



**WHATCOM COUNTY FIRE PROTECTION DISTRICT NO.14  
COMMISSIONERS' MEETING  
December 10, 2019**

**PRESENT:** Commissioner RobRoy Graham, Commissioner Leonard Bjornstad, Commissioner Chris Moe, District Chief Jerry DeBruin, Training Officer David Moe, Battalion Chief Jay Van Middendorp, Battalion Chief Denise Christensen, and Administrative Secretary, Jo Olson

**ABSENT:** Battalion Chief Frank Cain Jr.

**GUESTS:**

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

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

- Regular meeting minutes read and approved
- Warrants in the amount of \$128,783.11
- Payroll in the amount of \$34,928.25
- BVFF Physical reimbursement
- Retirement Form BVFF
- Resolution 2019-06 Budget 2020
- Resolution 2019-07 BLS Rates for 2020
- Resolution 2019-08 Payroll Acknowledgment

**Hand Outs:**

- Treasurers Monthly Report
- Bank of the Pacific Report
- Oath of Office Reminders for Commissioners Graham & Moe

**November's Treasurers No Report:**714 Expense Fund

• Starting Balance	\$627,325.55
• Tax Receipts	\$49,391.26
• Misc. Receipts	\$42,422.93
• Warrants	\$ 91,814.22
• <b>Ending Cash Balance</b>	<b>\$597,438.06</b>
• <b>Ending Investment Balance</b>	<b>\$175,698.75</b>

71410 Go Bond

• Beginning Cash Balance	\$1,383.87
• Transfers in	\$1,302.58
• Warrants/Remittance	\$1,383.87
• Ending Cash Balance	\$1,302.58
• Debt Paid	
• Debt Outstanding	\$272,237.57

71420 Reserve Fund

• Prior Balance	\$183,779.93
• Purchases & Pool Earnings	\$314.78
• Ending Balance	\$184,094.71

71430 Capital Projects

• Starting Balance	\$542.01
• Ending Balance	\$542.01

71442 Mitigation Fees

• Prior Balance	\$756.18
• Purchases & Pool Earnings	\$1.30
• Ending Balance	\$757.48

**Bank of the Pacific Statement:**

• Beginning Balance (11/01/2019)	\$7,000.77
• Deposits/Misc. Credits 16	\$24,739.77
• Withdrawals/Misc. Credits 6	\$29,419.60
• Ending Balance (11/30/2019)	\$2,320.94

### **Executive Meeting Called:**

- Commissioner Graham called a ten-minute executive meeting at 5:00PM to discuss a Personnel Issue
- Present in meeting - Commissioners Graham, Commissioner Bjornstad, Commissioner Moe, District Chief DeBruin and Training Officer Moe
- At 5:10PM Commissioner Graham announced regular meeting to resume

### **Old Business:**

#### Red Mountain:

- District Chief DeBruin indicated the mitigation agreement will be ready for signing by next meeting
- Impact fees versus mitigation fees were discussed

#### Kendall Remodel:

- District Chief DeBruin indicated the building permit was done
- Discussion continued on work being done such as land clearing, PSE box and septic

### **New Business:**

#### L&I Issue with Payroll

- Administrative Secretary Olson spoke about a form to be signed before ADP can submit L&I payments on our behalf and indicated she discussed it with Chair commissioner Graham
- Administrative Secretary Olson noted the form has been submitted and ADP is working on a resubmit for our L&I payments
- ADP indicated it was an issue with all L&I submittals for WA State
- Administrative Secretary Olson will follow the progress

### **Resolutions:**

#### Resolution 2019-06 - 2020 Budget:

- Commissioner Moe motioned to accept the 2020 budget as written
- Seconded by Commissioner Bjornstad with Commissioner Graham in agreement

#### Resolution 2019-07 - BLS Rates for 2020:

- Commissioner Graham motioned to accept the 2020 BLS rates
- Seconded by Commissioner Bjornstad with Commissioner Moe in agreement

#### Resolution 2019-08 - Payroll Acknowledgement for 2020:

- Commissioner Graham motioned to accept the 2020 payroll acknowledgment
- Seconded by Commissioner Bjornstad with Commissioner Moe in agreement

### **Training Officer David Moe:**

#### Training:

- Training Officer Moe noted the Recruit Academy graduation is on December 19th
- Training Officer Moe mentioned the Emergency Medical Response (EMR) class is almost over
- Training Officer Moe spoke to the fact EMS online is no more
- Training Officer Moe indicated EMSconnect is now our online OTEP
- Training Officer Moe spoke to issues with T-9102 and E-93

**District Chief DeBruin:**

## Gurneys:

- District Chief DeBruin spoke to the cost of new gurneys
- Discussion continued on funding of new gurneys

## Stair Chairs

- District Chief DeBruin noted the need for new stair chairs

## Ambulances:

- District Chief DeBruin spoke about some issues with the ambulances

## District 19:

- District Chief DeBruin spoke to Glacier being out an ambulance
- Discussion continued

**Fire Station Reports:**Station 1, Sumas Battalion Chief Jay Van Middendorp

- Battalion Chief Van Middendorp indicated all is well at Sumas station

Station 2, Kendall Battalion Chief Frank Cain Jr.

- Battalion Chief Cain Jr. was absent

Station 3, Welcome Battalion Chief Denise Christensen

- Battalion Chief Christensen indicated all is well at the Welcome Station

**Good of the Order:**

- District Chief DeBruin spoke about a thank you letter the district received.

Regular Meeting adjourned 6:05PM

The next regular meeting will be at Kendall Station on January 14, 2020 at 5:00 PM

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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