



**WHATCOM COUNTY FIRE PROTECTION DISTRICT NO.14
COMMISSIONERS' MEETING
March 12, 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, Battalion Chief Frank Cain Jr. and District Administrator Jo Olson

ABSENT:

GUESTS: Matthew Thuney, KAVZ Station manager

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 \$66,774.53
- Payroll in the amount of \$40,417.00
- Amendment to Employee Agreement
- BVFF Annual Pension Certification
- Void/Cancel Warrant (duplicate payment)

Hand Outs:

- Treasurers Monthly Report
- Bank of the Pacific Report
- Monthly Spending Chart
- Monthly Incident Reports
- Kendall Fire Station Request for Quotes for Modular Buildings

February's Treasurers No Report:714 Expense Fund

• Starting Balance	\$139,475.79
• Tax Receipts	\$5,517.36
• Misc. Receipts	\$42,056.15
• Transfer In	\$164,000.00
• Warrants	\$252,647.79
• Ending Cash Balance	\$98,400.95
• Ending Investment Balance	\$173,040.53
• Total Cash & Investment Pool	\$271,441.48

71410 Go Bond

• Prior Debt	\$82,033.71
• Debt Paid	\$1,620.34
• Debt Outstanding	\$80,413.37

71420 Reserve Fund

• Prior Balance	\$486,407.82
• Purchases & Pool Earnings	\$777.76
• Investment Sale	\$164,000.00
• Ending Balance	\$323,185.28

71442 Mitigation Fees

• Prior Balance	\$16,337.40
• Purchases & Pool Earnings	\$26.12
• Ending Balance	\$16,363.52

Bank of the Pacific Statement:

• Beginning Balance (02/01/2019)	\$3,609.33
• Deposits/Misc. Credits 21	\$30,189.30
• Withdrawals/Misc. Credits 5	\$24,711.16
• Ending Balance (02/28/2019)	\$9,087.47

Kendall Loan Cost Transfer:

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

Special Guest: KAVZ-LP 102.5 FM's Manager Matthew Thuney:

- Guest Matthew Thuney, the manager for KAVZ-LP radio spoke about KAVZ-LP station and about putting a booster at the Welcome Station for their radio station
- Guest Matthew Thuney went on to describe how the booster will be used and the benefits for locals wanting to listen to KAVZ-LP as well as its value in an emergency situation for the community and the fire station
- Guest Matthew Thuney indicated it will be minimal or no cost to the district
- District Chief DeBruin indicated where the box would be in the station
Commissioner Bjornstad made a motion to allow the booster at the Welcome Station
Commissioner Graham seconded the motion
- Guest Matthew Thuney will put together an agreement that can be signed at a later date
- District Chief DeBruin will give a letter of approval to Guest Matthew Thuney
- Secretary Olson will give Guest Matthew Thuney a copy of these signed meeting minutes

Old Business:**Welcome and Kendall Station Outside Lights:**

- Commissioner Graham asked about outside lighting at the Welcome and Kendall stations
- Training Officer Moe indicated lights are ordered for the Welcome Station
- Training Officer Moe indicated they will complete the Welcome Station first and then start on the Kendall Station lights
- Discussion continued on the cost, etc.

New Business:

Kendall Remodel Request for Quote for Modular Buildings:

- District Chief DeBruin and Training Officer Moe talk about a bid proposal handout for two-modular buildings
- Discussion continued on building quotes, etc.
- Commissioner Moe made a motion to put it out for bid
- Commissioner Bjornstad seconded the motion

Shiftwork and BLS Calls:

- Commissioner Graham spoke to the cost of district shiftwork and the cost of BLS transports
- Discussion on BLS transports and shiftwork vs revenue intake for the district BLS calls
- Commissioner Graham asked Battalion Chief Cain, Jr about the impact to the Kendall station in regards to BLS calls and shiftwork
- Discussion continued on the volunteers, shiftwork volunteers, etc.

Employment Agreement Amendment for Short Term Disability Insurance for District Chief and Training Officer:

- Agreement was discussed and a motion was made by Commissioner Moe to accept the agreement amendment
- Motion to accept was seconded by Commissioner Bjornstad

AUDIT Cycle:

- District Administrator Olson spoke about whether the district would prefer a two-year audit cycle or audits every three years, as was mentioned at the audit exit meeting
- Discussion on the pros and cons of a two versus three-year cycle
- Commissioners agreed to audits every three-years

Training Officer David Moe:

EMT Class:

- Training Officer Moe noted the EMT class final is on March 23rd

AT&T:

- Training Officer Moe indicated all is going well with the new carrier AT&T for the district's cellphones and tablets

District Chief DeBruin:

City of Sumas Leasing District Property in Sumas:

- District Chief DeBruin indicated the City of Sumas Mayor wants to know about leasing cost
- Commissioners discuss a dollar amount for lease
- District Chief DeBruin will follow up on an agreement with the City of Sumas

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. indicates they have a few more new volunteers and that everything is going well at the Kendall Station

- Station 3, Welcome Battalion Chief Denise Christensen
 - Battalion Chief Christensen indicated all is well at the Welcome Station

Good of the Order:

- New Ambulance should be ready Friday
- The Lynden Tribune will be doing a story about Fire District 14 taking possession of the first emergency aid vehicle built by the TriVan Truck Body plant of Ferndale

Regular Meeting adjourned 6:30PM

The next regular meeting will be at Kendall Station on April 9, 2019 at 5:00 PM

Commissioner-Chair, RobRoy Graham

Commissioner, Leonard Bjornstad

Commissioner, Chris Moe

District Administrator, Jo Olson