



**WHATCOM COUNTY FIRE PROTECTION DISTRICT NO.14  
COMMISSIONERS' MEETING  
June 13, 2017**

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

**GUESTS:** Stephen Johnson and Dwight Worden

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

**Items signed by the Commissioners:**

- Regular Meeting Minutes read and approved
- Warrants in the amount of \$22,753.62
- Payroll in the amount of \$28,555.80
- Resolution 2017-02 (cancellation of Old Warrants)

**Hand Outs:**

- Treasurers Monthly Report
- Bank of the Pacific Report
- Monthly Incident Reports
- Monthly Spending Chart (to commissioners)

## **Mays's Treasurers Report:**

### 714 Expense Fund

• Starting Balance	\$336,092.31
• Tax Receipts	\$76,248.85
• Misc. Receipts	\$19,969.89
• Transfers In	\$245.26
• Warrants	\$69,124.22
• Ending Cash Balance	\$363,432.09
• Investment Starting Balance	\$168,700.98
• Purchases & Pool Earnings	\$145.41
• Total Cash & Investment Pool	\$532,278.48

### 71410 Go Bond

• Prior Debt	\$97,517.69
• Debt Paid	\$737.06
• Debt Outstanding	\$96,780.63

### 71420 Reserve Fund

• Prior Balance	\$128,353.55
• Purchases & Pool Earnings	\$110.63
• Ending Balance	\$128,464.18

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

• Beginning Balance (5/01/2017)	\$331.27
• Deposits/Misc. Credits 18	\$19,912.16
• Withdrawals/Misc. Credits 4	\$19,533.00
• Ending Balance (05/31/2017)	\$710.43

### **Note to Last Month Payroll, May 2017:**

- Commissioner Graham indicates the pay amount was incorrect for District Administrator Olson, due to decimal point error placement and noted correction was made before payroll was submitted.
- District Administrator Olson explained what happened and per her call to Audit Office, correction was okay to make and to note in June Meeting Minutes as hours and hourly pay reflect the true total, and only a decimal point error in dollar total

### **Remodel:**

- District Chief DeBruin spoke to being at the point where we need to finalize the plans and getting together with mechanical, electrical, engineering and get the final permits in place
- Discussion continued on reports, test and land clearing etc. septic/drain field and fire flow were also discussed
- A Contract Services for bid was all discussed

**NFIRS:**

- District Chief DeBruin indicated that our current NFIRS entry person can no longer do entry for the district and noted we have been using a temporary person and will now advertise for that part time position

**Chelan Conference:**

- Commissioner Graham spoke to the Chelan Conference he attended and a strategic planning session on an abbreviated Capital Facilities Plan that keeps districts focused on the details and goals of the Districts plan and for dealing with issues that may or may not have been addressed in the Capital Facility's Plan which is already in place due to unforeseen changes or needs
- Commissioner Graham indicated he will write something up for next meeting

**Old Business:**

## District Uniforms:

- Training Division Lieutenant Moe and District Chief DeBruin explain the new uniforms and, in lieu of badges, show an example of an embroidered logo patch
- Discussion continues on Uniforms and the cost thereof

**New Business:**

## EMS Levy, ePCR:

- District Chief DeBruin spoke about ePCR, an integrated system which we will all migrate to. So we will be leaving Emergency Reporting and going to ImageTrend
- Discussion continued on ImageTrend and the new equipment needed such as Tablets, etc.
- District Chief DeBruin spoke to the Chief's Association being asked by the County to revisit the original BLS Service agreement and write up a new agreement

## North Region Grant Process:

- District Chief DeBruin spoke to the North Region grant process for obtaining more community paramedics

## Department of Emergency Management:

- Commissioner Graham spoke to what was discussed in their Commissioners Meeting as far as Emergency Management,
- Commissioner Graham noted that John Gargett of Emergency Management spoke to the cost of providing their service, etc.

**Training Division Lieutenant David Moe:**

## Rope Rescue Training with Glacier:

- Training Division Lieutenant Moe spoke to the upcoming training with the Glacier Fire District

## Incident Safety Officer Class:

- Training Division Lieutenant Moe said we will have a few volunteers attending

**City of Sumas:**

- District Administrator Olson noted the City of Sumas invoice is ready to be sent out

**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. said he wishes the volunteers would show up for training at the Kendall station
  
- Station 3, Welcome Battalion Chief Denise Christensen
  - Battalion Chief Christensen indicated all is well at Welcome station and indicated the clean-up and flowers looked great at the station
  - Battalion Chief Christensen indicated June 13, 2017 was the last day for volunteer Jacob Oiness
  - District Chief DeBruin noted that Battalion Chief Cain Jr will be cleaning up the overgrown tree at the Welcome station

**GUESTS:** Stephen Johnson

Translator:

- Guest Stephen Johnson mentioned in the April meeting that he indicated his wife speaks Spanish but that they have not contacted her
- District Chief DeBruin indicated they have not needed a translator and noted that they do have a volunteer that is and speaks Spanish

**Good of the Order:**

Letter of Resignation:

- Commissioner Larry Moore noted he will be handing in his letter of resignation at the July regular commissioners monthly meeting and suggested they take applications for his replacement
- Discussion continued on his service with Fire District 14
- District Chief DeBruin said he will advertise commissioner position

Regular Meeting adjourned 5:55 PM

The next regular meeting will be at Kendall Station on July 11, 2017 at 5:00 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