



**WHATCOM COUNTY FIRE PROTECTION DISTRICT NO.14
COMMISSIONERS' MEETING
January 12, 2016**

PRESENT: Commissioner Larry Moore, Commissioner RobRoy Graham, Commissioner Leonard Bjornstad, District Chief Jerry DeBruin, Battalion Chief Jay Van Middendorp, Battalion Chief Frank Cain Jr., Training Division Lieutenant David Moe, and District Administrator Jo Olson

ABSENT: Battalion Chief Denise Christensen

GUESTS: Jim Young, Braun N.W. and Stephen Johnson, stake holder

Commissioner Larry Moore for Oath of Office, time 4:50 PM on 12, day of January 2016:

- Commissioner Moore takes his Oath of Office at our first scheduled first meeting of the year
- I Larry (Skip) Moore, do solemnly swear (or confirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Washington, and I will faithfully and impartially perform and discharge the duties of the office of Whatcom County Fire Protection District 14 (Commissioner Position 1) in and for the County of Whatcom, State of Washington, according to law and to the best of my ability.
- Commissioner Leonard Bjornstad signs for authorized Official

Regular Meeting called to order at 4:58 PM at Kendall Fire Station

Items signed by the Commissioners:

- Regular meeting minutes read and approved
- City of Sumas Letter to Mayor Bromley
- Business Associate Agreement between WCFD14 and Quick Med Claims, LLC
- Billing and Reimbursement Service Agreement Between Quick Med Claims and WCFD14
- Warrants in the amount of \$43,958.14
- Payroll in the amount of \$23,817.83

Reviewed by Commissioners:

- Interlocal Cooperative Purchasing Agreement, bid for ambulance was reviewed and a motion was made to accept offer

Hand Outs:

- Bank of The Pacific Statement
- Monthly Incident Report
- Braun NW Inc. Proposal for new ambulance

Correspondence:

- American Express card for Commissioner Moore
- City of Sumas Letter

December's Treasurers Report:

- Not available for meeting

Bank of the Pacific Statement:

- Beginning Balance (12/01/2015) \$7,820.62
- Deposits/Misc. Credits 22 \$23,229.00
- Withdrawals/Misc. Credits 6 \$27,289.61
- Ending Balance (12/31/2015) \$3,760.01

Guest Speaker: Jim Young, Braun NW

- Guest speaker Jim Young, indicated he has worked closely with District Chief DeBruin the last few months and they put together the specs and drawings for the new ambulance
- Guest speaker Jim Young, indicated the configuration is similar to the last ambulance but has a few changes that should work better for the district needs
- The proposal form (part of an Interlocal agreement) and option sheet were reviewed
- Discussion continued on the price and details
- District Chief DeBruin indicated that the bid process was done and 90% on delivery, hold back 10% for 30 days
- A motion was made by Commissioner Moore to accept the Proposal Offer and seconded by Commissioner Bjornstad

Old Business:

Cell Tower:

- Commissioner Bjornstad asked if there were any new developments about the possibility of a Cell Tower on district property
- District Chief DeBruin indicated we have the lease contract with information dollar amounts but have not heard from them about any further steps to move forward
- District Chief DeBruin indicated that with the new remodel at Kendall Station we might want to check if a Cell Tower is still a viable option for us as far as land restrictions etc.
- Discussion continued on the Cell Tower

Extra Vest:

- Training Division Lieutenant Moe indicated the vests have been ordered
- Discussion continued on vest location

New Business:

City of Sumas Letter:

- Commissioner Moore spoke to the letter the district received from the City of Sumas regarding the Levy Increase and the response letter drafted to the City of Sumas from District 14
- Commissioner Moore commented on previous attempts made by District Chief DeBruin to try and speak with the City of Sumas during the Levy Lid Process in 2015
- Commissioner Moore indicated we should send out the District Response letter with the first half billing for the City of Sumas

Business Associate Agreement between WCFD14 and Quick Med Claims, LLC & Billing and Reimbursement Service Agreement Between Quick Med Claims and WCFD14:

- District Chief DeBruin indicated we might need to have a Lock Box at the Bank of the Pacific
- District Chief DeBruin said we still have some things that need to be ironed out with regard to setup of the Lock Box, if we go that direction
- Commissioners signed the agreements

District Chief DeBruin:

Concurrency Letter:

- District Chief DeBruin indicated Blair Murray called asking about getting a letter of concurrency
- Discussion continued on the concurrency letter

Construction on Highway:

- District Chief DeBruin indicated the construction is finally done on the highway

Engine 92 (E92):

- District Chief DeBruin spoke to issues with E92 and the logistics of how to handle vehicles with one engine down while E92 is being repaired

Training Division Lieutenant Moe:

Transports:

- Training Division Lieutenant Moe spoke to the Incident Report hand-out
- Training Division Lieutenant Moe spoke to the training they received from the Border Patrol

Fire Station Reports:

- Station 1, Sumas Battalion Chief Jay Van Middendorp
 - Battalion Chief Van Middendorp indicated everything is going well at Sumas and we have a volunteer in the EMT Class
- Station 2, Kendall Battalion Chief Frank Cain Jr.
 - Battalion Chief Cain Jr. said all is going well
- Station 3, Welcome Battalion Chief Denise Christensen

- Battalion Chief Christensen was unable to make it to the meeting tonight
- District Chief DeBruin spoke to the traffic that builds at the Welcome Station due to the Eagle watching, and that it has let up now to some degree

GUESTS: Stephen Johnson

- Commissioner Moore asked if Stephen Johnson had anything he would like to discuss
- Stephen Johnson indicated he had a question on a long time length response on the Incident Report Hand Out
- District Chief DeBruin spoke to the time length noting it was an error in recording the beginning time

Good of the Order:

- District Chief DeBruin indicated that there is a Retirement Party for Henry Maleng at the Acme Fire Station 16 next Saturday 2PM

Regular Meeting adjourned at 6:06PM

The next regular meeting will be at Kendall Station on February 9, 2016 at 5:00 PM

COMMISSIONER-CHAIR---Larry Moore

COMMISSIONER---RobRoy Graham

COMMISSIONER---Leonard Bjornstad

DISTRICT ADMIN---Jo Olson