



**WHATCOM COUNTY FIRE PROTECTION DISTRICT NO.14
COMMISSIONERS' MEETING
April 12, 2016**

PRESENT: Commissioner Larry Moore, Commissioner RobRoy Graham, Commissioner Leonard Bjornstad, District Chief Jerry DeBruin, Battalion Chief Jay Van Middendorp, Battalion Chief Denise Christensen, Battalion Chief Frank Cain Jr. Training Division Lieutenant David Moe, and District Administrator Jo Olson

ABSENT:

GUESTS: Stephen Johnson, stake holder

Regular Meeting called to order at 5:00 PM at Kendall Fire Station

Executive Session called at 5:01:

- A 10-minute executive session was called at 5:01 PM by Chair Commissioner Moore to address a personnel issue
- Attendees: Commissioner Moore, Commissioner Graham, Commissioner Bjornstad and District Chief DeBruin
- Executive session extended 5 minutes by Commissioner Moore, ended at 5:16 PM

Regular Meeting called back to order at 5:16 PM at Kendall Fire Station

Items signed by the Commissioners:

- Regular meeting minutes read and approved
- Warrants in the amount of \$19,132.84
- Payroll in the amount of \$25,688.83
- Resolution 2016-01 (A Resolution appointing Freeland & Associates as the Districts consulting for addition/remodel for WCFD14)
- Voucher
- Void Warrant Check, issued to district incorrectly

Hand Outs:

- Treasurers Report
- Bank of the Pacific Report
- Monthly Incident Reports
- Audit results (to commissioners)

Correspondence:

- Completed Section 218 Agreement
- Ballot Measure information 2016
- WCFCA Annual Report

February's Treasurers Report:**714 Expense Fund**

- | | |
|--------------------------------|--------------|
| • Starting Balance | \$95,402.11 |
| • Tax Receipts | \$42,313.64 |
| • Misc. Receipts | \$25,034.00 |
| • Warrants | \$85,490.00 |
| • Refund Interest Paid | .40 |
| • Ending Cash Balance | \$77,259.35 |
| • Investment Starting Balance | \$166,973.38 |
| • Pool Investment Interest | \$107.95 |
| • Total Cash & Investment Pool | \$244,340.68 |

71410 Go Bond (Note: includes February and March)

- | | |
|--------------------|--------------|
| • Prior Debt | \$108,466.29 |
| • Debt Paid | \$1,441.96 |
| • Debt Outstanding | \$107,024.33 |

71420 Reserve Fund

- | | |
|-----------------------------|--------------|
| • Prior Balance | \$127,045.57 |
| • Purchases & Pool Earnings | \$77.33 |
| • Ending Balance | \$127,122.90 |

Bank of the Pacific Statement:

- | | |
|----------------------------------|-------------|
| • Beginning Balance (03/01/2016) | \$3,505.83 |
| • Deposits/Misc. Credits 21 | \$25,560.98 |
| • Withdrawals/Misc. Credits 6 | \$25,071.00 |
| • Ending Balance (03/31/2016) | \$3,995.81 |

Old Business:

Cell Tower:

- District Chief DeBruin indicated nothing new to report, it's in their hands as to what comes next

City of Sumas:

- District Chief DeBruin indicated getting a meeting with the City of Sumas has been challenging and they did not want to meet with us on the last scheduled meeting, which did not happen
- District Chief DeBruin indicated they are supposed to contact him
- District Chief DeBruin said he will call them later this week if he does not hear back from them

Quick Med Claims:

- District Chief DeBruin said all is going well with Quick Med Claims
- District Chief DeBruin indicated not having a Lockbox Banking Service and handling that portion ourselves seems to be going well

Peoples Bank Loan:

- District Chief DeBruin said we can extend the date and is working with a loan officer on this
- Discussion continued on adding a loan for the remodel/addition

Mini Pumper at Sumas Replacement:

- Battalion Chief Cain Jr. asked about the mini pumper
- District Chief DeBruin indicated they did not bid on the mini pumper
- Discussion continued on why they did not bid on the mini pumper

District Chief's Vehicle:

- District Chief DeBruin indicated he purchased a used vehicle, a 2009 Chevy Tahoe
- Discussion continued on Chevy Tahoe and surplus of the old vehicle

Planning for Remodel/Addition:

- District Chief DeBruin talked about using Freeland & Associates, Inc. as the districts consulting civil engineers
- District Chief DeBruin spoke to the cost of a remodel or building a new station at the districts donated land at the Resource Center and having a feasibility study done and the cost of that study
- Commissioner Bjornstad indicated he would like to see the study done for helping with the decision process
- Discussion continued on pros and cons of a new location and building a new station or remodeling the station at Kendall Station

Resolution 2016-01 (A Resolution appointing Freeland & Associates as the Districts consultants for addition/remodel for WCFD14)

- Commissioners accepted and signed Resolution 2016-01

New Business:

Division Lieutenant David Moe work Schedule:

- Commissioner Moore spoke to Division Lieutenant Moe's work Schedule switching from 4- 10 hour days to 5-8 hour days
- A motion was made by Commissioner Graham to switch his schedule to a 5-day work schedule and adjust his salary accordingly
- Commissioner Moore indicated that would be about another \$200.00 dollars
- Commissioner Bjornstad seconded the motion

Shift Work for Volunteers or Other Options:

- Commissioner Moore brought up the topic of volunteer shift work or other hired coverage for guaranteed coverage
- Commissioner Moore suggested coverage for days Friday, Saturday, and Sunday
- Battalion Chief Cain Jr indicated the need for coverage at nights especially Friday and Saturday nights
- Discussion continued on how to best work the schedules out
- Battalion Chief Christensen spoke to Kendall Station not being set-up for night shiftwork
- Battalion Chief Christensen spoke to the lack of volunteers responding to calls at night
- Discussion continued on the best way to proceed
- District Chief DeBruin indicated he will get with the Battalion Chiefs and work out a strategy for coverage

Budget Request:

- Commissioner Bjornstad asked for more reviews of the budget throughout the year
- District Admin Olson agreed we could do this three times a year
- District Admin Olson indicated she would have one ready for next month's commissioner meeting

Fire Station Reports:

- Station 1, Sumas Battalion Chief Jay Van Middendorp
 - Battalion Chief Van Middendorp indicated all is going well at Sumas
 - Battalion Chief Van Middendorp noted their EMT student finished his class

- Station 2, Kendall Battalion Chief Frank Cain Jr.
 - Battalion Chief Cain Jr. said everything is going well
 - Battalion Chief Cain Jr. indicated their new recruit is doing well

- Station 3, Welcome Battalion Chief Denise Christensen
 - Battalion Chief Christensen indicated all is going well at Welcome Station

GUESTS: Stephen Johnson

- Commissioner Moore asked if Stephen Johnson had anything he would like to discuss
- Stephen Johnson indicated not at this time but enjoyed the meeting discussion

Regular Meeting adjourned at 6:15PM

The next regular meeting will be at Kendall Station on May 10, 2016 at 5:00 PM

COMMISSIONER-CHAIR---Larry Moore

COMMISSIONER---RobRoy Graham

COMMISSIONER---Leonard Bjornstad

DISTRICT ADMIN---Jo Olson