

Whatcom County Fire District No. 11
Board of Fire Commissioners
3809 Legoe Bay Road, Lummi Island, WA. 98262
March 8, 2016

CALL TO ORDER: Chairman Bill Lee at 3809 Legoe Bay Road, Lummi Island, WA 98262 called the Regular Meeting for March 8, 2016 to order, at 7:00 p.m.

PRESENT: In attendance were Chairman Bill Lee, Commissioner Ed Scott, Commissioner Wendell Terry, Chief Duncan McLane, and Board Secretary Lisa Lish.

GUEST: Bob Auld.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: Minutes for the Regular Board of Commissioners Meeting on February 9, 2016 were approved as submitted by Chairman Bill Lee.

CHIEF'S REPORT: Chief McLane reported that Engine 38 had a coolant leak while on a call in Scenic Estates. After further investigation of the engine it was found that the water pump pulley was cockeyed so the Engine was towed back to the Station and was repaired the following morning by Motor Trucks.

The electrical work has been completed to the Parish Nurses container. Chief McLane is still working on a draft facilities use agreement for the District to enter into with the Parish Nurses

Chief McLane gave an update on the computer and facilities technology upgrade project. At this time the Chief requested that the Board amend the 2016 budget for a new line item for capital for this project. \$7000.00

Motion: Commissioner Ed Scott made motion, "To approve making an amendment to the 2016 budget and adding an item line to the 2016 capital budget in the amount of \$7,000.00." Seconded by Commissioner Wendell Terry, AND PASSED 3-0.

PAYROLL:

Motion: Commissioner Wendell Terry made motion, "To approve the payroll for March 2016 (Hourly employees, Battalion Shifts for February 2016 Hours; and current month March 2016 for Contracted Employees) in the amount of \$12,883.93." Seconded by Commissioner Ed Scott, AND PASSED 3-0.

BLANKET VOUCHERS:

The Board of Commissioners, at 3809 Legoe Bay Road, Lummi Island, WA 98262, reviewed the regular Blanket vouchers approval documents for March 2016 Expenses for approval of payments, on March 8, 2016 and approved. "Vouchers audited and certified by RCW 42.24.080, and those expenses, reimbursement claims certified as required by RCW 42.24.090, have been made available to the Board."

Motion: Commissioner Wendell Terry made motion, "To approve the CC vouchers for March Vouchers #160301001, and approve for payment those CC vouchers included in the list in the amount of \$302.74." Motion seconded by Commissioner Ed Scott, AND PASSED 3-0.

Motion: Commissioner Wendell Terry made motion, "To approve the vouchers for March 2016 vouchers #160302001-160302021, and approve for payment those vouchers included in the list in the amount of \$10,710.87." Motion seconded by Commissioner Ed Scott, AND PASSED 3-0.

FINANCIAL/SECRETARY REPORTS: Secretary Lish gave the January Financial Report.

COMMUNICATIONS: The Board was supplied a copy of the Hilltop Water Owners Association AGM minutes.

WHAT-COMM Communications Center (911) letter for information purposes only. The Districts annual fees were \$1,671.00 for 30 calls (excluding aid calls). These fees were paid by the Whatcom County Executive's Office. This was not a bill and needs no action.

UNFINISHED BUSINESS: As reported in the Chief's Report, Chief McLane is still working on a draft facilities use agreement for the District to enter into with the Parish Nurses.

NEW BUSINESS: Chief McLane and Secretary Lish reported difficulties with obtaining and receiving information from KeyBank regarding our credit card with them, and unfortunately this is not new. Chief McLane did some research and US Bank offers credit card purchasing programs to government agencies under a State contract. They have programs that would fit our needs better, setting limits on cards and they have rebate programs. Chief McLane asked the Board to approve acquiring two new cards with US Bank; one would be for purchases and the second for travel. The US Bank cards would replace the KeyBank card and the KeyBank card account would be canceled.

Motion: Commissioner Wendell Terry made motion, "To approve Chief McLane and Board Chairman to enter into an agreement with US Bank." Motion seconded by Commissioner Ed Scott, AND PASSED 3-0.

RESOLUTIONS: 2016-235 Resolution to surplus 3 Cannon 118 Toner Cartridges for disposition at the least cost for the District.

Motion: Commissioner Wendell Terry made motion, "To approve the surplus of 3 cannon 118 Toner Cartridge." Motion seconded by Commissioner Ed Scott, AND PASSED 3-0.

GOOD OF THE ORDER:

SIGNING OF THE DOCUMENTS:

Motion: There being no other business to come before the Board of Commissioners, Commissioner Wendell Terry moved and Commissioner Ed Scott seconded, to adjourn the meeting, AND PASSED 3-0.

The meeting was adjourned at 8:00 p.m.

Lisa Lish
Lisa Lish,
Board Secretary

By: Ed Scott
Chairman Ed Scott

By: Wendell Terry
Commissioner Wendell Terry

By: Bill Lee
Commissioner Bill Lee

Approved at the Whatcom County Fire District # 11 Board of Commissioner Meeting on April 12, 2016.