



**WHATCOM COUNTY FIRE PROTECTION DISTRICT NO.14  
COMMISSIONERS' MEETING  
August 11, 2015**

**PRESENT:** Commissioner Larry Moore, Commissioner RobRoy Graham, Commissioner Leonard Bjornstad, District Chief Jerry DeBruin Battalion Chief Denise Christensen, and District Administrator Jo Olson

**ABSENT:** Training Division Lieutenant David Moe, Battalion Chief Jay Van Middendorp and Battalion Chief Frank Cain Jr.

**GUESTS:** Stephen Johnson, Stake Holder and Wain Harrison, Whatcom County Building Services Manager

Meeting called to order at 5:05 PM at Kendall Fire Station

**Items signed by the Commissioners:**

- Regular and Special meeting minutes read and approved
- Vouchers
- Resolution 2015-05 (2016 Updated Capital Facilities Plan)
- Resolution 2015-06 (the opening of a Bank Account with Wells Fargo...)
- Resolution 2015-07 (updating the Appointing of a District/Officer/Cash Manager...)
- Warrants in the amount of           \$27,411.67
- Payroll in the amount of           \$25,429.08

**Hand Outs:**

- Monthly Incident Report
- Treasurers Monthly Report
- Bank of the Pacific End of Month Report
- WCFD14 Mid-Year Review Expense Fund

**Correspondence:**

- Increase of rates from the WA ST Auditors Office
- Policy on Buy-Back Purchases from the Board for Volunteer Firefighters
- City of Sumas Notice of Application for Subdivision

**July's Treasurer's Report:**

714 Expense Fund

• Starting Balance	\$254,258.25
• Tax Receipts	\$1,260.25
• Misc. Receipts	\$30,747.00
• Warrants	\$180,127.48
• Ending Cash Balance	\$106,137.68
• Investment Starting Balance	\$166,194.34
• Pool Investment Interest	\$84.19
• Total Cash & Investment Pool	\$272,416.21

71410 Go Bond

• Prior Debt	\$113,458.43
• Debt Paid	\$698.42
• Debt Outstanding	\$112,760.01

71420 Reserve Fund

• Prior Balance	\$126,452.82
• Purchases & Pool Earnings	\$64.06
• Ending Balance	\$126,516.88

**Bank of the Pacific Statement:**

• Beginning Balance (7/01/2015)	\$6,342.38
• Deposits/Misc Credits 24	\$15,146.47
• Withdrawals/Misc Credits 6	\$18,682.97
• Ending Balance (7/31/2015)	\$2,805.88

**Capital Facilities Plan:**

- Wain Harrison spoke about the update to Capital Facilities Plan, and indicated that it went rather smoothly, made updates to language and dates etc.
- Wain Harrison asked if there was any questions especially in regards to the Kendall Station
- Commissioner Graham asked about issues associated with being labeled small town commercial
- Wain Harrison said he is working on a solution for the sake of public safety which will allow the Kendall Station to be remodeled so that it can fully service the community needs
- Commissioner Graham made a motion to accept the Capital Facilities Plan as written with the condition if the levy lid fails we will need to revisit the Capital Facilities Plan
- Commissioner Bjornstad seconded the Motion with the condition as presented by Commissioner Graham
- Commissioner Bjornstad made a motion to accept Resolution 2015-05 Updated Capital Facilities plan
- Commissioner Moore seconded the motion
- A thank you was said by all to Wain Harrison for his hard work on the update for the Capital Facilities Plan

**Old Business:**

T93:

- District Chief DeBruin indicated all the vehicles are in service and doing well except with the vibration on T93, which might be a tire issue so we will look into that

Levy Lid Discussion:

- District Chief DeBruin would like to schedule meetings starting in September he knows he'd like some held at the Resource Center, Maple Falls
- District Chief DeBruin talked with the Water Association in Sumas and will organize something there
- District Chief DeBruin said he is scheduled to speak at the Chamber of Commerce Meeting in September
- District Chief DeBruin asked about Welcome
- Battalion Chief Christensen said an Open House for the public would work for Welcome Station
- Commissioner Moore asked about having an outline of the topics we are presenting to the public so everyone is well informed
- District Chief DeBruin suggested we have a District Meeting first to educate our volunteers on the topics, District Chief DeBruin said he will get that scheduled for the 24<sup>th</sup> of August
- Commissioner Graham says he knows of someone with knowledge on levies who might be willing to speak at the meeting on the 24th

