

WHATCOM COUNTY FIRE PROTECTION DISTRICT 18

Regular Meeting Minutes March 13, 2025

Chairperson Ruiz called the regular meeting of the Whatcom County Fire Protection District 18 Board of Commissioners to order at 7:13 p.m.

ATTENDANCE: Commissioner Ingrid Patrick, Commissioner Socorro Ruiz, Acting Chief Scott Crowe, and Administrative Services Manager Christine Love Johnson. Commissioner Steve Wolf – Absent.

PUBLIC COMMENT

None

CONSENT AGENDA

- A. Comment Cards: One comment card was received.
- B. Financial Reports: The Administrative Services Manager is working on finalizing the 2024 Financial Reports. The final numbers will be provided at the next meeting.
- C. Minutes from February 12, 2025, WCFPD18 regular meeting.
- E. Expense Vouchers for March 2025 for \$6,772.29.
- F. Payroll Vouchers for March 2025 for \$13,576.00.

Commissioner Ruiz moved to approve the consent agenda action items C—F. Commissioner Patrick seconded the motion, which carried 2-0.

GENERAL REPORTS

- A. Chief / Training report**
- B. Administrative Services Manager**

Working on closing out 2024. Continue to work with Springbrook to work out the bugs in the new system. The commissioners request that the Financial Reports include the encumbrance funds.

- C. Association**
No meeting from the Association.
- D. BVFF & RO Local Board Report**
No meeting. The next meeting will be on April 10, 2025.

UNFINISHED BUSINESS

- A. Department Credit Cards to pay bills**
Acting Chief Crowe has been added to the US Bank account as an administrator to manage the current credit card accounts.

- B. LexiPol
Commissioner Ruiz moved to approve Lexipol policies 1012, 1013, 1014, 1041, and 1043.
Commissioner Patrick seconded the motion, which carried 2-0.
- C. Succession Planning
Commissioner Patrick provided two documents for review: the Applicant Rubric and the Interview questions. The Interview Panel will consist of two volunteer firefighters (one of each gender), the Commissioner Chair, and the Acting Fire Chief. Acting Chief Crowe is to coordinate the volunteer interviewers.
- D. Administrative Service Manager Position Description
Tabled until next month. Commissioner Patrick will work on this description.
- E. Final approved 2025 Budget – tabled until next month.

NEW BUSINESS

- A. At Will Employment
The Fire Chief position is a stipend-part time position. This is an at will employment position.
- B. Performance Evaluation Process
A working session will be scheduled for an upcoming Friday, either the 21st or 28th. The performance evaluation process will be discussed during the working session.
- C. PLIA Grant
Acting Chief Crowe presented a contract for the PLIA grant.
Commissioner Ruiz moved to sign the contract for the PLIA grant, Commissioner Patrick seconded the motion, which carried 2-0.
- D. Chief Position Applicant
Troy Patrick's resume was received, reviewed and accepted. Assistant Chief Crowe was directed to schedule an interview with Mr. Patrick.

The meeting was adjourned at 8:47.

Respectfully Submitted,
Christine Love Johnson, Administrative Services Manager
Whatcom Fire Protection District No.18

Approved by the Whatcom County Fire District No. 18 Board of Fire Commissioners, this 10th day of April 2025.

A handwritten signature in blue ink, appearing to read "Christine Love Johnson". The signature is fluid and cursive, with a horizontal line underneath it.

Christine Love Johnson,
Administrative Services Manager