

**Whatcom County Fire District No. 11
Board of Fire Commissioners
3809 Legoe Bay Road, Lummi Island, WA. 98262
February 10, 2015**

CALL TO ORDER: Chairman Wendell Terry at 3809 Legoe Bay Road, Lummi Island, WA 98262 called the Regular Meeting for February 10, 2015 to order, at 7:00 p.m.

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

GUEST: Firefighter Bob Auld.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES:

Minutes for the Regular Board of Commissioners Meeting on January 13, 2015 were approved as submitted by Chairman Wendell Terry.

CHIEF'S REPORT: Chief Duncan McLane gave his report.

PAYROLL:

Motion: Commissioner Bill Lee made motion, "To approve the payroll for February 2015 (Hourly employees, Battalion Shifts, and Contracted Employees for January 2015 Hours) in the amount of \$11,817.94." Seconded by Commissioner Ed Scott, AND PASSED 3-0.

Motion: Commissioner Ed Scott made motion, "To approve the payroll for February 2015 (Contracted Employees for Current month February 2015) in the amount of \$8,595.20." Seconded by Commissioner Bill Lee, 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 February 2015 Expenses for approval of payments, on February 10, 2015 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 Bill Lee made motion, "To approve the vouchers for February 2015 vouchers #150021001-150021031, and approve for payment those vouchers included in the list in the amount of

\$9,844.69” Motion seconded by Commissioner Ed Scott, AND PASSED 3-0.

FINANCIAL/SECRETARY REPORTS: Secretary Lish gave the November Financial Report. The Board of Commissioners requested that Secretary Lish add the KeyBank monthly statements showing payroll to the financial report along with the County’s monthly statements.

COMMUNICATIONS:

Per Diem Rate change: Beginning on January 1, 2015 the standard mileage rates for the use of a car, van, pickup or panel truck will be 57.5 cents per mile for business miles driven, up from 56 cents in 2014.

Acceptance and thank you letters between PSE and LICA regarding the award of a grant for \$20,000.00 for an emergency generator for the Fire Station was provided.

Results of the Districts accountability audit from January 1, 2012 through December 31, 2013 from Washington State Auditor was provided for review. No findings were reported but two recommendations were made.

- Receipts are not regularly reconciled to deposits by persons with no cash or check handling responsibilities due to limited resources. The State Auditor recommended the District establish monitoring controls to review cash receipts reconciliations regularly. Chief McLane and Secretary Lish will both reconcile cash receipts monthly.
- During the review of the District’s financial statements, the State Auditor noted there were variances in revenue and expenditures between what the District reported and what the County reported. The State Auditor recommend the District to reconcile the differences found between its Schedule 01 and the County’s Schedule 11 revenues and expenses. Chief McLane has spoken to the County for some clarifications and is waiting to hear back from Neyda Flores, Assistant State Auditor, that the variances have been resolved to the Auditors satisfactory.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Credit and Fuel Card Policy updated 2-4-2015. The District has added a Whatcom Farmers Co-Op fuel card to this policy.

Motion: **Commissioner Ed Scott made motion, “to except the updated Credit and Fuel Card Policy.” Seconded by Commissioner Bill Lee, AND PASSED 3-0.**

RESOLUTIONS: None.

GOOD OF THE ORDER:

SIGNING OF THE DOCUMENTS:

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

The meeting was adjourned at 8:08 p.m.

Lisa Lish
Lisa Lish,
Board Secretary

By: Wendell Terry
Chairman Wendell Terry

By: Ed Scott
Commissioner Ed Scott

By: Bill Lee
Commissioner Bill Lee

Approved at the Whatcom County Fire District # 11 Board of Commissioner Meeting on March 10, 2015.