

WHATCOM COUNTY FIRE PROTECTION DISTRICT 18

Regular Meeting Minutes January 9, 2025

Chairperson Wolf called the regular meeting of the Whatcom County Fire Protection District 18 Board of Commissioners to order at 7:06 p.m.

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

PUBLIC COMMENT

None

CONSENT AGENDA

- A. Comment Cards: Two comment cards were received.
- B. Financial Reports:
- C. Minutes from the December 12, 2024, WCFPD18 regular meeting
- D. Expense Vouchers for Period 13 is the amount of \$14, 190.18.
- E. Expense Vouchers for January 2025 for \$15,328.58.
- F. Payroll Vouchers for January 2025 for \$10,301.60

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

Commissioner Wolf moved to approve the consent agenda action items D—E. Commissioner Patrick seconded the motion, which carried 3-0.

GENERAL REPORTS

A. Chief / Training report

- a. Firefighter Cameron Cadle is on a 90-day leave of absence from the Department.
- b. Chief Crowe has solidified a deal on supply hose and will receive new hose from Tulalip for \$6,000 instead of the budgeted \$12,000.
- c. IA25 is in the shop getting some body work completed.

B. Secretary

C. Association

The annual dinner will be on January 25th at Whatcom Meadows (478 Cain Lake Road) starting at 17:00

D. BVFF & RO Local Board Report

- a. A reimbursement was submitted for Darin Peter's physical, and the pension and disability costs have increased.

UNFINISHED BUSINESS

A. Department Credit Cards to pay bills

Acting Chief Crowe left the application approval process with Commissioner Wolf who was going to reach out to Kevin (our contact) at Chase Bank.

Commissioner Wolf moved to approve Resolution 2024-04. Commissioner Patrick seconded the motion, which carried 2-0.

B. LexiPol

Commissioner Wolf moved to approve LerxiPol policies 311 – 318 and 1000-1001. Commissioner Ruiz seconded the motion, which carried 3-0.

C. Fire Chief's Position Description

Tabled until next month.

D. Administrative Service Manager Position Description

Tabled until next month. Commissioner Patrick will work on this description.

E. Succession planning

- a. Chief Crowe recommended that the Commissioners establish a timeline for the application process for the new Chief.
- b. The position of Fire Chief will be open to internal applicants only effective January 15th. The application should include a cover letter, resume, and references.
- c. All qualifications must be addressed in their cover letter or resume.
- d. Commissioner Patrick will write a letter outlining the requirements and send it to Chief Crowe by Wednesday, January 15th. The requirements will then be submitted to Chief Crowe.
- e. The position will close on February 12th by 5:00 pm.
- f. Resumes will be reviewed at the February meeting.
- g. Items to be determined:

Open Date (1/10), Closed Dates (2/13), Requirement (resume, job description), date for review, date (and standard for point system). Interviews (multiple interviews): who do you want on the interview board (firefighter, Fire Chief, Commissioner)? Do you want an assessment with the interview?

- h. Do we have a formal process to follow? Chief Crowe handed off all his documents regarding Chief Omar's process to the Commissioners.
- i. Will the board like to hire internally or externally or both?

F. Final approved 2025 Budget – tabled until next month.

G. Ambulance Billing Rate Resolution 2025-01

Ambulance billing rates will be increased every September as set forth by the County.

H. HIPAA Compliance Officer Resolution 2025-02

The Administrative Service Manager will act as the HIPAA Compliance Officer for the District.

I. Board Chair Resolution 2025-03

Commissioner Wolf will serve as Board Chair for the 2025 year.

J. Admin/Finance backup person Resolution 2025-04
Commissioner Patrick will serve as the Admin/Finance for 2025.

NEW BUSINESS

A. Max Volunteer compensation hours

Volunteer maximum compensation of \$1500/mo and/or 15 monthly shifts.

B. Surplus Radios 2025-05

Commissioner Patrick moved to approve resolution 2025-05, and a motion was seconded by Commissioner Wolf. Motion passed 3-0.

C. SOG's

The Commissioner directed Chief Crowe to proceed with the creation of SOG's for the district and provide the commissioners with informational copies.

The meeting was adjourned at 10:03 pm

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 12th day of February of 2025.

A handwritten signature in blue ink, appearing to read "Christine Love Johnson", is written over a blue horizontal line.

Christine Love Johnson,
Administrative Services Manager