

**Whatcom County Fire District No. 11**  
**Board of Fire Commissioners**  
**3809 Legoe Bay Road, Lummi Island, WA. 98262**  
**February 13th, 2018**

**CALL TO ORDER:** Chairman Wendell Terry at 3809 Legoe Bay Road, Lummi Island, WA 98262 called the Regular Meeting for February 13th, 2018 to order, at 7:00 p.m.

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

**GUEST:** Asst. Chief Michael Lish, Bob Auld and Steve Kopanos.

**PUBLIC COMMENT:** Steve Kopanos appreciates the work the Board does.

**APPROVAL OF MINUTES:** Minutes for the Regular Board of Commissioners Meeting on January 9th, 2018 were approved as submitted by Commissioner Wendell Terry.

**CHIEF'S REPORT:** The gas monitor on IA38 stopped working and is obsolete. It is a standard tool carried on fire apparatus and a new one was purchased.

Chief McLane reported that new office copier prices are a little more than he forecasted so the office admin line items will be a bit over.

Whatcom County Finance Committee met today and approved the contract for ImageTrend (ePCR and RMS) it will move to the Council this evening, 95% of the Districts in the County will use this system.

New County EMS Director has been hired and will start March 5<sup>th</sup>.

Two AFG grants have been submitted, one for an engine and the other for bunker gear.

Our propane tank ran extremely low in January and it was not noticed by the previous company who supplied the District with propane. CHS which provides our gasoline and diesel was contacted and they did a walk through with the chief and a second tank was brought in and a sensor was installed that will alert CHS when the tank is low. We also receive a quantity discount with CHS.

**PAYROLL:**

**Motion:** Commissioner Ed Scott made motion, "To approve the payroll for February 2018 (Hourly employees, Battalion Shifts for January 2018 Hours; and current month February 2018 for Contracted Employees) in the amount of \$12,045.14." Seconded by Commissioner Bill Lee, AND PASSED 3-0.

**BLANKET VOUCHERS:**

The Board of Commissioners, at 3809 Legoe Bay Road, Lummi Island, WA 98262, reviewed the regular Blanket vouchers approval documents for February 2018 Expenses for approval of payments, on February 13th, 2018 and approved. "Vouchers audited and certified by RCW 42.24.080, and those expenses, reimbursement claims certified as required by RCW 42.24.090, have been made available to the Board."

**Motion:** Commissioner Bill Lee made motion, "To approve the CC vouchers for February 2018 Vouchers #180201001, and approve for payment those CC vouchers included in the list in the amount of \$1,518.78" Motion seconded by Commissioner Ed Scott, AND PASSED 3-0.

**Motion:** Commissioner Bill Lee made motion, "To approve the vouchers for February 2018 vouchers #180202001-180202032, and approve for payment those vouchers included in the list in the amount of \$15,692.23" Motion seconded by Commissioner Ed Scott, AND PASSED 3-0.

**FINANCIAL/SECRETARY REPORTS:** Secretary Lish gave the December Financial Report.

**COMMUNICATIONS:** The District received a copy of the Hilltop Water Owners Association Annual General Meeting minutes for January 15<sup>th</sup>, 2017 and also a copy of the Agren v. Hilltop Water Judgement. The Hilltop membership voted to increase the water usage fee to \$2.00 per 1000 gallons in 2019.

**UNFINISHED BUSINESS:** Payroll Policy verbal recommendation from the SAO still in progress.

Chief McLane, Secretary Lish, Commissioner Scott and Commissioner Lee have made commitments to attend the Washington Fire Commissioners Saturday Seminar on April 7<sup>th</sup>, 2018. Commissioner Terry will be on vacation.

The WFCAs annual conference is being held on October 25<sup>th</sup>-27<sup>th</sup> this year, no commitments were made at this time.

Otto Agreement change in language to communicate via electronic memo, current method is via United State Postal mail. Chief McLane recommended approval.

**Motion: Commissioner Bill Lee made motion, "To approve the change in language to allow communication via electronic memo." Motion seconded by Commissioner Ed Scott, AND PASSED 3-0.**

Airlift for Chief and Asst. Chief

**Motion: Commissioner Bill Lee made motion, "To approve Airlift membership for the Chief and Assist Chief." Motion seconded by Commissioner Ed Scott, AND PASSED 3-0.**

**NEW BUSINESS:** Open public meeting training for elected officials is required within 90 days of taking oath of office or complete a refresher training at intervals of no more than four years for as long as they hold office. Commissioner Terry will do his training online.

This year's annual open house will be on Sunday June the 3<sup>rd</sup>.

Chief McLane provide a draft copy of the code of ethics, information technology use, member speech, expression and social networking policies for approval.

**Motion: Commissioner Bill Lee made motion, "To approve the policies provided." Motion seconded by Commissioner Ed Scott, AND PASSED 3-0.**

Secretary Lish will be attending the Washington Fire Administrative Support Annual Conference sponsored by the Washington Fire Chiefs on May 6<sup>th</sup> – 8<sup>th</sup>. The regular Board of Commissioners meeting for May is scheduled for May 8<sup>th</sup> discussion was had about moving the meeting. The Regular Board meeting for May will be held on May 10<sup>th</sup>, 2018 at 9:00am at the Fire Station.

**RESOLUTIONS:** None.

**GOOD OF THE ORDER:**

**SIGNING OF THE DOCUMENTS:**

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

The meeting was adjourned at 7:51 p.m.

LISA LISH  
Lisa Lish,  
Board Secretary

By: Ed Scott  
Chairman Ed Scott

By: Wendell Terry  
Commissioner Wendell Terry

By: Bill Lee  
Commissioner Bill Lee

Approved at the Whatcom County Fire District # 11 Board of Commissioner Meeting on March 13th, 2018.