



**WHATCOM COUNTY FIRE PROTECTION DISTRICT NO.14
COMMISSIONERS' MEETING
September 11, 2018**

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:

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

Items signed by the Commissioners:

- Regular meeting minutes read and approved
- Warrants in the amount of \$26,409.55
- Payroll in the amount of \$31,164.00
- Voucher, medical
- City of Sumas (finalized) Agreement with WCFD14
- Deletion Form for T-9103 sale
- Retirement form
- Authorization for uncashed payroll check to be repaid
- 5-Policies for payroll, benefits, salary etc.

Hand Outs:

- Bank of the Pacific Report
- Test Loan Transfer information
- Monthly Incident Reports
- Monthly Spending Chart

No Treasurers Report:

(Some data from the Finance office)

714 Expense Fund

- Cash on Hand \$295,232.01
- Investment \$171,749.14

71420 Reserve Fund

- Investment \$378,963.56

Bank of the Pacific Statement:

- Beginning Balance (8/01/2018) \$3,121.49
- Deposits/Misc. Credits 28 \$32,164.97
- Withdrawals/Misc. Credits 7 \$22,653.45
- Ending Balance (8/31/2018) \$12,633.01

Correspondence:

- District Administrator Olson spoke to cost increase for Medical Insurance
- Discussion continued on the increasing cost

Kendall Loan Cost Transfer:

- Commissioners agree to transfer \$15,000 from the 714 account to the 71420-reserve account
- Commissioners agree to transfer the funds for the sale of Tender through GovDeals from the 714 account to the 71420-reserve account

District Administrator:

Wells Fargo Business Checking/Public Funds:

- District Administrator spoke to the decision to go with a *Simple* Business Checking account was not an option per Wells Fargo
- District Administrator indicated after speaking AGAIN with Wells Fargo, it was noted the district must remain on the State/Local Government Checking Account
- Wells Fargo indicated an Agreement to Terminate Interest can be signed and we would then have a non-interest-bearing account
- District Chief DeBruin agreed and indicated District Administrator Olson should sign the form
- District Administrator Olson signed form to terminate interest as we can not have an interest-bearing account, per the County

Old Business:

New Ambulance:

- Commissioner Graham asked about news on the ambulance
- Training Officer Moe shared pictures of the ambulance work being done

City of Sumas Agreement (Amendment Extension Years 2019 & 2020):

- Final Agreement Amendment Extension signed by commissioners
- Commissioner Graham and District Chief DeBruin will meet with the City of Sumas for further discussion on agreement

Kendall Station Remodel Options:

- Commissioner Moe gave hand-outs of modular building and future equipment cost for the district
- Commissioner Moe reported on the modular option for the district as well as loan options
- Discussion continued on the modular building options, site plan, permits, bids, etc.
- Commissioner Moe indicated he can make some more calls on the modular buildings
- Discussion continued on coming up with a plan and having it go out for bid
- District Chief DeBruin will look into the stick building option as well
- District Chief DeBruin and Commissioner Moe will work together on getting the information together on modular and stick building
- Battalion Chief Cain talked about the gravel area where it would be built and cost of the modular building

Battery Powered Jaws Units:

- Commissioner Graham asked about news on the Jaws unit
- Training Officer Moe indicated we should see them in October

New Business:

LIFEPAK 15 (12-lead):

- District Chief DeBruin spoke to the need of 3 new units and indicated the need to add for next year's budget
- Discussion continued on the units including a grant, and cost

Controls over Wages, Salary, stipends, benefits, and leave policies:

- Commissioners reviewed and signed policies

Retirement form for former volunteer:

- Commissioner Graham reviewed and signed

Deletion form for T-9103

- Commissioners reviewed and signed

Authorization for uncashed payroll check to be reissued:

- Commissioners reviewed uncashed payroll check information and signed

Training Officer David Moe:

Fire Recruit Academy:

- Training Officer Moe spoke about the volunteers in the fire academy class

District Chief DeBruin:

Hydrant:

- District Chief DeBruin indicated the hydrant has been installed

Fire Station Reports:

- Station 1, Sumas Battalion Chief Jay Van Middendorp
 - Battalion Chief Van Middendorp all is well, no complaints
 - Commissioner Graham asked about needed cement work at Station 1
 - Battalion Chief Van Middendorp said yes, this still needs to be done
 - District Chief DeBruin and Training Officer Moe will look into getting this done as soon as possible
- Station 2, Kendall Battalion Chief Frank Cain Jr.
 - Battalion Chief Cain Jr. indicated all is well but low attendance due to vacations etc.
- Station 3, Welcome Battalion Chief Denise Christensen
 - Battalion Chief Christensen indicated all is well even though we have less volunteers responding due to summer

Regular Meeting adjourned 5:54PM

The next regular meeting will be at Kendall Station on October 9, 2018 at 5:00 PM

Commissioner-Chair, RobRoy Graham

Commissioner, Leonard Bjornstad

Commissioner, Chris Moe

District Administrator, Jo Olson