



**WHATCOM COUNTY FIRE PROTECTION DISTRICT NO.14  
REGULAR COMMISSIONERS' MEETING  
December 14, 2021**

**PRESENT:** Commissioner RobRoy Graham, Commissioner Leonard Bjornstad, Commissioner Chris Moe, District Chief Jerry DeBruin, Training Officer David Moe, Battalion Chief Frank Cain Jr., and Administrative Secretary Jo Olson

**ABSENT:** Battalion Chief Jay Van Middendorp

**GUESTS:**

Meeting called to order at 4:00PM

**Items approved and signed by the Commissioners:**

- Approval of Regular Meeting Minutes for November, 2021
- Approval of Current Claim Payment Request & Payroll
- 714 Warrants in the amount of 216,437.45
- Payroll in the amount of 44,289.67
- Approval of BVFF Vouchers for volunteer injury
- Approval of Report of Accident for volunteer
- Approval of Void/Cancel Warrant
- Approval of Resolutions 2021-07-10

**November 2021 Treasurers Report:**

714 Expense Fund

• Starting Cash Balance	814,506.83
• Tax Receipts	61,530.11
• Misc. Receipts	33,801.82
• Warrants	79,343.70
• <b>Ending Cash Balance</b>	<b>833,495.06</b>
• <b>Ending Investment Balance</b>	<b>180,274.42</b>
• <b>Total Cash &amp; Investment Pool</b>	<b>1,013,769.48</b>

71420 Reserve Fund

• Starting Cash Balance	114,750.48
• Misc. Receipts	19,125.08
• Transfers Out	65,527.70
• Ending Cash Balance	<b>68,347.86</b>
• Ending Investment Balance	<b>188,895.05</b>
• Total Cash & investment Pool	<b>257,242.91</b>

71442 Mitigation Fees

• Beginning Cash Balance	4,477.08
• Ending Cash Balance	<b>4,477.08</b>
• Prior Investment Balance	10,501.16
• Purchases & Pool Earnings	5.80
• Ending Investment Balance	<b>10,506.96</b>
• Total Cash & Investment Pool	<b>14,984.04</b>

71410 Go Bond

• Transfers In	65,527.70
• Ending Cash Balance	65,527.70
• Prior Debt Outstanding	<b>1,016,022.98</b>
• Debt Paid	
• Debt Outstanding	<b>1,016,022.98</b>

**Bank of the Pacific Statement:**

• Beginning Balance (11/01/2021)	5,422.20
• Deposits/Misc. Credits 26	20,621.06
• Withdrawals/Misc. Credits 5	22,591.15
• Ending Balance (11/30/2021)	3,452.11

**Meeting Minutes:**

Regular Commissioner Meeting Minutes for November 2021:

**Motion:** Commissioner Bjornstad motioned to accept Regular meeting minutes. The motion was **seconded** by Commissioner Moe and approved.

**Claim Payment Request & Payroll:**

Claim Vouchers and Payroll dated December 2021:

**Motion:** Commissioner Moe motioned to accept the claim vouchers and payroll. The motion was **seconded** by Commissioner Bjornstad and approved

**Approval of BVFF Vouchers for volunteer accident:**

**Motion:** Commissioner Graham motioned to approve the Vouchers for volunteer injury claim(s). The motion was **seconded** by Commissioner Bjornstad and approved.

**Approval of Void/Cancel Warrant due to not being cashed, reason unknown:**

**Motion:** Commissioner Moe motioned to approve the void/cancel due to check not being cashed. The motion was **seconded** by Commissioner Bjornstad and approved.

**Approval of BVFF Report of Accident for volunteer:**

Commissioners reviewed and approved the Report of Accident. Commissioner Graham and District Chief DeBruin signed form.

**Old Business:**

BLS Proposal:

- Commissioner Graham and District Chief DeBruin spoke to the BLS proposal
- Discussion continued

State **Audit:**

- District Chief DeBruin gave an audit update.

