



**WHATCOM COUNTY FIRE PROTECTION DISTRICT NO.14  
COMMISSIONERS' MEETING  
January 14, 2020**

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

**ABSENT:** Battalion Chief Jay Van Middendorp

Note: Training Officer David Moe, Battalion Chief Denise Christensen, & Battalion Chief Frank Cain Jr. first 20 minutes on a call

**GUESTS:**

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

Oath of Office:

Commissioner Graham notes that both Commissioner Moe and himself have the oath of office filed with the county

**Executive Meeting Called:**

- Commissioner Graham called a ten-minute executive meeting at 5:03PM to discuss a Personnel Discipline Issue
- Present in meeting - Commissioners Graham, Commissioner Bjornstad, Commissioner Moe, District Chief DeBruin and Administrative Secretary Olson
- At 5:13PM Commissioner Graham, and it was noted that disciplinary action is in process and announced regular meeting to resume

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

- Regular meeting minutes read and approved
- Warrants in the amount of \$205,694.53
- Payroll in the amount of \$37,016.08
- BVFF Physical reimbursement

**Hand Outs:**

- Brief addition of the Treasurers Monthly Report
- Bank of the Pacific Report
- Timeline for Kendall Project
- Information sheet on project and 2<sup>nd</sup> Draw

**December's Treasurers No Report but have minimum report info**

714 Expense Fund

- Current Cash Balance \$553,107.86
- Current Investment Balance \$175,020.04

71420 Reserve Fund

- Current Investment Balance \$184,436.85

71430 Capital Projects

- Current Cash Balance \$542.01

71442 Mitigation Fees

- Current Cash Balance \$2,252.01

**Bank of the Pacific Statement:**

- Beginning Balance (12/01/2019) \$2,320.94
- Deposits/Misc. Credits 17 \$72,079.09
- Withdrawals/Misc. Credits 5 \$66,999.06
- Ending Balance (12/31/2019) \$7,400.97

**Old Business:**

Red Mountain:

- District Chief DeBruin indicated the updated mitigation agreement needs to be notarized

Kendall Remodel:

- District Chief DeBruin noted the foundation has been completed
- Discussion continued on timeline, siren pole, and asphalt
- It was noted there was a 2<sup>nd</sup> Draw on loan for foundation etc.

## L&I Issue with Payroll

- Administrative Secretary Olson spoke about a form for L&I still needing an effective date and that effective date was added
- ADP indicated they have submitted again
- Administrative Secretary Olson will follow the progress

## District Chief DeBruin:

Commissioner Graham asked District Chief DeBruin about updates on the Gurneys:

- District Chief DeBruin indicated nothing new on gurneys

## Stair Chairs

- District Chief DeBruin noted he and Training Officer Moe will look into the cost and report their findings next meeting

## Ambulances:

- District Chief DeBruin mentioned Glacier's ambulance is back in service

## New Business:

### Gurneys:

- Upcoming EOB Meeting and gurneys discussed

## Training Officer David Moe:

### Training:

- Training Officer Moe indicated OTEP is going well
- Training Officer Moe noted there will be a self-defense class coming up in the Kendall area this summer
- Training Officer Moe spoke about the Recruit Academy graduates

## 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. all is well with the Kendall Station
- Battalion Chief Cain Jr. noted training attendance could be better
- District Chief DeBruin indicated he will be addressing the training attendance issue
- Battalion Chief Cain Jr. said they like the new OTEP training

### Station 3, Welcome Battalion Chief Denise Christensen

- Battalion Chief Christensen indicated all is well at the Welcome Station
- Battalion Chief Christensen noted they would be down one volunteer on Monday's for awhile
- Battalion Chief Christensen mentioned the new OTEP training is great

**Good of the Order:**

Regular Meeting adjourned 5:54PM

The next regular meeting will be at Kendall Station on February 11, 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