

**WHATCOM COUNTY FIRE PROTECTION DISTRICT 18**  
**Regular Meeting Minutes**  
**February 9, 2023**

The regular meeting of the Whatcom County Fire District 18 Board of Commissioners was called to order at 7:06 pm by Chairperson Wolf.

**Attendance:** Chairperson Steve Wolf, Commissioner Socorro Ruiz, Commissioner Tari Caswell, Chief David Darrah, and Secretary Christine Love Johnson  
**Citizens Present:** Four citizens present

**CONSENT AGENDA**

- A. Public Comment – Comment cards were reviewed by the Commissioners. Citizens were pleased with the exceptional care and responsiveness of the members.
- B. Correspondence –
  - The District received confirmation of the 2023 tax levy rate from Whatcom County. The approved rate is \$385,079.15.
  - The Census of Government Survey of Local Government Finances was completed and returned by Chief Darrah.
  - The Whatcom County Auditor’s Office Verification of Elected Officials was presented, completed, and returned by Chief Darrah.
- C. Public Records Requests – Received a records request from the Whatcom Environmental Services for all HazMat responses. Two records were located and released.
- D. Approval of the February 9, 2023, payroll claims in the amount of \$11,953.00.
- E. Approval of the February 9, 2023, expenditure claims in the amount of \$9,590.37.
- F. The approval of the January 12, 2023, General Meeting minutes was tabled until next meeting for corrections.

**Commissioner Caswell moved to approve the consent agenda items A-E. Motion was seconded by Commissioner Wolf. Motion carried 3-0.**

**NEW BUSINESS**

- A. Meeting with South Whatcom Regional Fire Authority Commissioners
  - Chief Nozle and Chief Darrah proposed a joint Commissioner’s meeting for SWRFA and WCFD18 in February or March. This meeting is to further build relations between the two departments as there is an increase in mutual aid responses.
  - March 23<sup>rd</sup> was selected, and the meeting will be held at the South Whatcom County Station 22 at 7:00 pm.
- B. BVFF & RO Local Board report
  - Approved the October 13, 2022, meeting minutes.

- Reviewed the attendance and training hours for 2022 and approved the 2022 pension report.
- C. Annual Reports
- The Secretary will provide layout options to the Commissioners and Chief prior to the next meeting.
  - The priority is to get the missing reports completed and all the annual reports posted on the website.
  - The Secretary will present a rough draft for the 2022 Annual Report for consideration at the March meeting. Would like to have this year's annual report approved and posted by April meeting.

## **REPORTS**

- A. Chief / Training report
- Responded to 15 calls in January: 4 fire & 11 medical.
  - B26 has been at the Ford dealership for over 30 days. The parts are in and it is scheduled for repair February 10<sup>th</sup>.
  - Ordered 4" hose before the anticipated price increase. The hose is scheduled for delivery in May or June.
  - The Volunteer Award banquet was a success. Cameron Cadle received awards for Fire Fighter of the Year as well as the Most Training hours. Chris Camp received the award for Most Calls.
- B. Secretary
- Nothing to report.
- C. Association
- Nothing to report. No meeting.

## **UNFINISHED BUSINESS**

- A. Long-Term Planning
- The notice for the Assistant Chief position has been posted.
  - Commissioner Caswell sent out a sample Capital Needs Assessment form for review and would like further discussion on implementing something similar within the District.
- B. Lexipol
- Policy 102 – modifications made to incorporate the "Fire Protection District" language and Chief Darrah was directed to make changes to section 102.3.2 to add the language "Assistant Chief" and section 102.3.3 to add "submit to executive staff".

**Commissioner Ruiz moved to approve Policy 102 with modifications. Motion was seconded by Commissioner Caswell. Motion carried 3-0.**

- Commissioners will review the Mission Statement, Philosophy and goals, Firefighter Code of Ethics, 200 Organizational Structure, and 300 Incident Management and send comments to Chief Darrah prior to the next meeting.

C. Travel Per Diem Rate

- Commissioner Caswell has requested the District Secretary to work on updating the current travel policy based on the GSA rates.

There being no further business, the meeting was adjourned at 8:44 pm.

**Next Meeting:** The next regular meeting will be March 9, 2023, at 7:00 pm.

Respectfully Submitted,

Secretary Christine Love Johnson  
Whatcom Fire Protection District No.18

Approved by the Whatcom County Fire District No. 18 Board of Fire Commissioners this \_\_\_\_\_ day of \_\_\_\_\_ of 2023.

By \_\_\_\_\_  
Chairperson Steve Wolf

By \_\_\_\_\_  
Commissioner Tari Caswell

By \_\_\_\_\_  
Commissioner Socorro Ruiz