- District Chief DeBruin asked if we wanted to do another District Newsletter
- Newsletter cost and what levy information can be in the newsletter was discussed
- Commissioner Graham will look into what levy information can be in the newsletter and it was decided to revisit this next month
- Commissioner Bjornstad suggested a list be made for meeting places where we can speak to the levy
- Levy Lid Ballot paperwork was discussed

#### Payroll:

- District Chief DeBruin indicated Wells Fargo reached out to us for doing our district payroll
- District Chief DeBruin and I, District Administrator Olson, along with District One's Secretary and District Chief met with Wells Fargo and Chief DeBruin said it sounds like it would be favorable for us to use them for payroll
- District Administrator Olson spoke to ending our contract with the county for payroll and going with Wells Fargo and the cost savings of doing so
- District Administrator Olson spoke to the Resolutions which are required to go forward with Wells Fargo
- Resolution 2015-06 Resolution for Approving the Opening of a Bank Account with Wells Fargo for the purpose of the Payroll Distribution
- Resolution 2015-07 (Updating) A Resolution Appointing an Investment Officer/Cash Manager for Whatcom County Fire District NO.14 was discussed as being needed for transferring money for payroll if Wells Fargo was used
- Commissioner Graham made a motion to go forward with Wells Fargo
- Commissioner Bjornstad seconded the motion
- Commissioner Bjornstad motioned to accept and sign Resolution 2015-06 & 07
- Commissioner Graham seconded the motion
- Resolution 2015-06 was signed by the Commissioners
- Resolution 2015-07 was signed by the Commissioners

## **District Chief Jerry DeBruin:**

### **CPR Class:**

- District Chief DeBruin indicated the district just did a CPR class in Sumas for 30 people
- We had more interest so we have another CPR Class scheduled

### **Fires:**

- District Chief DeBruin spoke about the fires that the district have been responding to
- Conversation continued on the fires

### **Kendall Station:**

- District Chief DeBruin spoke about the possible remodel and well placement
- Conversation continued on remodel

## **Budget:**

- Mid-Year Review Expense Fund handed out to commissioners for review

## **Fire Station Reports:**

- Station 1, Sumas Battalion Chief Jay Van Middendorp
  - No Report as Battalion Chief Van Middendorp was absent from meeting
- Station 2, Kendall Battalion Chief Frank Cain Jr.
  - No Report as Battalion Chief Frank Cain Jr. was absent from meeting
- Station 3, Welcome Battalion Chief Denise Christensen
  - Battalion Chief Christensen indicated they still notice a drip in IA-93
  - District Chief DeBruin noted spiders have been noticed at Welcome and indicated he will spray the station for spiders

## **New Business:**

- Bellingham BLS Billing Service:
  - District Chief DeBruin said Bellingham is thinking of getting out of doing billing for BLS due to the cost
  - District Chief DeBruin indicated Bellingham is looking to outsource this service and if they find someone we would be part of that, as well as Districts 1 and 16

**GUEST:** Stephen Johnson

- Commissioner Moore asked if Stephen Johnson had anything to bring up
- Stephen Johnson said he just had a concern about Red Card (A Red Card is officially known as an Incident Qualification Card)
- District Chief DeBruin said we do have someone who can do a class and get some folks qualified for Red Card
- Stephen Johnson thought it would be good to have some training for this for the volunteers

Regular Meeting adjourned at 6:17 PM

The next regular meeting has been tentatively set for September 8, 2015 at 5:00 PM and will be held at the Kendall Station

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COMMISSIONER-CHAIR---Larry Moore

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COMMISSIONER---RobRoy Graham

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COMMISSIONER---Leonard Bjornstad

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DISTRICT ADMIN---Jo Olson