

**Whatcom County Fire District No. 11**  
**Board of Fire Commissioners**  
**3809 Legoe Bay Road, Lummi Island, WA. 98262**  
**April 10th, 2018**

**CALL TO ORDER:** Sub Chairman Bill Lee at 3809 Legoe Bay Road, Lummi Island, WA 98262 called the Regular Meeting for April 10th, 2018 to order, at 7:00 p.m.

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

**GUEST:** Bob Auld and Steve Kopanos.

**PUBLIC COMMENT:** None.

**APPROVAL OF MINUTES:** Minutes for the Regular Board of Commissioners Meeting on March 13th, 2018 were approved as submitted by Commissioner Bill Lee.

**CHIEF'S REPORT:** Gabel Bredy has completed orientation and is now responding to calls. We received a request from Western Washington University requesting to use the property across the street for parking for their Open House at the next door in May, Chief sent them the Facility Use Agreement. The Navy Office of Community Outreach (NAVCO) has deemed the Annual Open House eligible for US Navy Support. Chief requested legal advice from Brian Snure to clarify lawful entry into a home during a call. We received a turndown notification from FEMA on our vehicle grant application.

**PAYROLL:**

**Motion:** Commissioner Ed Scott made motion, "To approve the payroll for April 2018 (Hourly employees, Battalion Shifts for March 2018 Hours; and current month April 2018 for Contracted Employees) in the amount of \$12,345.94." Seconded by Commissioner Bill Lee AND PASSED 2-0.

**BLANKET VOUCHERS:**

The Board of Commissioners, at 3809 Legoe Bay Road, Lummi Island, WA 98262, reviewed the regular Blanket vouchers approval documents for April

2018 Expenses for approval of payments, on April 10th, 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 Ed Scott made motion, "To approve the CC vouchers for April 2018 Vouchers #180401001 and approve for payment those CC vouchers included in the list in the amount of \$1,325.35" Motion seconded by Commissioner Bill Lee AND PASSED 2-0.

**Motion:** Commissioner Ed Scott made motion, "To approve the vouchers for April 2018 vouchers #180402001-180402020 and approve for payment those vouchers included in the list in the amount of \$7,250.49" Motion seconded by Commissioner Bill Lee AND PASSED 2-0.

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

**COMMUNICATIONS:** Secretary Lish provided a Rate Alert letter from PSE (Puget Sound Energy) stating that rates would decrease 7 % effective May 1, 2018. The District received a copy of Enduris' 2017 Annual Report and a letter stating to expected an increase around 10% for 2019.

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

Chief McLane provided a draft for the Districts sick leave policy. Chief McLane reported that the employees affected by the sick leave policy were good with the verbiage that was provided at the last meeting. Commissioner Bill Lee asked to wait until the next meeting so that all Commissioners could vote. Commissioner Ed Scott asked for verbiage to be added that would allow for case by case approval as well.

Airlift discussion will be continued when Chief McLane starts running numbers on stipend program ideas.

**NEW BUSINESS:** Chief McLane gave an update to the Board in regards to providing department emails to employees and keeping record retention of emails. He estimates about \$1,100 for set up and \$200.00 a year to maintain through Microsoft Office. Chief McLane asked for approval to move ahead with department issued emails. Commissioner Ed Scott and Bill Lee were both in agreement to department supplied emails for employees.

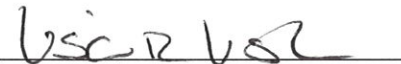
**RESOLUTIONS:** None.

**GOOD OF THE ORDER:**


**SIGNING OF THE DOCUMENTS:**

**Motion:** There being no other business to come before the Board of Commissioners, Commissioner Ed Scott moved and Commissioner Bill Lee seconded, to adjourn the meeting, AND PASSED 2-0.

The meeting was adjourned at 7:18 p.m.

  
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Lisa Lish,  
Board Secretary

By:   
\_\_\_\_\_  
Commissioner Wendell Terry

By:   
\_\_\_\_\_  
Commissioner Ed Scott

By:   
\_\_\_\_\_  
Commissioner Bill Lee

Approved at the Whatcom County Fire District # 11 Board of Commissioner Meeting on May 10th, 2018.