



**WHATCOM COUNTY FIRE PROTECTION DISTRICT NO.14  
COMMISSIONERS' MEETING  
February 10, 2015**

**PRESENT:** 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:** Commissioner Larry Moore

**GUESTS:**

Meeting called to order at 7:05 PM at Kendall Fire Station.

**Items signed by the Commissioners:**

- Regular meeting minutes read and approved
- Invoice Voucher
- Drug and Alcohol Policy (updated)
- Interdistrict Automatic Aid Agreements with District 19 & 16
- BVFF Report of Accident (Injury), Vehicle T92
- 2014 Annual Pension Participation Certification Form
- Warrants in the amount of           \$22,481.08
- Payroll in the amount of           \$22,514.43

## **Correspondence:**

### **January's Treasurer's Report:**

#### 714 Expense Fund

• Starting Balance	\$87,119.33
• Tax Receipts	\$1,138.16
• Misc. Receipts	\$60,828.00
• Warrants	\$63,601.28
• Ending Cash Balance	\$86,249.84
• Investment Starting Balance	\$165,724.37
• Pool Investment Interest	\$72.68
• Total Cash & Investment Pool	\$252,046.89

#### 714 10 Go Bond

• Prior Debt	\$117,664.93
• Debt Paid	\$673.60
• Debt Outstanding	\$116,967.98

#### 71420 Reserve Fund

• Prior Balance	\$126,095.22
• Purchases & Pool Earnings	\$55.30
• Ending Balance	\$126,150.52

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

• Beginning Balance (1/01/2015)	\$100.32
• Deposits/Misc Credits 19	\$15,516.60
• Withdrawals/Misc Credits 6	\$15,516.88
• Ending Balance (1/31/2015)	\$100.04

**Call Volumes:**

- A District Report on Call Volumes and Response Times was handed out

**Executive Meeting:**

- A 15 minute executive meeting was called at 7:10 discuss a personnel issue
- Present were Commissioner Graham, Commissioner Bjornstad, District Chief DeBruin, Battalion Chief Van Middendorp, Battalion Chief Christensen, Battalion Chief Cain Jr., Training Division Lieutenant Moe and District Administrator Olson
- Executive Meeting ended at 7:25

**Levy Lid Discussion:**

- Commissioner Graham led the discussion on the levy lid and the need for more funds to continue supplying fire and EMS in the county
- Commissioner Graham asked the meeting attendees for their input on both current and future district needs and to prioritize them
- Discussion continued on the needs of the district
- Commissioner Graham decided to call special meeting in two weeks for all to review the prioritized list
- Commissioner Graham agreed to compile the meeting ideas and come up with a prioritized list to present at the special meeting

**Payroll:**

- Commissioner Graham spoke about the County's decision to start charging per check
- District Administrator Olson spoke to the cost per check and agreed to start doing payroll in house noting that the County would still cut the check
- Commissioner Graham asked about what software program is needed for us to get started
- Discussion continued on what programs are out there for payroll and QuickBooks was suggested
- Division Lieutenant Moe indicated his mother is a QuickBooks expert and has agreed to help with start up
- Commissioner Bjornstad made a motion to purchase QuickBooks
- Commissioner Graham seconded the motion

**Welcome Computer Office Software:**

- Battalion Chief Christensen indicated the need for a new license for Microsoft Office for their computer
- Training Division Moe said he will get a new license for Microsoft office

## **Fire Station Reports:**

- Station 1, Sumas Battalion Chief Jay Van Middendorp
  - Chief Middendorp said all is well at Sumas
  - Chief Middendorp indicated they have a heater core leak but they will be having that fixed
- Station 2, Kendall Battalion Chief Frank Cain Jr.
  - Battalion Chief Cain Jr. indicated all is going well at Kendall and spoke about their new student observer
- Station 3, Welcome Battalion Chief Denise Christensen
  - Battalion Chief Christensen indicated all is going well at Welcome
  - Battalion Chief Christensen indicated they have a new applicant whose already a truck driver so that's a plus
  - Battalion Chief Christensen says the headlights on A93 seem to be a bit out of adjustment
  - Training Division Moe said he will take a look at the headlights
  - Battalion Chief Christensen asked about the cost to each station for the Annual District Banquet scheduled for March 14, 2015
  - District Chief DeBruin suggested each Battalion Chief ask their station volunteers if they are still interested in having one this year

## **Training Division Lieutenant David Moe:**

### EMT Class

- Training Division Lieutenant Moe indicated the EMT class is great, the students had time in the ER and with Medic 10

### Emergency Vehicle Incident Prevention (EVIP) Class:

- Training Division Lieutenant Moe pointed out there will be an EVIP Class and EVIP refresher class coming up
- Discussion continued on what day works best for everyone within the district

## **District Chief Jerry DeBruin:**

### Thank you letter:

- District Chief DeBruin read a thank you letter he received thanking him and a volunteer for their professionalism and quick response
- Discussion continued on how important response times are and how can they continue as a district to provide a guaranteed response time

### Cardiopulmonary resuscitation (CPR) Class:

- District Chief DeBruin indicated they provided a CPR class for the Border Patrol. The district will be offering more CPR Classes; one of which will be at the Resource Center and another one for the office of Tony Kelly

E93:

- District Chief DeBruin noted E93 is back up at HUB due to the pump housing packing leaking. They will be putting new packing in and hopefully it will be good to go

WSRB:

- District Chief DeBruin indicated he will be busy with the Washington Surveying and Rating Bureau (WSRB) meeting tomorrow

T92 Accident Replacement:

- District Chief DeBruin pointed out the cost of replacing T92 due to the accident it was in last Friday
- District Chief DeBruin talked about two purchase options and the need for replacement as soon as possible
- Discussion continued on how soon we could get a replacement
- District Chief DeBruin said he would check with the Auditors about bypassing putting it out for bid prior to purchasing a replacement, since it is crucial we have this tender for fire protection within the district
- Commissioner Graham made a motion for District Chief DeBruin to go ahead with the purchase if the Auditor agrees no bid is needed
- Commissioner Bjornstad seconded the motion
- Commissioner Graham asked how to handle coverage within the district right now, being one tender down
- Discussion continued on the vehicle logistics

Meeting adjourned at 9:00 PM.

A Special Meeting has been called at Kendall Station on February 24, 2015 at 7:00 PM to continue discussion on Levy Lid

The next regular meeting will be at Kendall Station on March 10, 2015 at 7:00 PM

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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