



**WHATCOM COUNTY FIRE PROTECTION DISTRICT NO.14
COMMISSIONERS' MEETING
May 8, 2018**

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

ABSENT: Battalion Chief Jay Van Middendorp

- *Note: Battalion Chief Frank Cain Jr., Battalion Chief Denise Christensen, Training Division Lieutenant David Moe went out on a district call at 5:36PM*

GUESTS: Stephen Johnson, Stake Holder

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

Items signed by the Commissioners:

- Regular meeting minutes read and approved
- Warrants in the amount of \$55,301.46
- Payroll in the amount of \$30,483.25
- Resolution 2018-02 Cancellation of a Warrant over a year old
- Vouchers, for reimbursement
- Retirement Form
- Authorization to reissue payroll check

Hand Outs:

- Treasurers Monthly Report (not available)
- Bank of the Pacific Report
- Monthly Incident Reports

- Monthly Spending Chart and Budget to date (to commissioners)
- Updated Kendall Remodel Expense Report

April's Treasurers Report:

714 Expense Fund

- No report but current month to date from County available
- Cash \$318,305.46
- Investments \$170,891.44

71420 Reserve Fund

- Investments \$317,212,.15

Bank of the Pacific Statement:

- Beginning Balance (4/01/2018) \$3,738.26
- Deposits/Misc. Credits 20 \$23,909.34
- Withdrawals/Misc. Credits 8 \$25,988.02
- Ending Balance (4/30/2018) \$1,659.58

Correspondence:

Loan Cost and Cost for Kendall Add on:

- Commissioners agree to transfer \$15,000 from the 714 account to the 71420 reserve

New Business:

Contracts:

- Contracts for District Chief DeBruin and Training Division Lieutenant Moe's were discussed

Ten-minute Executive Session:

- An executive meeting was called to discuss employee contracts by Chair Commissioner Graham at 5:12PM
- Present at meeting Commissioner Graham, Commissioner Bjornstad, Commissioner Moe, District Chief DeBruin
- Commissioner Moe indicated that he will not take part during the discussion of Training Division Lieutenant Moe's contract due to his relationship with Training Division Lieutenant Moe
- Meeting back at 5:22PM
- Commissioner Graham indicated no decision was made at this time

New Law for Sick Leave for Part Time Employees:

- District Administrator Olson spoke to new law for sick leave and part time employees
- Commissioners agreed with going forward with District Administrator Olson having the Wells Fargo payroll systems updated with sick leave time

Resolution 2018-02 Order Cancellations of Wells Fargo Payroll Warrants more than a year old

- District Administrator Olson spoke to the cancellations of checks over a year old
- District Administrator Olson stressed Direct Deposit would help end having to deal with checks not being cashed
- District Chief DeBruin said he and Training Division Lieutenant Moe will monitor checks are being cashed
- District Administrator Olson indicated they need to report any uncashed checks to unclaimed property, a process which she is looking into
- District Administrator Olson also noted letters will go out first notifying the uncashed check holders that they have unclaimed money due them
- District Administrator Olson also said they can do a stop check with Wells Fargo on the outstanding checks for a small fee
- A motion was made by Commissioner Moe and seconded by Commissioner Bjornstad to do a stop payment on checks over a year old
- Commissioners agreed to Resolution 2018-02 and signed the Resolution

Upcoming Fall Audit:

- District Administrator Olson spoke about the upcoming audit in the fall
- District Administrator Olson noted the commissioners will be seeing new policies for their approval in the near future, which she has been working on in preparation for the audit

Old Business:

Ambulance Bid:

- Commissioner Graham asked how things are going with the new ambulance
- District Chief DeBruin indicated everything is going forward on the new ambulance with TriVan
- Discussion continued

City of Sumas Amendment Extension Years 2019 & 2020:

- Commissioner Graham asked about the new amendment with the City of Sumas
- District Chief DeBruin indicated he still has had no news from the City of Sumas
- Discussion continued

Kendall Remodel Expense Report:

- Commissioner Graham asked about news on the remodel
- District Chief DeBruin said there was a hold on a permit pending further investigation
- Discussion continued

District Chief DeBruin:

Training:

- District Chief DeBruin spoke to training in Training Division Lieutenant Moe's absence
- District Chief DeBruin indicated they will be having burn house training on May 19th
- Discussion continued on the paperwork now involved with this type of training

Probie Class:

- District Chief DeBruin indicated Training Division Lieutenant Moe will now have a probie class on Wednesday's

Ski to Sea:

- District Chief DeBruin spoke to the Ski to Sea event coming up on May 27th

Zender's Truck & Equipment Parts:

- District Chief DeBruin indicated the annual inspection on the district's trucks is now being done

Fire Station Reports:

- Station 1, Sumas Battalion Chief Jay Van Middendorp
 - Battalion Chief Van Middendorp was not present at meeting
- Station 2, Kendall Battalion Chief Frank Cain Jr.
 - Battalion Chief Cain Jr. was out on a call for last half of meeting
- Station 3, Welcome Battalion Chief Denise Christensen
 - Battalion Chief Christensen was out on a call on last half of meeting

Training Division Lieutenant David Moe:

- Training Division Lieutenant Moe was out on a call for last part of meeting

Guest: Stephen Johnson

- Commissioner Graham asked Stephen Johnson if he had anything he would like to share
- Stephen Johnson spoke about any news on the issue with a local fuel filling station
- District Chief DeBruin indicated that would be something the Fire Marshall handles

Regular Meeting adjourned 5:57PM

The next regular meeting will be at Kendall Station on June 12, 2018 at 5:00 PM

Commissioner-Chair, RobRoy Graham

Commissioner, Leonard Bjornstad

Commissioner, Chis Moe

District Administrator, Jo Olson