



**WHATCOM COUNTY FIRE PROTECTION DISTRICT NO.14  
REGULAR COMMISSIONERS' MEETING  
October 12, 2021**

**PRESENT:** Commissioner RobRoy Graham, Commissioner Leonard Bjornstad, Training Officer David Moe, and Administrative Secretary Jo Olson

**ABSENT:** Commissioner Chris Moe, District Chief Jerry DeBruin, Battalion Chief Jay Van Middendorp, Battalion Chief Frank Cain Jr.

**GUESTS:**

Meeting called to order at 4:05PM

**Items approved and signed by the Commissioners:**

- Approval of Regular Meeting Minutes for September, 2021
- Approval of Claim Payment Request & Payroll
  - 714 Warrants in the amount of 49,036.34
  - Payroll in the amount of 42,036.34
  - Approval of BVFF Reimbursement for Physical
  - Approval Payroll Claim for A Maxwell
  - Approval Payroll Claim for L Leyenhorst
  - Approval of Void/Cancel Warrant

**September 2021 Treasurers Report:**

714 Expense Fund

• Starting Cash Balance	707,508.76
• Tax Receipts	10,717.79
• Misc. Receipts	16,402.43
• Warrants	100,569.03
• Refund Interest Paid	4.12
• <b>Ending Cash Balance</b>	<b>634,055.83</b>
• <b>Ending Investment Balance</b>	<b>180,066.31</b>
• <b>Total Cash &amp; Investment Pool</b>	<b>814,122.14</b>

71420 Reserve Fund

• Starting Cash Balance	76,500.32
• Misc. Receipts	19,125.08
• Ending Cash Balance	<b>95,625.40</b>
• Ending Investment Balance	<b>188,676.98</b>
• Total Cash & investment Pool	<b>284,302.38</b>

71442 Mitigation Fees

• Beginning Cash Balance	1,492.36
• Ending Cash Balance	<b>1,492.36</b>
• Prior Investment Balance	10,488.16
• Purchases & Pool Earnings	6.68
• Ending Investment Balance	<b>10,494.84</b>
• Total Cash & Investment Pool	<b>11,987.20</b>

71410 Go Bond

• Prior Debt Outstanding	<b>1,016,022.98</b>
• Debt Paid	
• Debt Outstanding	<b>1,016,022.98</b>

**Bank of the Pacific Statement:**

• Beginning Balance (09/01/2021)	1,722.52
• Deposits/Misc. Credits 25	29,547.68
• Withdrawals/Misc. Credits 4	14,919.18
• Ending Balance (09/30/2021)	16,351.02

**Meeting Minutes:**

Regular Commissioner Meeting Minutes for September 2021:

**Motion:** Commissioner Bjornstad motioned to accept Regular meeting minutes. The motion was **seconded** by Commissioner Graham and approved.

**Claim Payment Request & Payroll:**

Claim Vouchers and Payroll dated October 2021:

**Motion:** Commissioner Bjornstad motioned to accept the claim vouchers and payroll. The motion was **seconded** by Commissioner Graham and approved.

**BVFF Physical Reimbursements Voucher:**

**Motion:** Commissioner Graham motioned to approve the reimbursements. The motion **was seconded** by Commissioner Bjornstad and approved.

**Uncashed Payroll Checks for Anne Marie Maxwell:**

**Motion:** Commissioner Graham motioned to approve the payroll claim due to checks not being cashed. The motion **was seconded** by Commissioner Bjornstad and approved.

**Direct Deposit Canceled/ Payroll Checks for Lisa Leyenhorst:**

**Motion:** Commissioner Graham motioned to approve the claim for payroll due to Bank account being closed. The motion **was seconded** by Commissioner Bjornstad and approved.

**Void/Cancel Warrant due to duplicate Payment:**

**Motion:** Commissioner Graham motioned to approve the void/cancel due to duplicate payment being made. The motion **was seconded** by Commissioner Bjornstad and approved.

**Old Business:**

Increase of Real Tax Levy:

- Training Officer Moe spoke to volunteers placing signs throughout the community.

City of Sumas and Annexation with Fire District 14:

**Motion:** Commissioner Graham motioned to approve the second modification to the intergovernmental agreement with the City of Sumas. The motion **was seconded** by Commissioner Bjornstad and approved.

Power loader on order for New Ambulance:

- Training Officer Moe indicated the Load Systems along with Stair Lifts for our district have been ordered.

#### Welcome Station Entrance Easement and Right of Way Agreement:

- Training Officer Moe spoke to the Entrance Easement per advice from attorney.
- Commissioner Bjornstad shared his thoughts on the easement.
- Discussion continued.

#### **New Business:**

##### Theft at the Welcome Station:

- Training officer Moe spoke to the recent break in at the Welcome station.
- Discussion continued on what was taken and how to improve security at the Welcome Station.
- A report was filed with law enforcement and insurance agent was contacted.
- Commissioners signed the Deletion form noting items missing from the Welcome Station.
- Training Officer Moe looking into more ways to secure the station.

##### L&I:

- Training Officer Moe spoke to the visit with L&I and gave the details of their visit.
- Discussion continued.

##### Lexipol:

- Training Officer Moe spoke to the Lexipol Program they purchased and how it will help in creating procedures and policies for the district.
- Discussion continued on the cost and benefits of using Lexipol.

#### **Training Officer Moe:**

##### Grant for Utility Terrain Vehicle (UTV):

- Training Officer Moe noted we were not awarded the grant.

#### **District Chief DeBruin:**

- District Chief DeBruin absent.

**Station Reports:**

- No Report

**Good of the Order:**

BLS Proposal:

- Commissioner Graham indicated his thoughts on the proposal to create a budget line-item to supplement BLS operations for all fire-based EMS providers.
- Commissioner Graham presented his take on the numbers being presented for each district.

Meeting adjourned at 5:19PM with commissioners in agreement.

The next regular meeting will be on November 9, 2021 at **4:00 PM** at the Kendall Station:

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Commissioner-Chair, RobRoy Graham

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Commissioner, Leonard Bjornstad

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Commissioner, Chris Moe

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Administrative Secretary, Jo Olson