

WHATCOM COUNTY FIRE PROTECTION DISTRICT 18

Regular Meeting Minutes

July 10, 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, Chief Troy Patrick, and Administrative Services Manager Christine Love Johnson.

PUBLIC COMMENT

None

CONSENT AGENDA

- A. Comment Cards: One comment card was received.
- B. Financial Reports: The July financial report was submitted for review.
- C. Minutes from May 8, 2025, and June 10, 2025, WCFPD18 regular meetings.
- D. Expense Vouchers for June 2025 for \$9,396.79.
- E. Payroll Vouchers for June 2025 for \$14,514.40.

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

GENERAL REPORTS

A. Chief / Training report

Chief Patrick provided the Commissioners with a copy of his Chief's report. During this period, we ran seven calls, all of which had WCFD18 personnel responding.

B. Administrative Services Manager

A recommendation was made to modify the Fire Chief's job description to remove the word "stipend" and "parttime" and replace it with the word "salaried". This change will enable the Chief to be eligible for LEOFF2 retirement based on hours worked.

C. Association

No meeting this month. The Association hosted the annual July 4th event and had a dunk tank donated. The event resulted in a profit to the Association of \$200.

D. BVFF & RO Local Board Report

No meeting this month.

E. Commissioners

Commissioner Ruiz would like to see all Commissioners attend at least two (2) trainings, workshops or legal reviews a year. He would like to see that this cost is added to the 2026 budget process.

UNFINISHED BUSINESS

A. LexiPol

Tabled until next month.

B. Administrative Service Manager Position Description

Tabled until next month.

C. Performance Evaluation Process

The Commissioner's held a working session to develop a performance evaluation for the Chief. This session resulted in the development of a 360-review process for the Fire Chief position. The Chief will receive probationary reviews at the 3-month, 6-month and 12-month periods. An option for a 9-month review is available if the 6-month review determines the need. After the end of probation, the Fire Chief will receive an annual review on this hire date.

Commissioner Wolf moved to accept the proposed performance evaluation criteria, including the probationary review periods for the Fire Chief. Commissioner Ruiz seconded the motion, the motion carried 2-0.

D. Grant exploration

The Administrative Services Manager is working with the Fire Chief to submit an application for the Firehouse subs grant in the 3rd quarter. Prior to the opening of the grant, they will determine the most critical items for this grant process and are currently exploring extrication tools. She is building a database of call information for use in this, and all grants, in the future.

E. Engine Update

Chief Patrick updated the Commissioners on the change order for the new Engine. The committee was able to get almost all the items on the wish list, excluding the height of the hose coming off of the engine. The change order resulted in an increase in costs of \$43,000 and no more than 3-month delay.

F. Levy Lid Lift

The filing deadline to file for the lid lift is the beginning of August. Chief Patrick is requesting direction from the Commissioners on if he should proceed forward.

Commissioner Ruiz moved to accept file the Levy Lid Lift application and directing Fire Chief Patrick to begin the notification and education of the community on the needs of the department. Commissioner Wolf seconded the motion, the motion carried 2-0.

NEW BUSINESS

Open Commissioner's Position

Commissioner's interviewed a candidate for the open Commissioner's position. No decisions were made.

EXECUTIVE SESSION

Executive Session 42.30.110 to discuss personal matters as it refers to performance evaluations. The executive session began at 9:14 and will last 20 minutes. Commissioner Wolf resumed the meeting at 21:24.

The meeting was adjourned at 21:24.

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 14th day of August of 2025.



Christine Love Johnson,
Administrative Services Manager