attended in November.

The Marin Condo phase three project is beginning. The department has discovered that the project may have an impact on the fire department access road on the west side of the Semiahmoo Inn.

Inspections completed by occupancy report:

There were a total of 6 inspections completed for the month of November.

To date for the year 2015 there have been 202 total occupancy inspections.

Apparatus

AP008: This staff vehicle was decommissioned as a first out responding unit and moved down to a utility vehicle.

AP011: The command box and console were removed from the old staff vehicle and moved into the Tahoe.

AP115 (A63): All repairs are complete and the unit is back in service.

Facilities

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

Station 70 (Wiser Lake): Has a new fax machine so our rehab members can fax their time sheets and request supplies.

IT

Progress continues on adding additional in-vehicle repeaters to more of our first out apparatus and adjusting the frequency's to match. The additional equipment is being purchased by the COL and funded by the new freezer plant being constructed in their area. The new proposed frequency is in a band area that is less effected by bleed over and interference.

OLD BUSINESS

Burn Tower Conversion

The burn tower conversion is on schedule with a completion date of 2/1/2016.

American Tower Contract

The department has a contract which is currently reviewed by the attorney.

NEW BUSINESS

2016 Board Meeting Schedule

The monthly regular board meeting is scheduled for every second Thursday of the month.

Approval of the monthly meeting schedule: Commissioner Andrews moved to approve to hold the monthly regular board meeting every second Thursday of the month. Commissioner Neal seconded; motion passed.

2016 Retreat Date

The annual strategic planning/retreat date is scheduled for September 24th 2016.

Approval of the 2016 strategic planning/retreat date: Commissioner Andrews moved to approve to hold the annual strategic planning/retreat on September 24th 2016. Commissioner Neal seconded; motion passed.

2016 Annual Interlocal Agreement Meeting Date

The annual interlocal agreement meeting date is scheduled for April 21st 2016 as a joint meeting with North Whatcom Fire and Rescue.

Approval of the 2016 annual interlocal agreement meeting date: Commissioner Andrews moved to approve to hold the annual interlocal agreement meeting on April 21st 2016. Commissioner Neal seconded; motion passed.

ANNOUNCEMENTS

Next Board Meeting: January 14th at 12:00 p.m.

The Chair called for an executive session at 2:00 p.m. for 15 minutes.

Executive Session:

per RCW 42.30.140 “Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or... that a portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposal made in the negotiations or proceedings while in progress.

The meeting resumed at 2:15 p.m.

The meeting was adjourned at 2:15 p.m.

Harry Andrews, Chair

Kris Parks, Board Secretary

Motions and Directives:

Resolutions:

Resolution 2015-3: Property Tax Levy

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Meeting Minutes:

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Finances:

Approval of the payroll voucher and expense vouchers: Commissioner Andrews moved to approve the payroll voucher and expense vouchers. Commissioner Neal seconded; motion passed.

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