



**WHATCOM COUNTY FIRE PROTECTION DISTRICT NO.14
COMMISSIONERS' MEETING
September 12, 2017**

PRESENT: Commissioner RobRoy Graham, Commissioner Leonard Bjornstad, Commissioner Chris Moe, District Chief Jerry DeBruin, Battalion Chief Denise Christensen, Battalion Chief Frank Cain Jr., Training Division Lieutenant David Moe and District Administrator Jo Olson

ABSENT: Battalion Chief Jay Van Middendorp

GUESTS: Stephen Johnson

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 \$27,537.44
- Payroll in the amount of \$33,061.50
- Vouchers

Hand Outs:

- Treasurers Monthly Report
- Bank of the Pacific Report
- Monthly Spending Chart and Budget to date (to commissioners)

August's Treasurers Report:

714 Expense Fund

• Starting Balance	\$299,000.37
• Tax Receipts	\$11,786.26
• Misc. Receipts	\$156,789.26
• Warrants	\$70,744.68
• Ending Cash Balance	\$270,627.20
• Investment Starting Balance	\$169,164.45
• Purchases & Pool Earnings	\$161.56
• Total Cash & Investment Pool	\$439,953.21

71410 Go Bond

• Prior Debt	\$95,283.04
• Debt Paid	
• Debt Outstanding	\$95,283.04

71420 Reserve Fund

• Investment Purchase	\$125,777.00
• Prior Balance	\$128,706.17
• Purchases & Pool Earnings	\$125,899.92
• Ending Balance	\$254,606.09

71442 Mitigation Fees

• Prior Balance	\$11,246.40
• Purchases & Pool Earnings	\$2.77
• Ending Balance	\$11,249.17

Bank of the Pacific Statement:

• Beginning Balance (8/01/2017)	\$8,425.24
• Deposits/Misc. Credits 13	\$20,716.66
• Withdrawals/Misc. Credits 4	\$25,211.00
• Ending Balance (8/31/2017)	\$3,930.90

Correspondence:

Audit Cycling Proposal:

- Commissioner Graham asked about the audit for 2018
- District Administrator Olson indicated we will go ahead with having the two-year audit in Fall of 2018 at a reduced cost and then return to a three-year cycle afterward starting in Fall of 2021

Old Business:

New Visa Card(s) Through Peoples Bank replacing American Express

- Commissioner Graham asked about the progress on applying for a VISA card
- District Administrator Olson indicated that she will fax information which includes August meeting minutes
- District Chief DeBruin and Training Division Lieutenant Moe will be Visa card holders and District Administrator Jo Olson is to have access for reviewing statements, and contact, for payment purposes
- Noted Again: Former Commissioner Moore may have to close the account with American Express after the new Visa cards are acquired

Cost Sheets for Kendall Station remodel:

- Cost sheets were discussed again by commissioners and District Chief DeBruin
- Discussion continued on the processes for going forward including cutting of the timber

District Uniforms:

- District Chief DeBruin indicated the uniforms are done
- Discussion continued on the new uniforms

New Business:

Door Access for Stations:

- District Chief DeBruin indicated that it is time to update or at the least change codes for security reasons
- Discussion continued on when the best time to update to a newer system
- Decision was made to change codes for now and revisit when the building project is being implemented

Bathroom Fans:

- Discussed was a timed fan for bathrooms so that the fan does not run for hours

Kendall Station Shifts:

- Battalion Chief Cain Jr. brought up shift work, especially weekend shifts
- Battalion Chief Cain Jr. spoke about a combined half day Sunday Standby Shift
- Discussion continued on weekend shifts and how to get volunteers to sign up
- Battalion Chief Cain Jr. said he spoke with his station volunteers and asked them to think about it
- Discussion continued on higher volunteer pay for weekend shifts, shorter shifts, home shifts etc.
- Commissioners agreed for District Chief DeBruin to go ahead and raise volunteer weekend shifts rates for the time being
- Discussion continued on hiring more help
- Commissioner Bjornstad suggested trying to recruit volunteers
- Commissioner Bjornstad wants to know the cost of hiring a career fire fighter
- Discussion continued

New Vehicle for District Chief:

- Commissioner Moe brought up buying a new vehicle for the District Chief due to the amount of money needed to correct issues on his current vehicle
- Discussion continued on the need for a new vehicle and the cost of fixing the one he currently uses
- District Chief DeBruin expressed he was fine with just fixing the one he has depending on final cost
- Vehicle discussion continued on how many vehicles were needed etc. at the stations and the timing of purchases so that vehicle replacements would not need to happen all at the same time
- Decision to revisit whether or not a new vehicle is needed

Fire Station Reports:

- Station 1, Sumas Battalion Chief Jay Van Middendorp
 - Battalion Chief Van Middendorp was absent

Cement Work:

- District Chief Jerry DeBruin indicated the cement work will need to be done at Sumas Station soon
- Station 2, Kendall Battalion Chief Frank Cain Jr.
 - Battalion Chief Cain Jr. noted all is well but the call volume is way up as he indicated earlier in the Kendall shifts

- Station 3, Welcome Battalion Chief Denise Christensen
 - Battalion Chief Christensen indicated the door to the meeting room at the Welcome Station is not working
 - District Chief DeBruin and Training Division Lieutenant Moe will look into this issue
 - Battalion Chief Christensen indicated their recent retiree J. Baisden and that a volunteer will be leaving soon for the winter

Training Division Lieutenant David Moe:

Training:

- Training Division Lieutenant Moe indicated South Whatcom has a few classes coming up but probably will be cancelled due to lack of interest

Burn House:

- Training Division Lieutenant Moe said due to burn ban restrictions we are holding off on the burn house training

Next Year's Training:

- Training Division Lieutenant Moe indicated he is working on next year's training

The North Whatcom Denver Prop:

- North Whatcom gave us a Denver Prop which they no longer need

Community Paramedic Program:

- Commissioner Graham brought up the Community Paramedic Program
- Discussion on the Community Paramedic Program

District Chief Jerry DeBruin:

North Region Grant:

- Discussion on the North Region Grant

GUESTS: Stephen Johnson

- Commissioner Graham asked if Stephen Johnson had anything he wanted to say
- Guest Stephen Johnson said he had nothing to say at this time

Regular Meeting adjourned 6:10 PM

The next regular meeting will be at Kendall Station on October 10, 2017 at 5:00 PM

Commissioner-Chair, RobRoy Graham

Commissioner, Leonard Bjornstad

Commissioner, Chis Moe

District Administrator, Jo Olson