L&I News:

- Training Officer Moe indicated he submitted more requested information to L&I

**New Business:**

**Resolution 2021-07 Annual Review of the Fixed Asset program:**

**Motion:** Commissioner Graham motioned to approve the Annual fixed Asset Program. The motion was **seconded** by Commissioner Bjornstad and approved.

**Resolution 2021-08 to Accept the 2022 Budget & Budget Certification:**

**Motion:** Commissioner Moe motioned to approve the Resolution for the 2022 Budget and certification. The motion was **seconded** by Commissioner Bjornstad and approved.

### **Resolution 2021-09 Annual Review of PayScale/Stipend Acknowledgment:**

**Motion:** Commissioner Graham motioned to approve the Resolution for the Annual PayScale/Stipend Review. The motion **was seconded** by Commissioner Bjornstad and approved.

### **Resolution 2021-10 the 2022 BLS Transport Rates:**

**Motion:** Commissioner Moe motioned to approve the Resolution for the BLS Transport Rates for 2022. The motion **was seconded** by Commissioner Graham and approved.

### **Hiring Position:**

- District Chief DeBruin and Training Officer Moe spoke to hiring a training officer for the district.
- Discussion on position such as duties, salary, schedule, etc.
- Weekday position was discussed.
- Commissioners in agreement to go ahead with the new position.
- Commissioners in agreement for Training Officer Moe to now become the District Assistant Chief.
- New Training Officer position will be advertised.

**Motion:** Commissioner Graham motioned to approve the hiring of a new position for a Training Officer and for Training Officer Moe to now be the District Assistant Chief. The motion **was seconded** by Commissioner Bjornstad and approved. Commissioner Moe abstained from voting due to his relationship with Training Officer Moe

- Commissioner Bjornstad will sit on the position details and hiring panel.
- Commissioners in agreement.

## **District Chief DeBruin:**

### **Sumas Flood Damage:**

- District Chief DeBruin spoke about the Sumas weather related flood situation at the station in Sumas.
- Discussion on FEMA, the navigation and logistics involved in dealing with FEMA.
- Discussion continued on the station in Sumas as far as cost for repairs at the station.
- District Chief DeBruin noted that Ross Widener of Widener & Associates indicated he could represent us for securing funding for the Sumas Station flood situation.
- District Chief DeBruin indicated he is representing the City of Sumas as well.
- District Chief DeBruin indicated the cost would be about \$5,000 for the district.
  
- **Motion:** Commissioner Moe motioned to approve the hiring of Ross Widener as a consultant on securing funds for repairs on the Sumas Station due to weather related flooding at the cost of up to \$5,000. The motion **was seconded** by Commissioner Bjornstad and approved.

### **District Insurance Coverage:**

- District Chief DeBruin spoke about looking into insurance quotes for trying to get a lower cost on the district's insurance coverage.
- Discussion continued on insurance, including flood insurance.

### **Training Officer Moe:**

- Training officer Moe spoke to the latest training going on in our district.
- Training officer Moe spoke about the EMT class that will be starting in January.
- Training officer Moe noted the upcoming graduation for Fire Academy.
- Training officer Moe indicated he has been busy working on policies for the district

**Station Reports:**

Kendall Station:

- Battalion Chief Frank Cain Jr. indicated all is well at the Kendall Station.

No other Station reports:

Good of the Order:

Commissioner Position 1:

- Reminder to Commissioner Moe for oath of office.

WA State LTC (WA Cares Fund) 2022:

- Reminder about opt out deadline.

Meeting adjourned at 5:43PM with commissioners in agreement.

The next regular meeting will be on January 11, 2022 at **4:00 PM** at the Kendall Station:

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Commissioner-Chair, RobRoy Graham

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Commissioner, Leonard Bjornstad

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Commissioner, Chris Moe

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Administrative Secretary, Jo Olson