

**Whatcom County Fire District #4
4142 Britton Loop, Bellingham, WA 98230
12:00 p.m.
April 13, 2026
Regular Board of Fire Commissioners Meeting**

CALL TO ORDER

Chairman Cooley called the regular Whatcom County Fire District #4 Board of Fire Commissioners meeting for April 13, 2026, to order at 12:00 p.m.

ROLL CALL

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

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 COMMENT

There were no public comments.

APPROVAL OF CONSENT AGENDA

1. Meeting Minutes
 - a) March 16, 2026
2. Staff Reports – Chief / Operations / Training / Technical Support
3. Financial Report
 - a) Total Revenues – March \$252,939.93
 - b) Total Expenditures – April \$8,378.53
4. Voucher / Payroll / Benefits
 - a) Direct Deposit Payroll: \$1,127.00
 - b) Monthly Expenditure Voucher: \$7,251.53

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

Chief Van der Veen provided information regarding a recent project at Britton Loop Station 12. The project included a conversion to LED lights. The district used the Puget Sound Energy (PSE) Program, thereby reducing overall costs.

UNFINISHED BUSINESS

Britton Loop Drill Ground Project Update: Chief Melillo provided information regarding hiring a contractor (Lupul Contracting) with many years of experience to oversee the entire project. The contractor also provided alternatives to using concrete in some areas. The cost of the work would not exceed the \$400,000 approved during the March 16 meeting.

Although the project will proceed with concreting both the B and C sections on the training ground, the Board directed Chief Melillo to further evaluate the asphalt options and report back at the next meeting.

All future use of the training ground will be suspended to ensure the project can be completed without interruption.

Britton Loop Training Room HVAC: Chief Van der Veen and Chief Melillo provided information on the bid process to replace the HVAC system. Chief Van der Veen reviewed the bids. Because the replacement does not fall under the maintenance agreement, it was noted that District 4 would pay any project costs.

Bids

A.W. HVAC

- Option 1 \$20,285
- Option 2 \$24,635
- Option 3 \$30,765
- Does not include permit fees
- Does not include tax
- Removal of duct system

LSM

- 68,850.00
- Extended warranty \$3,500
- Permits \$1,200
- Does not include permit fees
- Does not include tax
- Duct work additional cost

It was noted that the LSM bid was like-for-like, while A.W. HVAC provided alternatives that would eliminate the need to use the storage room for the system, resulting in additional overall storage. In addition, no additional ductwork would be necessary, and the split heat pump system would dissipate heat more efficiently.

The district has recommended engaging Lupul Contracting to manage the entire project. The company has previously provided services to the district and is highly regarded for ensuring that manufacturers and subcontractors fulfill their obligations and comply with warranty requirements.

Lupul Management Fee 10% + tax = \$3,235.90

The Board thanked Chief Melillo for his work on this project.

MOTION: Chair Cooley moved to authorize Chief Van der Veen to proceed with the HVAC system replacement for the training room, selecting Option 2 from Lupul's Contracting proposal, which included the bid from AW HVAC for a total of \$32,923.05. The motion was seconded by Vice-Chairman Johnson and approved 3-0.

NEW BUSINESS

Introduction: Finance Specialist: Alisa Bowen provided information regarding her move to the district.

The Board welcomed Alisa Bowen to the District 21 administrative office staff.

CORRESPONDENCE

- None

ANNOUNCEMENTS

- **May Board Meeting Attendance Query:** All Commissioners plan to attend the May 18 Board Meeting. (in person)

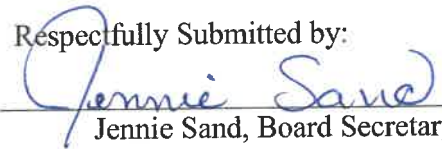
AGENDA ITEMS FOR NEXT MEETING

- Training Ground Project Update
- HVAC

ADJOURNMENT

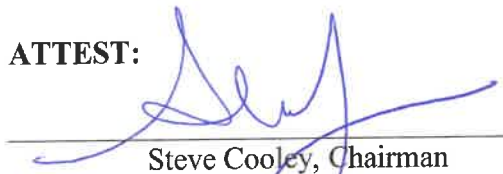
The meeting was adjourned at 12:42 p.m.

Respectfully Submitted by:



Jennie Sand, Board Secretary

ATTEST:




Steve Cooley, Chairman



Tim Johnson, Vice-Chairman



Mark Lann, Commissioner



Jason Van der Veen, Fire Chief