

## WHATCOM COUNTY FIRE PROTECTION DISTRICT 18

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### Regular Meeting Minutes September 11, 2025

Chairperson Wolf called the regular meeting of the Whatcom County Fire Protection District 18 Board of Commissioners to order at 19:08.

**ATTENDANCE:** Chairperson Steve Wolf, Commissioner Socorro Ruiz, Assistant Chief Crowe, Chief Troy Patrick, Administrative Services Manager Christine Love Johnson, and prospective Commissioner Val Miller.

#### **PUBLIC COMMENT**

None

#### **SWARING IN OF COMMISSIONER MILLER**

Valerie Miller was appointed to fill the vacant position on the Board to close out the 2025 year. Commissioner Steve Wolf swore in Valarie Miller to position 3 of the Whatcom County Fire Commissioner's Board.

#### **CONSENT AGENDA**

- A. Comment Cards: No comment cards were received.
- B. Financial Reports: No financial reports were issued due to the late receipt of invoices this month.
- C. Minutes from August 14, WCFD18 regular Commissioner's meeting were tabled for corrections and will be presented at the October meeting.
- D. Expense Vouchers for August 2025 for \$12,723.42.
- E. Payroll Vouchers for July 2025 for \$15,971.65.

**Commissioner Wolf moved to approve the consent agenda action items. Commissioner Miller seconded the motion; the motion carried 3-0.**

#### **GENERAL REPORTS**

##### **A. Chief / Training report**

Chief Patrick provided the Commissioners with a copy of his Chief's report. Total calls for August were 21, with three calls being SWFA response-only calls.

##### **B. Administrative Services Manager**

There were some issues with the domain for the website, which caused both the website and email to stop working. This issue has been resolved, contact information has been updated to the joint "Admin" email, and both the WCFD18.com and WCFD18.org domains have been renewed for five years.

##### **C. Association**

No meeting this month.

**D. BVFF & RO Local Board Report**

No meeting this month.

**OLD BUSINESS**

**A. LexiPol**

Tabled until next month.

**B. Administrative Service Manager Position Description**

Tabled until next month. The job description will be updated with the pay scale and sent out to the Commissioners for review.

**C. Performance Evaluation Process**

**Tabled until next month.**

**D. Levy Lid Lift**

Chief Patrick continues to work on community education for the Lid Lift. The Association will be scheduling a few “door-knocking” events to help educate the public, and, yard signs should arrive soon. Information on the Levy Lid Lift will be placed on the website, and any questions should be directed to Chief Patrick.

**E. SWFA Letter response.**

SWFA would like a response letter from the Commissioners regarding their proposed fee for services on calls where District personnel do not respond. Chief Patrick has been directed to schedule a meeting with the Commissioners and Chiefs from both departments to discuss the issues.

**Commissioner Miller moved to table the response letter until after the meeting with SWFA. Motion seconded by Commissioner Ruiz. Motion carried 3-0.**

**F. 2025 Budget**

Chief Patrick will be presenting two budgets for the Commissioner’s review – the first with the Levy passing and the second without the levy passing. Chief will begin scheduling work sessions for the budget process in October.

**G. Bunker Gear Trial**

The bunker that Chief Patrick and Captain Nelson have not arrived yet. Chief Patrick will update the Commissioners upon their arrival and their findings.

**H. Changes to mutual aid agreements**

Alger and Acme are open to being added to the WCFD18 response plans. No movement or changes will be made until after the meeting with SWFA.

**I. Fuel Tank removal**

There is no excavation allowed in the Whatcom County Water Shed from October 1 to May 1. An addendum to the current agreement will be needed, but at this time, there is no known date for its review.

## **NEW BUSINESS**

### **A. MDT in E26**

The MDT in E26 is not working. Chief Patrick will continue to look into the issue.

### **B. BR25 upgrades**

The brush unit needs new airbags, and Chief Patrick will be purchasing them for the Brush unit.

Total cost is no more than \$600.

### **C. Station 25 Security**

Citizens are using the boat ramp at Station 25 for personal use, making the ramp unusable during an emergency. A fence will need to be constructed, and Chief Patrick is in the process of getting bids.

This will be brought forward in the 2026 budget.

### **D. New Commissioner Laptops**

The Surface Pros that currently serves as the laptop for the Commissioners is outdated and cannot be upgraded to Windows 11 (service for Windows 10 ends in October). Chief Patrick will purchase three new laptops for the Commissioners, and they will be essentially email-only laptops.

### **E. Credit Cards**

Chief Patrick is continuing to look at alternative credit cards for the District. Moving forward, cards will be issued to the Chief and Administrative Services Manager. District personnel and Commissioners can reach out to one of these members for assistance with registration for lodging or training.

## **EXECUTIVE SESSION**

The meeting was adjourned at 22:13.

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 9th day of October 2025.



Christine Love Johnson,  
Administrative Services Manager