



**WHATCOM COUNTY FIRE PROTECTION DISTRICT NO.14
REGULAR COMMISSIONERS' MEETING
February 8, 2022**

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

ABSENT: Battalion Chief Jay Van Middendorp.

GUESTS:

Meeting called to order at 4:00PM.

Items approved and signed by the Commissioners:

- Approval of Regular Meeting Minutes for January, 2022
- Approval of Current Claim Payment Request & Payroll
- 714 Warrants in the amount of 104,472.03
- Payroll in the amount of 48,802.18
- Approval of BVFF Vouchers for Physical reimbursements
- Approval of Addition of Chevy 2009, New C-91

January 2022 Treasurers Report:

714 Expense Fund

• Starting Cash Balance	610,197.40
• Tax Receipts	2,962.66
• Misc. Receipts	29,783.00
• Transfers In	20,218.86
• Warrants	301,176.44
• Refund Interest Paid	8.49
• Ending Cash Balance	361,976.99
• Ending Investment Balance	180,472.87
• Total Cash & Investment Pool	542,449.86

71420 Reserve Fund

- Ending Investment 120,974.98
- Total Cash & investment Pool 189,102.98

71442 Mitigation Fees

- Transfers Out 20,218.86
- Ending Cash & Investment Balance

Bank of the Pacific Statement:

- Beginning Balance (01/01/2022) 2,574.76
- Deposits/Misc. Credits 22 31,072.24
- Withdrawals/Misc. Credits 6 29,918.12
- Ending Balance (01/31/2022) 3,728.88

Noted: Due to an account change by the Bank of the Pacific from a Community Account to a Public Funded Account, a minimum balance of \$500.00 is needed to avoid a monthly charge of \$5.00.

Meeting Minutes:

Regular Commissioner Meeting Minutes for January 2022:

Motion: Commissioner Bjornstad **motioned** to accept Regular meeting minutes. The motion was **seconded** by Commissioner Moe and approved.

Claim Payment Request & Payroll:

Claim Vouchers and Payroll dated February 2022:

Motion: Commissioner Moe **motioned** to accept the claim vouchers and payroll. The motion was **seconded** by Commissioner Bjornstad and approved.

Approval of BVFF Voucher for 2021 Pensions for volunteer:

Commissioners reviewed and approved Pensions. Commissioner Graham and District Chief DeBruin signed form.

Approval of BVFF Voucher for Physical Reimbursements for volunteer:

Commissioners reviewed and approved reimbursements. Commissioners signed form.

Old Business:

OLD C-91

- Discussed what to do with the old C-91 vehicle.
- No Decision made.

New Ambulance:

- Assistant District Chief Moe indicated the ambulance is here and in service.

Trivan:

- Retrofit for power-load system for the Trivan Ambulance was discussed.

Hiring Process for New Training Officer:

- Assistant District Chief Moe, Battalion Chief Frank Cain Jr., and Commissioner Bjornstad spoke to the process and how the interview process went.

Sumas Flood Damage:

- District Chief DeBruin updated the Sumas Station weather related flood situation.
- Discussion continued.

BLS Proposal:

- Commissioner Graham and District Chief DeBruin gave an update on the BLS proposal.
- Discussion continued.

State Audit:

- Administrative Secretary Olson indicated the audit has wrapped up.

L&I News:

- Assistant District Chief Moe spoke to the closing interview and next steps.

WA State WA Cares Fund (LTCO):

- WA Cares is on an extended hold.

New Business:

Review & Approval of Training Officer Employment Agreement.

Motion: Commissioner Graham **motioned** to accept the New Training Officer Employment Agreement for Aaron Leyenhorst. The motion was **seconded** by Commissioner Moe and approved.

Purchasing and Procurement:

- District Chief DeBruin and Assistant District Chief Moe spoke to the Purchasing and Procurement policy.
- Commissioners reviewed the policy

Motion: Commissioner Bjornstad **motioned** to accept the Purchasing and Procurement policy. The motion was **seconded** by Commissioner Moe and approved.

Assistant District Chief Moe:

Training:

- Assistant District Chief Moe spoke to the EMT class in process.
- Assistant District Chief Moe spoke to the Wildfire class and refresher course.

Grants:

- Assistant District Chief Moe spoke to the current Grants in process.
- Discussion continued.

District Chief DeBruin:

District Chief DeBruin indicated he didn't have anything else to add.

Station Reports:

Kendall Station:

- Battalion Chief Frank Cain Jr. indicated all is well at the Kendall Station.
- Battalion Chief Frank Cain Jr. training is going well.

No other Station reports:

Good of the Order:

- Battalion Chief Frank Cain Jr. spoke to the deer outside our Kendall Station.

Meeting adjourned at 5:20PM with commissioners in agreement.

The next regular meeting will be on March 8, 2022 at **4:00 PM** at the Kendall Station:

Commissioner-Chair, RobRoy Graham

Commissioner, Leonard Bjornstad

Commissioner, Chris Moe

Administrative Secretary, Jo Olson