

**Whatcom County Fire District No. 11**  
**Board of Fire Commissioners**  
**3809 Legoe Bay Road, Lummi Island, WA. 98262**  
**April 14, 2015**

**CALL TO ORDER:** Chairman Wendell Terry at 3809 Legoe Bay Road, Lummi Island, WA 98262 called the Regular Meeting for April 14, 2015 to order, at 7:00 p.m.

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

**GUEST:** Firefighter Bob Auld.

**PUBLIC COMMENT:** None.

**APPROVAL OF MINUTES:**

Commissioner Bill Lee noted that on page 2 near the bottom that the word discussion was used instead of the word decision. Secretary Lish agreed that the word should have been decision and discussion was used in error. Secretary Lish will make the change and the Minutes for the Regular Board of Commissioners Meeting on March 10, 2015 will be resubmitted for approval at the May 12, 2015 meeting.

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

**PAYROLL:**

**Motion:** Commissioner Wendell Terry made motion, "To approve the payroll for April 2015 (Hourly employees, Battalion Shifts for March 2015 Hours; and current month April 2015 for Contracted Employees) in the amount of \$11,900.47." Seconded by Commissioner Bill Lee, AND PASSED 2-0.

**BLANKET VOUCHERS:**

The Board of Commissioners, at 3809 Legoe Bay Road, Lummi Island, WA 98262, reviewed the regular Blanket vouchers approval documents for April 2015 Expenses for approval of payments, on April 14, 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 Wendell Terry made motion, "To approve the vouchers for April 2015 vouchers #150401001-150401030, and approve for payment those vouchers included in the list in the amount of \$25,899.45" Motion seconded by Commissioner Bill Lee, AND PASSED 2-0.

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

**COMMUNICATIONS:**

The Board was provided a copy of a letter from David Thorn, Building and Grounds for Lummi Island Congregational Church. The disaster preparedness center at the Church would like to receive the surplus generator and that they would be responsible for installation of the generator at the church.

The Board was provided a copy of a memorandum from Enduris Washington regarding Enduris' Board of Directors Election. It explained the election process and the 2015 Director Nominations and Election Schedule. At this time Commissioner Wendell Terry and Commissioner Bill Lee are not interested in serving on the Board of Directors for Enduris.

The Board was provided a copy of email communication between Chief McLane and Brandt Orme, Special Purpose District Coordinator, State Auditor's Office. This email correspondence is provided below:

From: [ormeb@sao.wa.gov](mailto:ormeb@sao.wa.gov)

To: [chieflifd@msn.com](mailto:chieflifd@msn.com)

Date: Tue, 7 Apr 2015 10:54:29 -0700

Subject: RE: 12/13 Audit Questions

*It looks to me like you did a good job reconciling between your books and the county sch 11. I recommend you do this monthly as you will not looking for as many reconciling items and it will identify errors made by you or the county quickly and avoid any surprises.*

*Brandt H. Orme*

*Special Purpose District Coordinator*

*State Auditor's Office*

*PO Box 40031*

*Olympia WA 98504-0031*

*360.725.5580 fax 360.586.6571*

We have already made adjustments in how we reconcile with the County Reports on a monthly basis that include tracking any discrepancies between the accounting methods.

**UNFINISHED BUSINESS:** An excerpt from January 10, 2012 board meeting minutes was provided regarding the Reserve Fund. A Resolution was not entered regarding the amount to be held, rather a motion was made to approve the reserve fund minimum as one year's operating budget equal to the previous year. No decision was made and this topic will continue to May's regular meeting when all board members are present.



Warranty and Service Contact information from Tom Sutton Enterprises on the new station generator was provided to the board for their review. It includes a 2 year 15-point service contract and a 5 year extended factory warranty.

**NEW BUSINESS:** None.

**RESOLUTIONS:**

Resolution 2015-229 Declaring Generator Surplus and Exhibit (A) Bill of Sale and Hold Harmless Agreement (prepared by Snure Law Offices)

**Motion:** Commissioner Wendell Terry made motion, "To approve Resolution 2015-229 regarding the old Diesel Generator (sn: AD136295CMH) be declared surplus and that the generator be transferred to the Lummi Island Congregational Church for use in conjunction with the operation of a Red Cross shelter to continue to serve the citizens of the District. Motion seconded by Commissioner Bill Lee, AND PASSED 2-0.

**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 Bill Lee seconded, to adjourn the meeting, AND PASSED 2-0.

The meeting was adjourned at 7:34 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 May 12, 2015.