



**WHATCOM COUNTY FIRE PROTECTION DISTRICT NO.14  
COMMISSIONERS' MEETING  
August 8, 2017**

**PRESENT:** Commissioner RobRoy Graham, Commissioner Leonard Bjornstad, Commissioner Chris Moe, District Chief Jerry DeBruin, Battalion Chief Denise Christensen, Battalion Chief Frank Cain Jr., and District Administrator Jo Olson

**ABSENT:** Battalion Chief Jay Van Middendorp and Training Division Lieutenant David Moe

**GUESTS:** Stephen Johnson

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

**Items signed by the Commissioners:**

- Regular Meeting Minutes read and approved
- Warrants in the amount of \$34,055.46
- Payroll in the amount of \$33,357.83

**Hand Outs:**

- Treasurers Monthly Report
- Bank of the Pacific Report
- Monthly Spending Chart and Budget to date (to commissioners)
- Cost sheets on Kendall add-on (to commissioners)

## July's Treasurers Report:

### 714 Expense Fund

• Starting Balance	\$336,157.68
• Tax Receipts	\$2,584.07
• Misc. Receipts	\$16,986.63
• Warrants	\$56,727.65
• <b>Ending Cash Balance</b>	<b>\$299,000.37</b>
• <b>Investment Starting Balance</b>	<b>\$169,001.21</b>
• <b>Purchases &amp; Pool Earnings</b>	<b>\$163.24</b>
• <b>Total Cash &amp; Investment Pool</b>	<b>\$468,164.82</b>

### 71410 Go Bond

• Prior Debt	\$96,026.92
• Debt Paid	\$743.88
• Debt Outstanding	\$95,283.04

### 71420 Reserve Fund

• Prior Balance	\$128,591.97
• Purchases & Pool Earnings	\$124.20
• Ending Balance	\$128,706.17

### 71442 Mitigation Fees

• Prior Balance	
• Purchases & Pool Earnings	\$11,246.40
• Ending Balance	\$11,246.40

### **Bank of the Pacific Statement:**

• Beginning Balance (7/01/2017)	\$3,229.33
• Deposits/Misc. Credits 21	\$20,915.91
• Withdrawals/Misc. Credits 4	\$15,720.00
• Ending Balance (07/31/2017)	\$38,425.24

## **Correspondence:**

### Audit Cycling Proposal:

- District Administrator Olson brought up the Audit Cycling Proposal email
- We received the email because our entity is currently scheduled for a three-year audit to be performed in Fall of 2019 and 2022. The auditor office Deena Garza is requesting volunteers who are willing to 1) have a two-year audit in Fall of 2018 at a reduced cost and then return to a three-year cycle afterward starting in Fall of 2021 or 2) have a four-year cycle in Fall of 2020 at potentially the same cost (i.e. no increase for the additional fourth year) and then return to a three-year cycle afterward starting in Fall of 2023.
- Discussion continued on the two choices or staying the course
- Commissioners like the idea of a reduced cost and hope it would be great enough savings to justify going through it early
- Commissioners suggested they were on board with the 2018 choice if District Administrator Olson felt it was a doable timeframe.

## **New Business:**

### New Visa Card(s) Through Peoples Bank replacing American Express

- District Chief DeBruin brought up replacing our American Express card with a Visa Card
- Commissioners agree with replacing the American Express card with a Visa card through Peoples Bank
- Commissioners agreed with District Chief Jerry DeBruin filling out the credit application
- Commissioners agree District Chief DeBruin and Training Division Lieutenant Moe will be Visa card holders
- Commissioners agree District Administrator Jo Olson is to have access for reviewing statements, and contact, for payment purposes
- Note: Former Commissioner Moore may have to close the account with American Express after the new Visa cards are acquired

### Cost Sheets for Kendall Station remodel:

- District Chief DeBruin explained the cost sheets
- Cost sheets were discussed by commissioners and meeting group

## **Old Business:**

### Tank/Sprinkler System:

- District Chief DeBruin met with a guy from Commercial Fire Systems and he noted we should be able to get by with a 90-thousand-gallon tank, if we sprinkle both buildings - new and old structure
- District Chief DeBruin explained options and cost
- Discussion continued on options, cost and the details of installing a sprinkler system

#### Setting Aside Funds and Budget Talk:

- Commissioner Graham had expressed putting money aside for the add-on
- The August check from the City of Sumas was added to the reserve fund
- Commissioner Bjornstad asked about the budget and reviewing it
- Discussion continued on the budget and the loan timeline
- Commissioner Moe asked about paying off the existing loan or combining loans
- Commissioner Moe asked about shift work
- Discussion continued on shift work

#### District Uniforms:

- District Chief DeBruin indicated the pants are in but we had to send the shirts back since no embroidery had been done

#### **District Chief DeBruin:**

- District Chief DeBruin said everything is going well and he was happy they have not had any big structure fires

#### **Fire Station Reports:**

- Station 1, Sumas Battalion Chief Jay Van Middendorp
  - Battalion Chief Van Middendorp was absent
- Station 2, Kendall Battalion Chief Frank Cain Jr.
  - Battalion Chief Cain Jr. noted he had people show up for training
- Station 3, Welcome Battalion Chief Denise Christensen
  - Battalion Chief Christensen indicated all is well at Welcome station and commented that the belts with water bottles made the difference on the Red Mountain fire.
  - Battalion Chief Cain Jr. indicated they would be purchasing more next spring at a discount
  - Discussion continued on items that make all the differences when fighting fires

**GUESTS:** Stephen Johnson

Guest Stephen Johnson asked about the districts training attendance

- District Chief DeBruin indicated attendance has been addressed
- Battalion Chief Cain Jr. said he has had better attendance at Kendall for training
- Discussion continued on training issues

**Good of the Order:**

- Commissioner Graham will be Chair Commissioner

Regular Meeting adjourned 5:58 PM

The next regular meeting will be at Kendall Station on September 12, 2017 at 5:00 PM

\_\_\_\_\_  
Commissioner-Chair, RobRoy Graham

\_\_\_\_\_  
Commissioner, Leonard Bjornstad

\_\_\_\_\_  
Commissioner, Chis Moe

\_\_\_\_\_  
District Administrator, Jo Olson