



**WHATCOM COUNTY FIRE PROTECTION DISTRICT NO.14  
REGULAR COMMISSIONERS' MEETING  
December 12, 2023**

**PRESENT:** Commissioner RobRoy Graham, Commissioner Chris Moe, Commissioner Russell Vreugdenhil, District Chief Jerry DeBruin, Assistant District Chief David Moe, Battalion Chief Frank Cain Jr., and District Administrator Jo Olson.

**Absent:** Battalion Chief Jay Van Middendorp

Note: Battalion Chief Frank Cain Jr. on a call during the last part of the meeting.

**Guests:**

Meeting called to order at 4:00PM.

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

- Approval of Regular Meeting Minutes November, 2023
- Approval of Current Warrants and Payroll
  - Warrants in the amount of \$111,702.80 & ACH \$2,027.60
  - Payroll in the amount of \$45,299.84
- BVFF Injury Voucher
- BVFF Reimb for physical Voucher
- BVFF Retire/Rehire for R DeBruin
- Employment Agreements
- Interlocal Agreement for Hazardous Materials, updated
- Asset Addition, New Fire Truck
- Resolutions 2023-08,09,10,11, & 12

**Oath of Office 2024**

- District Administrator Olson reminded and gave Commissioner Vreugdenhil of Oath of Office paperwork and noted it needs to be taken.

## November 2023 Treasurers Report:

### 714 Expense Fund

• Starting Cash Balance	461,019.79
• Tax Receipts	50,117.70
• Misc. Receipts	19,957.00
• Transfers In	15,082.18
• Warrants/Remittances	142,450.05
• Ending Cash Balance	<b>403,726.62</b>
• Prior Investment Balance	33,081.47
• Purchase & Pool Earnings	79.82
• Beginning Investment Balance	33,161.29
• Purchase & Pool Earnings	86.34
• Ending Investment Balance	<b>33,247.63</b>
• <b>Total Cash &amp; Investment Pool</b>	<b>436,974.25</b>

### 71420 Reserve Fund

• Starting Cash Balance	360,338.08
• Transfers Out	89,311.35
• Ending Cash Balance	<b>271,026.73</b>
• Prior Investment Balance	301,125.82
• Purchases Pool Earnings	784.06
• Ending Investment Balance	<b>301,909.88</b>
• <b>Total Cash &amp; investment Pool</b>	<b>572,936.61</b>

### 71430 Capital Projects

• Miscellaneous Receipts	9,855.00
• Transfers out	9,855.00
• Total Disbursements	9,855.00
• Ending Cash Balance	

### 71442 Mitigation Fees

• Starting Cash Balance	5,227.18
• Transfers out	5,227.18
• Ending Investment Balance	

### 71410 Go Bond

• Beginning Cash Balance	407.45-
• Transfers In	89,311.35
• Ending Cash Balance	88,903.90
• Prior Debt Outstanding	814,929.33
• Debt Outstanding	814,929.33

**Bank of the Pacific Statement:**

• Beginning Balance (11/01/2023)	5,040.66
• Deposits/Misc. Credits 12	12,595.98
• Withdrawals/Misc. Credits 6	17,141.63
• Ending Balance (11/30/2023)	495.01
• Service Charge	5.00

**Meeting Minutes:**

November 2023 Regular Commissioners Meeting Minutes:

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

**Claim Payment Request & Payroll:**

December 2023 Claim Vouchers and Payroll:

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

**BVFF Voucher for Volunteer Injury, BVFF Voucher for Physical Reimbursement and BVFF Annual Retire/Rehire for R DeBruin**

**Motion:** Commissioner Vreugdenhil **motioned** to accept the Voucher for volunteer injury. The motion was **seconded** by Commissioner Moe and approved.

Retire/Rehire for R. DeBruin:

- Commissioner Graham and District Chief DeBruin signed the form.

**Old Business:**

General Election:

- Election certification was noted.

**District Chief DeBruin:**

Provident Insurance

- District Chief DeBruin spoke to Provident Insurance and gave his thoughts on not renewing this policy.
- Commissioners in agreement to not renew.

New Fuel Station to replace the current Super Duper Boomtown Fuel Station in Sumas paid through Christensen credit fuel cards.

