



**WHATCOM COUNTY FIRE PROTECTION DISTRICT NO.14  
COMMISSIONERS' MEETING  
July 9, 2019**

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

**ABSENT:** Battalion Chief Jay Van Middendorp

**GUESTS:** Brenda Gamache, Water District(notary), Tyler Burtchell, personal property, Julie deWolfe, personal property

Regular (early) Meeting called to order at 4:00 PM at Kendall Fire Station

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

- Regular and Special meeting minutes read and approved
- Warrants in the amount of \$229,147.93
- Payroll in the amount of \$35,575.00

**Hand Outs:**

- Treasurers Monthly Report, modified version
- Bank of the Pacific Report
- Monthly Spending Chart
- Monthly Incident Reports
- Aries Building Systems Invoice for down payment
- Budget numbers, spending for January through June 2019

**Correspondence:**

- GEMT Average cost letter was reviewed by commissioners

**June's Treasurers Report: no report but have some current numbers:**

714 Expense Fund

- Current Balance \$304,997.98
- Current Investment Balance \$174,498.43

71420 Reserve Fund

- Current Balance \$356,084.66

71442 Mitigation Fees

- Current Balance \$17,249.28

**Bank of the Pacific Statement:**

- Beginning Balance (06/01/2019) \$5,587.67
- Deposits/Misc. Credits 29 \$36,403.62
- Withdrawals/Misc. Credits 5 \$41,274.17
- Ending Balance (06/30/2019) \$717.12

**New Business:**

Welcome Station PSE Easement:

- Discussed was an easement agreement for PSE to provide power to a house being built above the Welcome station
- Homeowners Tyler Burtchell and Julie DeWolfe spoke to their house being built
- Discussion continued
- Commissioner Graham made a motion to accept easement agreement
- Commissioner Moe seconded the motion
- The agreement was signed by commissioner Graham and notarized by Brenda Gamache

Aries Building Systems Invoice for down payment:

- Discussed was the down payment of \$200,000.00
- Commissioners agreed to down payment and discussed funds for payment
- Commissioner Moe made a motion to transfer the Mitigation funds to cash and to transfer the rest needed for the \$200,000.00 from the Reserve account to cash so it is available for down payment
- Commissioner Bjornstad seconded the motion with Commissioner Graham in agreement
- Commissioners noted the mitigation funds being used falls in line with our Capital Facilities plan for improvements to the Kendall Station, signed by commissioners on the 11<sup>th</sup> day of August 2015
- District Admin. Olson will transfer all the funds available in the Mitigation 71442 account and the rest needed from the Reserve 71420 Account for the \$200,000.00 down payment to 714 Cash so it is available for warrant on July's Long Claim form for payment to Aries Building Systems

Resolution 2019-01 Cancellation of warrants more than one year:

- Signed by commissioners

Bond Proposal Talk:

- Discussed was a future need for doing bond proposal

**Kendall Loan Cost Transfer:**

- Commissioners agree **not to** transfer \$15,000 from the 714 Expense account to the 71420-Reserve account

**Old Business:**

Payroll:

- District Admin. Olson noted this will be our first month with ADP

EOB Meeting:

- Commissioner Graham indicated no updates

Modular Buildings Ground Prep Work:

- Commissioner Graham asked about updates
- District Chief DeBruin spoke to the conditional use permit and spoke about the site plan for the septic system, etc.

**Training Officer David Moe:**

Wildfire School:

- Training Officer Moe noted both volunteers passed the

Ham Radio Class:

- Training Officer Moe spoke to a class which was offered to the community for learning ham radio in event of an emergency and such commination is needed

Rope Rescue:

- Training Officer Moe noted a rope rescue class is coming up

Mass Casualty Incident (MCI) Drill:

- Training Officer Moe indicated there is an MCI drill coming up next Monday

**District Chief DeBruin: No report**

**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. indicated all is well and noted they have a few new volunteers

Station 3, Welcome Battalion Chief Denise Christensen

- Battalion Chief Christensen indicated all is well at the Welcome Station and noted they are low on volunteers
- Kendall Battalion Chief Cain said he will be gone a lot off and on for 6-weeks for work
- Coverage was discussed

Regular Meeting adjourned 4:55PM

The next regular meeting will be at Kendall Station on August 13, 2019 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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District Administrator, Jo Olson