

**Whatcom County Fire District #4
via Zoom Meeting
4142 Britton Loop, Bellingham, WA 98230
12:00 p.m.
December 12, 2022
Special Board of Fire Commissioners Meeting
Public Hearing**

CALL TO ORDER

Chairman Lann called the regular Whatcom County Fire District #4 Board of Fire Commissioners meeting for December 12, 2022, to order at 12:03 p.m.

ROLL CALL

Attendees: Chairman Mark Lann; Vice-Chairman Steve Cooley; Fire Commissioner Tim Johnson; Fire Chief Jason Van der Veen.

With the rescission of Proclamation 20-28, the district continues to do its best to provide accommodations to the public. A direct link allowing the public to participate in the meeting during the public comment section was included on the meeting agenda and posted on the District's website.

PUBLIC HEARING 2023 BUDGET

Chairman Lann opened the public hearing at 12:05 p.m.

The public hearing is specific to the 2023 budget. Comments will be restricted to these topics.

The budget was completed by Chief Van der Veen and Business Manager Benita Williams. Chief Van der Veen reviewed the draft 2023 budget for both Fire and EMS.

Revenue

Fire Tax Revenue - \$1,598,607
EMS Tax Revenue - \$418,533

Other revenue includes past taxes, forest excise, leasehold excise, Whatcom County EMS Levy reimbursement, intergovernmental service, small works roster, investment interest, and facility rental fees.

2023 Total Anticipated Revenue \$2,407,170

Interest Investment Reserve Fund

Chief Van der Veen anticipates that \$1,000 will be deposited into the reserve fund in 2023.

Expenditures

Chief Van der Veen reviewed the projected expenditures for 2023, including commissioner salaries, commissioner apparel, small tools, accounting services, election costs, property fees, legal services, audit fees, professional services, advertising, insurance, professional organizational services, registration, and contract for services.

Chief Van der Veen noted that the significant increase in professional services is due to retaining Liz Loomis Public Affairs to assist with the expected levy lid lift proposal and election.

Chairman Lann noted that with the elimination of the administrator's position in 2022, Liz Loomis's fee does not significantly impact the budget.

The contract for services payment to North Whatcom Fire and Rescue (NWFR) is \$2,287,379.

Total \$2,407,382

Chief Van der Veen noted that if the BLS transport revenue collected by District 4 is higher than anticipated, District 4 receives a credit in the first quarter of the following year.

In addition, the rise in the number of transports in District 4's response area has kept the contract for services payments to NWFR lower than expected.

Monies will not need to be taken from the reserve fund for the contract for services payment in 2023.

Copies of the budget will be sent out after the meeting.

The Board expressed their appreciation for Chief Van der Veen and Business Manager Benita Williams's work on the budget.

PUBLIC COMMENT

None

Chairman Lann closed the public hearing at 12:25 p.m.

SPECIAL MEETING

Resolution 2022-06 Adopting the 2023 Budget for Fire: Chief Van der Veen reviewed the resolution. Chairman Lann read a portion of the resolution.

MOTION: Vice-Chairman Cooley moved to approve Resolution 2022-06, Adopting the 2023 Budget for Fire as presented. The motion was seconded by Commissioner Johnson and approved 3-0.

Chief Van der Veen provided information regarding the difference between the fire and EMS assessed values.

Resolution 2022-07 Adopting the 2023 Budget for EMS: Chief Van der Veen reviewed the resolution. Vice-Chairman Cooley read a portion of the resolution.

MOTION: Commissioner Johnson moved to approve Resolution 2022-07, Adopting the 2023 Budget for EMS as presented. The motion was seconded by Vice-Chairman Cooley and approved 3-0.

APPROVAL OF CONSENT AGENDA

- 1. Meeting Minutes
 - a) November 14, 2022 – public hearing
- 2. Staff Reports – Chief / Operations / Training / Technical Support
- 3. Financial Report
 - a) Expense Fund Revenue – November \$125,441.11
 - b) Total Expenditures – December \$577,153.25
- 4. Voucher / Payroll / Benefits
 - a) Monthly Expenditure Payroll Voucher: \$512.00
 - b) Monthly Expenditure Voucher: \$576,641.25

MOTION: Commissioner Johnson moved to approve the Consent Agenda as presented. The motion was seconded by Vice-Chairman Cooley and approved 3-0.

Chief Van der Veen reminded the Board that Liz Loomis had requested that the district identify citizens who are supportive of the fire district and connected to the community to form a communications committee in early 2023. Citizens should represent specific areas in District 4’s response area, including E. Smith Rd., Northshore, and suburban areas around Britton Loop.

Chief Van der Veen requested that the Board contact potential citizens or forward any referrals to him.

UNFINISHED BUSINESS

- None

NEW BUSINESS

Resolution 2022-08 - Establishing the 2023 Meeting Dates: Chief Van der Veen noted that the County requires to have the vouchers and timesheets submitted by a specific date. In addition, it was helpful for admin staff to have both the District 4 and NWFR Board meetings in the same week. Chairman Lann read the dates.

January 16	July 17
February 13	August 14
March 13	September 18
April 17	October 16
May 15	November 13
June 12	December 11

MOTION: Vice-Chairman Cooley moved to approve Resolution 2022-08, Establishing the 2023 Meeting Dates as presented. The motion was seconded by Commissioner Johnson and approved 3-0.

Chief Van der Veen remains hopeful that in-person meetings will take place in the near future at Britton Loop Station 12. At this time, the community members can participate in meetings via Zoom.

Board Officers: Chairman Lann noted that he was not opposed to having another commissioner step up and take his place as Board Chair in 2023. There will be Board Officer elections held during the next meeting.

CORRESPONDENCE

- 2023 BLS Increases (transport and mileage)

ANNOUNCEMENTS

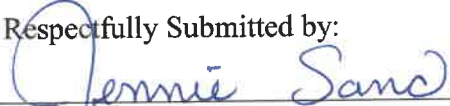
- **January Board Meeting Attendance Query:** All Commissioners present are expected to attend the January 16 meeting via Zoom.

AGENDA ITEMS FOR NEXT MEETING


- Board Officer Elections

ADJOURNMENT

MOTION: There being no further business, Chairman Lann moved to adjourn the meeting at 12:47 p.m. The motion was seconded by Commissioner Johnson and approved 3-0.

Respectfully Submitted by:


Jennie Sand, Board Secretary

ATTEST:


Mark Lann, Chairman

Steve Cooley, Vice-Chairman



Tim Johnson, Commissioner



Jason Van der Veen, Fire Chief