



**WHATCOM COUNTY FIRE PROTECTION DISTRICT NO.14  
COMMISSIONERS' MEETING  
June 11, 2013**

**PRESENT:** Commissioner Larry Moore, Commissioner RobRoy Graham and Commissioner Leonard Bjornstad. District Chief Jerry DeBruin, Training Division Lieutenant David Moe, Battalion Chief Jay VanMiddendorp, Battalion Chief Joe Hemmerich, and District Administrator Jo Olson

**ABSENT:** Battalion Chiefs Frank Cain Jr.

**GUESTS:**

Meeting called to order at 7:00 PM at Kendall Fire Station.

**Items signed by the Commissioners:**

- Regular meeting minutes read and approved
- Fire District Enrollment form to update employee info
- Invoice Vouchers
- Warrants in the amount of           \$22,256.26
- Payroll in the amount of           \$14,112.34

**May's Treasurer's Report:**

• Starting Balance:	\$202,136.50
• Tax Receipts	\$40,491.18
• Misc. Receipts	\$8,567.91
• Warrants	(\$62,457.41)
• Ending Cash Balance	\$188,738.18
• Investment Starting Balance	\$164,506.31
• Pool Investment Interest	\$36.97
• Total Cash & Investment Pool	\$353,281.46

**Bank of the Pacific Statement:**

Beginning Balance (5/01/2013)	\$4,205.01
Deposits/Misc Credits 13	\$3,229.02
Withdrawals/Misc Credits 4	\$7,220.00
Ending Balance (5/30/2013)	\$214.03

**Correspondence:**

- No correspondence

**Old Business:**

- Land Business RobRoy Graham met with Seth Woolson
  - No news on Glacier Mountain and Mammoth Homes and if they received a file number
  - RobRoy went ahead and had Seth draft up a commercial letter of concurrency to go along with our residential letter of concurrency, so we now have a pattern for future use
  - RobRoy will follow up to see how they are progressing on the land issue
- New Washer and Dryer
  - David Moe received washer and dryer quotes from DeWaard and Bode
  - A motion was proposed by Leonard Bjornstad to allow up to \$1200.00 dollars to purchase a new set and motion was seconded by RobRoy Graham
  - David Moe and Jerry DeBruin will move forward on securing the best price for purchasing the new washer and dryer set, he will be getting three more quotes

## **New Business:**

- New District Secretary (Secretary/Treasurer Position)
  - A Motion was made by Larry Moore to award the position to Jo Olson and seconded by RobRoy Graham
  - A Resolution was read and signed awarding the position to Jo Olson dated this 11<sup>th</sup> of June
  - An Oath of Office was given by Larry Moore to Jo Olson

*I, \_\_\_\_\_ do solemnly swear that I will faithfully and impartially discharge the duties of this office as prescribed by law and to the best of my ability, and that I will support and maintain the Constitution of the State of Washington and of the United States of America.*

- Jerry DeBruin will notify the Courthouse
- After Meeting Minutes are approved, a copy will be sent to the Courthouse
- District Secretary will now be added to the American Express card for review purposes only, David Moe will update this

## **Lake Chelan Conference:**

- RobRoy Graham's conference trip to Lake Chelan
  - Social Media such as Facebook and Twitter were discussed at the convention
  - Discussion on whether they should play a role in the district
  - It was decided that at this time our website for WCFD14 would be enough on-line presence
  
- Obamacare was discussed at the convention
  - Obamacare is going forward and will be in full force by January 2014  
Changes are definitely in store but not sure how much this will affect our district
  
- BLS being paid using a credit card
  - Talked with Rebecca Reed about setting up to receive credit card payment
  - There would be a small set-up fee for the terminal and a small monthly fee
  - You will lose a small percentage of your money but more likely to get more of your money back
  - Jerry DeBruin will research more on going forward down this path or not
  
- Commissioner Larry Moore asked about the work being done on E91-02 being done by Motor Trucks
  - Jerry DeBruin indicated that the tear-down is pretty much done and the parts have been ordered, so the work should be going forward and we should see progress

**Larry Moore requested a separate private five minute executive session to discuss a personal issue:**

**Audit findings:**

- Fuel cards
  - Missing fuel receipts noted and explained
- Payroll
  - Tracking hours and supplying back-up documentation
- Credit Card/Food Policy
  - District does not have a written policy and procedure for when it is acceptable to purchase food and beverage
  - This has been addressed and a Resolution has been completed
- Capital Asset Policies and Procedures
  - Capital asset policies and procedures, which include requirements for surplus documentation
  - Jerry will work on a policy and procedure document
- Audit findings follow up
  - The commissioners will draft up any final documentation to submit as applicable

**Commissioner Leonard Bjornstad inquired about the new accounting software:**

- Jerry stated we will be moving forward now that that Secretary/Treasurer position has been filled

**Commissioner Larry Moore asked that we move forward with getting the Secretary/Treasurer established as a notary public:**

- Agreed to move forward

**Fire Station Reports:**

- Station 1, Sumas Battalion Chief Jay VanMiddendorp
  - A-91 had a water pump fixed at no charge to the department
  - Grease service to be done on garage doors at Sumas station
- Station 2, Kendall
  - No report
- Station 3, Welcome Battalion Chief Joe Hemmerich
  - Firefighter Al will be more available now and will share as Fire Training Captain with Jeff

**Training Division Lieutenant David Moe:**

- Was volunteered for Bellingham's Captain's exam
  - Was a great experience to see how other districts operate
- Rope purchase was made
  - For use in A-91 and A-93
  - Commissioner RobRoy Graham suggested
- Attended the County Meeting
  - Using a local district mailing list for the community for getting information out
- District webpage
  - We have YouTube video's on there now for viewing

**District Chief Jerry DeBruin:**

- Training: Got the okay from the City of Sumas for a practice burn on front street
- EMS –still in process
- BLS transport: we had 29 this month just between station 1 and station 2, shared work going great between stations
- Commissioner Larry Moore asked about a replacement reserve rig at station 93
  - Jerry always looking for replacement rigs but is weighing if replacement is justified or not
  - Jerry noted that Ford does not stock parts for rigs over 10 years old so we have to purchase any parts through vintage parts sites
- Second half billing for the City of Sumas and new contract discussed
  - Billing for second half is in process
  - Jerry will set up meeting for new contract for the City of Sumas and RobRoy will attend meeting

Meeting adjourned at 8:30 PM the next meeting will be at Kendall Station on July 9, 2013

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COMMISSIONER-CHAIR---Larry Moore

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COMMISSIONER---RobRoy Graham

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COMMISSIONER---Leonard Bjornstad

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DISTRICT ADMIN---Jo Olson