



**WHATCOM COUNTY FIRE PROTECTION DISTRICT NO.14
COMMISSIONERS' MEETING
November 13, 2018**

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

Note: Sumas Fire Call:

- 5:17PM, District Chief DeBruin, Training Officer Moe, Battalion Chief Van Middendorp left for call.
- District Chief DeBruin called in to meeting at 5:27PM

ABSENT: Commissioner Chris Moe and Battalion Chief Frank Cain Jr.

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 \$52,515.37
- Payroll in the amount of \$35,709.00
- Authorization for uncashed payroll check to be repaid
- Reimbursement for Physicals
- Resolution 2018-06 Tax Levy 1% increase
- Resolution 2018-07 Annual inventory

Hand Outs:

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

October's Treasurers Report:

714 Expense Fund

• Starting Balance	\$203,976.36
• Tax Receipts	\$201,610.89
• Misc. Receipts	\$27,917.00
• Warrants	\$68,778.31
• Ending Cash Balance	\$349,723.61
• Ending Investment Balance	\$171,984.24
• Total Cash & Investment Pool	\$521,707.85

71410 Go Bond

• Prior Debt	\$84,433.54
• Debt Paid	\$792.49
• Debt Outstanding	\$83,641.05

71420 Reserve Fund

• Prior Balance	\$438,750.56
• Purchases & Pool Earnings	\$15,567.84
• Ending Balance	\$454,318.40

71442 Mitigation Fees

• Prior Balance	\$11,410.15
• Purchases & Pool Earnings	\$15.62
• Ending Balance	\$11,425.77

Bank of the Pacific Statement:

• Beginning Balance (10/01/2018)	\$100.16
• Deposits/Misc. Credits 19	\$25,240.18
• Withdrawals/Misc. Credits 5	\$24,065.82
• Ending Balance (10/31/2018)	\$1,274.52

Correspondence:

Kendall Loan Cost Transfer:

- Commissioners agree to transfer \$15,000 from the 714 account to the 71420-reserve account

Old Business:

New Ambulance:

- Commissioner Graham noted the new ambulance is on track

Battery Powered Jaws Units:

- Battalion Chief Christensen noted the jaws units are in

Old Business Continued:

Kendall Station Remodel:

- No discussion this meeting

Sumas Station Driveway Cement Repair:

- Commissioner Graham noted it was finished

District Administrator: Jo Olson

City of Sumas Monthly Billing 2019:

- District Admin. Olson asked about due date for monthly invoice
- District Chief DeBruin will check with the City of Sumas

Paid Family & Medical Leave:

- District Admin. spoke about the Paid Family & Medical Leave and the decisions that need to be made and noted you were emailed the information about the new law
- Discussion on paying the employer portion
 - Employers with fewer than 50 employees are not required to pay the employer portion of the premium
 - Commissioner Bjornstad made a motion that the district does not pay the employer portion
 - Commissioner Graham seconded the motion
- District Admin. discussed Wells Fargo handling the premiums for the district like they do already for unemployment insurance
 - Commissioners in agreement for Wells Fargo to handle the premiums for employees

Two Year State Audit:

- District Administrator noted that the audit was in process

2019 Budget:

- District Administrator noted budget should be ready for next month's meeting

New Business:

Resolutions:

- Resolution 2018-06 Tax Levy 1% increase and Resolution 2018-07 Annual inventory were reviewed by the commissioner and signed

Welcome Station Outside Lights:

- Battalion Chief Christensen noted that the outside lights are not working at Welcome station
- Commissioner Graham will get with Training Officer Moe to set up an electrician to get the lights working

District Chief DeBruin:

(Per phone call in at 5:27PM)

Lifepak Units:

- District Chief DeBruin spoke about total cost for Lifepak units at around \$85K and spreading payments out for 5-years
- Commissioners agreed with cost being spread out

Bunker gear and helmets:

- District Chief DeBruin spoke of the need for budgeting for bunker gear and helmets
- District Chief DeBruin spoke to the cost of about \$2200 each set plus helmet cost and suggested we need to start with 10 units
- District Chief DeBruin stressed the need for replacements
- Commissioners in agreement
- District Chief DeBruin will add to the 2019 budget

Training Officer David Moe:

- Training Officer Moe on district call.

Fire Academy:

- In Training Officer Moe's absence, Battalion Chief Christensen noted that the Fire Academy practical Final is Sunday the 18th

Fire Station Reports:

- Station 1, Sumas Battalion Chief Jay Van Middendorp
 - Battalion Chief Van Middendorp on district call
- Station 2, Kendall Battalion Chief Frank Cain Jr.
 - Battalion Chief Cain Jr. absent
- Station 3, Welcome Battalion Chief Denise Christensen
 - Battalion Chief Christensen noted all is well at Welcome Station

Regular Meeting adjourned 5:41PM

The next regular meeting will be at Kendall Station on December 11, 2018 at 5:00 PM

Commissioner-Chair, RobRoy Graham

Commissioner, Leonard Bjornstad

Commissioner, Chris Moe

District Administrator, Jo Olson