

Whatcom County Fire District No. 11
Board of Fire Commissioners
3809 Legoe Bay Road, Lummi Island, WA. 98262
May 7th, 2021

CALL TO ORDER: Chairman Bill Lee at 3809 Legoe Bay Road, Lummi Island, WA 98262 called the Special Meeting for May 7th, 2021 to order, at 9:00 a.m.

*****Meeting took place over Zoom due to the covid-19 pandemic*****

PRESENT: In attendance were Commissioner Bill Lee, Commissioner Wendell Terry, Commissioner Steve Kopanos, Chief Duncan McLane and Board Secretary Lisa Lish.

GUEST: Brian Snure District's legal Counsel, Joan Moye, Cara Blake, Rhayma Blake, John (?), SaveTheFerry.com, and Janine Shaw.

NEW BUSINESS: Chairman Bill Lee asked for a motion to enter into executive session per RCW 42.30.110(1)(f).

Motion: Commissioner Steve Kopanos made motion, "To enter into executive session per RCW 42.30.110(1)(f)." Motion seconded by Commissioner Wendell Terry, AND PASSED 3-0.

Executive session:

At 9:02 a.m. the Board of Commissioners went into executive session Per RCW 42.30.110(1)(f). It was announced to the public that the executive session would last 15 minutes returning at 9:17 a.m.

At 9:17 a.m. Secretary Lisa Lish informed the public that the Board would remain in executive session for one (1) hour starting at 9:19 a.m. and returning at 10:19 a.m.

Upon returning at 10:19 a.m. Commissioner Steve Kopanos read the attached statement and asked for the following motions.

- 1) The district's policy manual must be completed by Assistant Chief Michael Lish by December 31, 2021 or soon for Board approval.

Motion: Commissioner Wendell Terry made motion, "For Assistant Chief Michael Lish to complete the District Policy Manual by December 31, 2021 or sooner for Board approval." Motion seconded by Commissioner Bill Lee, AND PASSED 3-0.

- 2) Assistant Chief Michael Lish will complete chapter 10 "Personnel" of the district's policy manual no later than one week prior to the June 2021 regular board meeting.

Motion: Commissioner Wendell Terry made motion, "For Assistant Chief Michael Lish to complete chapter 10 of the District Policy Manual one week prior to the June 2021 regular meeting." Motion seconded by Commissioner Bill Lee, AND PASSED 3-0.

- 3) Upon joining the District all members will receive initial training of the district's policy manual and in every even numbered year thereafter. Furthermore, all members will receive a copy of any chapter once completed and when any changes are made to the policy manual.

Motion: Commissioner Wendell Terry made motion, "Upon joining the District all members will receive initial training of the district's policy manual and in every even numbered year thereafter. Furthermore, all members will receive a copy of any chapter once completed and when any changes are made to the policy manual." Motion seconded by Commissioner Bill Lee, AND PASSED 3-0.

- 4) Members will sign an acknowledgement of receiving the district's policy, that they understand the policy and will comply with the district's policy manual.

Motion: Commissioner Wendell Terry made motion, "Members will sign an acknowledgement of receiving the district's policy, that they understand the policy and will comply with the district's policy manual." Motion seconded by Commissioner Bill Lee, AND PASSED 3-0.

- 5) Members who hold the title of Captain or above and any member formally employed by the district will be expected to attend leadership training covering communication skills, conflict resolution, and people management.

Motion: Commissioner Wendell Terry made motion, "Members who hold the title of Captain or above and any member formally employed by the district will be expected to attend leadership training covering communication skills, conflict resolution, and people management." Motion seconded by Commissioner Bill Lee, AND PASSED 3-0.

- 6) All Members will receive a performance review annually.

Motion: Commissioner Wendell Terry made motion, "All Members will receive a performance review annually." Motion seconded by Commissioner Bill Lee, AND PASSED 3-0.

- 7) For the remainder of 2021 the Board of Commissioners will approve or deny all promotions, and will approve hiring or dismissal of any member.

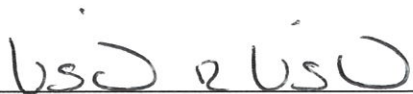
Motion: Commissioner Wendell Terry made motion, "For the remainder of 2021 the Board of Commissioners will approve or deny all promotions, and will approve hiring or dismissal of any member." Motion seconded by Commissioner Bill Lee, AND PASSED 3-0.

- 8) All complaints made against the District, the Board of Commissioners, one of its members or employees will be investigated by the Board of Commissioners or an outside party if appropriate.

Motion: Commissioner Wendell Terry made motion, "All complaints made against the District, the Board of Commissioners, one of its members or employees will be investigated by the Board of Commissioners or an outside party if appropriate." Motion seconded by Commissioner Bill Lee, AND PASSED 3-0.

Motion: There being no other business to come before the Board of Commissioners, Commissioner Wendell Terry moved and Commissioner Steve Kopanos seconded, to adjourn the meeting, AND PASSED 3-0.

The meeting was adjourned at 10:24 a.m.



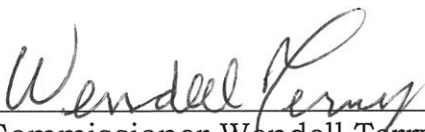
Lisa Lish,
Board Secretary



Commissioner Steve Kopanos



Commissioner Bill Lee



Commissioner Wendell Terry

Approved at the Whatcom County Fire District # 11 Board of Commissioner Meeting on May 11th, 2021.

The Commissioners received two complaints against a district employee. After reviewing the complaints and initiating an investigation, the board has concluded that the complaints have merit.

In the process of investigating the complaints, we received information that will likely impact the operations of the District.

This board will take action to address the issues we identified.

Addressing complaints against employees of the district can be difficult for the complainant first and foremost, but also for the employee and the district itself.

Executive sessions allow for the discussion of sensitive issues including issues of personnel in a way that allows for frank discussion and a more complete understanding of the issues requiring board action.

No board action can take place in executive session and what occurs in executive session may not be disclosed publicly.

Actions of the board of commissioners must be taken in public.

We have, however, discovered several systemic issues that need to be addressed and will continue to assess for other issues we may not been made aware of to date.

As part of our findings, I wish to issue the following motions:

- 1) The district policy manual must be completed by Assistant Chief Lish no later than December 31, 2021 but as soon as possible for the board to review and if acceptable, approve.
- 2) Assistant Chief Lish will complete Chapter 10 on "Personnel" of the policy manual no later than one week prior to the June regular board meeting so it may be reviewed prior and vote on at that meeting.
- 3) Members will be trained to the standards of the policy manual upon joining the district and in every even numbered year thereafter. An initial training will take place as soon as possible once the manual is complete. Further, all members will receive a copy of any chapter once completed and when any changes that are made to the policy manual.
- 4) Members will sign an attestation acknowledging the policies and that they understand and will comply with the policies of the district.
- 5) Those with a title of Captain or above and any member formally employed by the district will be expected to attend leadership training covering communication skills, conflict resolution, and people management.
- 6) All members will receive a performance review annually.
- 7) For the remainder of 2021, the board of commissioners will approve or deny all promotions, hiring, or dismissal of any member.
- 8) All complaints made against the district, the board, or one of its members/employees will be investigated by the board or an outside party if appropriate. We believe strongly that a complaint does not mean wrongdoing has occurred and our goal is never to punish any member but to ensure that if issues are uncovered, the board has the ability to act when necessary.

These are the initial actions the board is initiating, though we anticipate there may be more in the future. We discourage anyone from making assumptions regarding these measures. We thank everyone for joining us.