- District Chief DeBruin spoke to using Sinclair fuel station with new credit cards through Coleman Fuel station.

- District Chief DeBruin noted all the issues they have been having with getting fuel with Super Duper Boomtown fueling station.
- **Motion:** Commissioner Moe **motioned** to accept proceeding with Sinclair Fueling station in Sumas, credit cards through Coleman and canceling the Christensen Fuel cards when final payments are completed. The motion was **seconded** by Commissioner Vreugdenhil and approved.

### **Assistant District Chief Moe:**

#### Training:

- Assistant Chief Moe gave some updates on the new fire truck
  - Assistant Chief Moe spoke to which fire truck will be going to Sumas Station now that the new fire truck is at Kendall Station.
- Assistant Chief Moe noted one new person for the upcoming EMT Class
- Assistant Chief Moe mentioned the Recruit Academy coming up in the spring.

### **Station Reports:**

#### Station 91:

- No report

#### Station 92:

- Battalion Chief Frank Cain Jr. noted all is going great at Kendall Station.

#### Station 93:

##### Overhanging Tree Branches at Welcome Station:

- Discussion on trimming the tree branches at the Welcome Station
- Battalion Chief Frank Cain Jr. noted this work will be done soon.

### **New Business:**

Employment Agreements were reviewed for 2024-2028 for the Chief, Assistant Chief, Training Officer.

**Motion:** Commissioner Vreugdenhil **motioned** to accept the employment agreements for the Chief, Assistant Chief, Training Officer for 2024-2028. The motion was **seconded** by Commissioner Graham and approved.

#### Discussion on part-time and full-time employees

- There was a discussion on volunteers and full and part time employees.

#### Revised Interlocal Agreement for Firefighting, Medical Aid and Hazardous Materials Mutual Services

- Revised Agreement reviewed by commissioners

**Motion:** Commissioner Moe **motioned** to accept the Revised Interlocal Agreement for Firefighting, Medical Aid and Hazardous Materials Mutual Services. The motion was **seconded** by Commissioner Vreugdenhil and approved.

Resolutions:

Resolution 2023-08 2024 Transport Rates

**Motion:** Commissioner Graham **motioned** to accept the Transport rates for 2024. The motion was **seconded** by Commissioner Vreugdenhil and approved.

Resolution 2023-09

**Motion:** Commissioner Graham **motioned** to accept the acknowledgement of set pay scale for district personnel. The motion was **seconded** by Commissioner Moe and approved.

Noted was commissioner pay at \$161 per Deim.

Resolution 2023-10

**Motion:** Commissioner Vreugdenhil **motioned** to accept and approve the annual inventory for the fixed asset program. The motion was **seconded** by Commissioner Graham and approved.

Resolution 2023-11

**Motion:** Commissioner Vreugdenhil **motioned** to accept the annual budget for 2024. The motion was **seconded** by Commissioner Graham, and in agreement was Commissioner Moe and approved.

Resolution 2023-12

**Motion:** Commissioner Moe **motioned** to accept the updated resolution for future land sale of the real property located in Sumas, indicating Chief Jerry DeBruin as authorized to dispose of the property in Sumas as indicated in resolution 2023-12. The motion was **seconded** by Commissioner Vreugdenhil, and approved.

City of Sumas Interlocal Agreement for Fire and EMS Services amendment for year 2024:

- District Chief DeBruin noted he spoke to the city about an agreement on new a monthly rate for fire and EMS services.
- District Chief DeBruin shared some of the City of Sumas' thoughts on new monthly pay rate.
- Commissioners agreed on a monthly dollar amount for the City of Sumas

- District Chief DeBruin will be following up with the city.

**Good of the Order:**

Open Public Meeting with Attorney Rich Davis

- Commissioner Graham mentioned the Open Public Meeting with Attorney Rich Davis on January 10, 2024, at Britton Loop and noted it might be available on Zoom as well.

East County Meeting

- Commissioner Graham spoke to the goings on at the East County meeting.

Meeting adjourned at 5:30 PM with commissioners in agreement.

The next regular meeting will be on January 09, 2024 at **4:00 PM** at the Kendall Station:

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Commissioner-Chair, RobRoy Graham

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Commissioner, Chris Moe

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Commissioner, Russell Vreugdenhil

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District Administrator, Jo Olson