



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

PRESENT: Commissioner RobRoy Graham, Commissioner Leonard Bjornstad, Commissioner Chris Moe, District Chief Jerry DeBruin, Training Officer David Moe, Battalion Chief Jay Van Middendorp, Battalion Chief Denise Christensen, and District Administrator Jo Olson

ABSENT: Battalion Chief Frank Cain Jr.

GUESTS: Stephen Johnson

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

Items approved and signed by the Commissioners:

- Regular meeting minutes read and approved
- Warrants in the amount of \$82,031.83
- Payroll in the amount of \$40,262.00

Hand Outs:

- Treasurers Monthly Report
- Bank of the Pacific Report
- Monthly Spending Chart
- Monthly Incident Reports

March's Treasurers No Report:714 Expense Fund

• Starting Balance	\$98,400.95
• Tax Receipts	\$53,885.26
• Misc. Receipts	\$70,221.25
• Warrants	\$114,464.44
• Ending Cash Balance	\$108,042.07
• Ending Investment Balance	\$173,315.05
• Total Cash & Investment Pool	\$281,357.12

71410 Go Bond

• Prior Debt	\$80,413.37
• Debt Paid	\$810.20
• Debt Outstanding	\$79,603.17

71420 Reserve Fund

• Prior Balance	\$323,185.28
• Purchases & Pool Earnings	\$633.50
• Ending Balance	\$323,818.78

71442 Mitigation Fees

• Prior Balance	\$16,363.52
• Purchases & Pool Earnings	\$25.96
• Ending Balance	\$16,389.48

Bank of the Pacific Statement:

• Beginning Balance (03/01/2019)	\$9,087.47
• Deposits/Misc. Credits 20	\$76,030.51
• Withdrawals/Misc. Credits 8	\$53,414.81
• Ending Balance (03/31/2019)	\$31,703.17

Kendall Loan Cost Transfer:

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

Old Business:**KAVZ-LP 102.5 FM's Manager Matthew Thuney:**

- District Chief DeBruin gave letter of approval to Guest Matthew Thuney
- Secretary Olson to give District Chief DeBruin a copy of the signed meeting minutes for Matthew Thuney

Welcome and Kendall Station Outside Lights:

- Commissioner Graham asked about outside lighting at the Welcome and Kendall stations
- Training Officer Moe informed us the lights are up at Welcome
- Training Officer Moe indicated next will be Kendall
- Discussion continued on the brightness of lights at the Welcome Station and how to correct so lights are not so bright

Kendall Remodel Request for Quote for Modular Buildings:

- District Chief DeBruin and Training Officer Moe spoke about extension of bid time frame and that bids are to be opened at the next regular commissioners meeting
- Discussion continued on modular buildings, groundwork and permits

AUDIT Cycle:

- District Administrator Olson indicated she notified the audit office and we will be on a three-year cycle

New Business:**Wells Fargo Payroll Services:**

- District Administrator Olson indicated Wells Fargo bank announced they will outsource its consumer banking business payroll services to HR and payroll company, ADP and Wells Fargo will cease to do our payroll after September, 2019.
- Discussion on going with ADP or with BIAS (Bias is currently being used by other fire districts in our area)
- The pros and cons of ADP and BIAS as options were discussed
- District Administrator Olson indicated she needed more information on BIAS and would look into meeting with them (by phone) to get more information on cost, etc.
- Discussion was made to table this until next month

Training Officer David Moe:**EMT Class:**

- Training Officer Moe noted the EMT class is done

Attack 93:

- Training Officer Moe indicated Attack 93 will be needing some pump work next year
- Discussion continued on services needed

District Chief DeBruin:

Shiftwork, Calls, BLS Transports:

- District Chief DeBruin spoke about the call volume, shiftwork and BLS transports
- Discussion on limiting shift and the impact of such an action
- Discussion continued on the volunteers, shiftwork, BLS calls and cost

Fire Station Reports:

- Station 1, Sumas Battalion Chief Jay Van Middendorp
 - Battalion Chief Van Middendorp indicates all is well at the Sumas Station
- Station 2, Kendall Battalion Chief Frank Cain Jr.
 - Battalion Chief Cain Jr. absent
- Station 3, Welcome Battalion Chief Denise Christensen
 - Battalion Chief Christensen indicated all is well at the Welcome Station

Good of the Order:

- New Ambulance is here at the Kendall Station if anyone wants to check it out

Guest:

- Commissioner Graham asked guest Stephen Johnson if he had anything to add
- Stephen Johnson indicated not at this time

Regular Meeting adjourned 6:00PM

The next regular meeting will be at Kendall Station on May 14, 2019 at 5:00 PM

Commissioner-Chair, RobRoy Graham

Commissioner, Leonard Bjornstad

Commissioner, Chris Moe

District Administrator, Jo Olson