



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

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

**ABSENT:** Commissioner Chris Moe & Battalion Chief Jay Van Middendorp. District Chief DeBruin left early.

GUESTS: Anthony Kelley, Kelley Insurance Agency

Meeting called to order at 4:00PM.

**Items approved and signed by the Commissioners:**

- Approval of Regular Meeting Minutes October 11, 2022
- Approval of Current Claim Payment Request & Payroll
- 714 Warrants in the amount of \$60,262.44
- Payroll in the amount of \$53,613.68

**October 2022 Treasurers Report:**

714 Expense Fund

• Beginning Cash Balance	265,775.35
• Tax Receipts	216,224.35
• Misc. Receipts	30,548.46
• Warrants	220,448.18
• Refunds Interest Paid	6.08
• Transfer out	170.00
• Total Disbursements	220,264.26
• Ending Cash Balance	<b>291,823.90</b>
• Prior Investment balance	181,561.17
• Purchases & pool Earnings	200.84
• Ending Investment Balance	<b>181,762.01</b>
• <b>Total Cash &amp; Investment Pool</b>	<b>473,685.91</b>

### 71420 Reserve Fund

• Beginning Cash Balance	217,295.28
• Misc. Receipts	20,231.00
• Ending Cash Balance	<b>237,526.28</b>
• Beginning Investment balance	190,268.62
• Purchases & pool Earnings	210.47
• Ending Investment Balance	<b>190,479.09</b>
• <b>Total Cash &amp; investment Pool</b>	<b>428,005.37</b>

*Note: \$65,527.70 will be transferred to 71410 for loan payment for 12/1/2022*

### 71442 Mitigation Fees

• Beginning Cash Balance	4,477.08
• Misc. Receipts	
• Ending Cash	6,715.62
• Beginning Investment Balance	
• Purchases & pool Earnings	
• Ending Investment Balance	3.55
• <b>Total Cash &amp; investment Pool</b>	<b>11,196.25</b>

### 71410 Go Bond

• Transfer in	170.00
• Total Disbursements	170.00
• Debt Outstanding	917,091.82

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

• Beginning Balance (10/01/2022)	3,303.27
• Deposits/Misc. Credits 21	28,545.14
• Withdrawals/Misc. Credits 5	27,983.76
• Ending Balance (10/31/2022)	3,864.65

### **Meeting Minutes:**

Regular Commissioners Meeting Minutes for October 2022:

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

### **Claim Payment Request & Payroll:**

Claim Vouchers and Payroll dated November 2022.

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

### **Approval of BVFF Voucher for Physical reimbursements:**

**Motion:** Commissioner Graham **motioned** to accept the voucher for reimbursement. The motion was **seconded** by Commissioner Bjornstad and approved.

### **Approval of Void/Cancel Warrant:**

**Motion:** Commissioner Graham **motioned** to accept the vouchers for volunteer reimbursement. The motion was **seconded** by Commissioner Bjornstad and approved.

### **Approval of BVFF Retirement:**

**Motion:** Commissioner Graham **motioned** to accept voucher for injury claim. The motion was **seconded** by Commissioner Bjornstad and approved.

### **District Insurance:**

Guest Speaker: Anthony (Tony) Kelley, Kelley Insurance Agency

- Tony spoke to insurance coverage from VFIS
- Discussion continued

### **Approval of acceptance of using VFIS Insurance to cover the Fire District.**

**Motion:** Commissioner Bjornstad **motioned** to accept VFIS Insurance as the new insurance to cover the Fire District and approval for District Chief DeBruin to sign paperwork getting the new insurance in place and canceling the existing policy. The motion was **seconded** by Commissioner Graham and approved.

*Note: a special meeting was discussed depending on how soon first payment is needed.*

### **Old Business:**

#### **Acreage to sell:**

- Commissioners discussed the acreage moving forward with sale.

#### **Vincent Buys with Comcast:**

- Commissioner Graham noted in light of new information brought forward in speaking with auditors, this partnership with Comcast seems to be outside the fire districts scope of business and should be considered as potentially outside their authority.
- Commissioners in agreement.

#### **Sumas Flood Damage:**

- Assistant District Chief Moe spoke to the details of the work going forward at the Sumas station and to the FEMA Grant.

#### Cargo Command Trailer:

- Assistant District Chief Moe indicated the district will not be getting the trailer from Acme and noted the district will be keeping the one we have.

#### **Assistant District Chief Moe:**

##### EMT Class:

- Assistant District Chief Moe spoke to the EMT Class.

##### Volunteers and Shiftwork:

- Assistant District Chief Moe spoke to the volunteers and shiftwork as far as coverage is going.

##### Army Truck:

- Assistant District Chief Moe noted the final cost of the army truck and the grant money.

#### **District Chief DeBruin:**

- District Chief DeBruin left early.

#### **Station Reports:**

##### Kendall Station:

- Battalion Chief Frank Cain Jr. indicated all is well at the Kendall Station.
- Battalion Chief Frank Cain Jr. noted all the volunteers the station has now.

#### **New Business:**

##### **FEMA Application for 2022 Flood at the Sumas Station:**

- Commissioners reviewed the application and agree to signing and going forward with application for obtaining federal and/or state emergency or major disaster assistance funds.

##### **WA Fire Commissioner Associations Health care Program:**

- Commissioner Graham spoke to the increase of 2.5 % to the healthcare plan for district employees.
- Discussion continued on amounts
- Commissioners in agreement with current plan and Commissioner Graham signed the application for 2023.

##### **Levy Certification:**

- Commissioner Graham spoke to the Levy Certification on levy amounts to be collected in 2023.
- Commissioner Graham signed the Levy certification authorization.

**Approval of increase to property tax levy.**

**Motion:** Commissioner Graham **motioned** to accept **Resolution 2022-01** authorizing an increase to the property tax levy. The motion was **seconded** by Commissioner Bjornstad and approved.

**Approval of moving forward with sale of district owned acreage in Sumas.**

**Motion:** Commissioner Graham **motioned** to accept **Resolution 2022-02** authorizing future sale of the acreage in Sumas and authorized Chief DeBruin to take lead in the sale of acreage in Sumas. The motion was **seconded** by Commissioner Bjornstad and approved.

**Approval of the fixed asset program, approval of district assets records.**

**Motion:** Commissioner Bjornstad **motioned** to accept **Resolution 2022-03** approving the districts inventory records. The motion was **seconded** by Commissioner Graham and approved.

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

The next regular meeting will be on December 13, 2022 at **4:00 PM** at the Kendall Station:

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Commissioner-Chair, RobRoy Graham

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Commissioner, Leonard Bjornstad

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Commissioner, Chris Moe

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District Administrator, Jo Olson