

Whatcom County Fire District #5

Point Roberts Fire Department

2030 Benson Road, Suite A
Point Roberts, Washington, 98281

Regular Meeting of the Board of Commissioners

January 13th, 2016

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:04 p.m. by Commissioner Meursing.

In Attendance: Commissioner William Meursing
Commissioner Stanley Riffle
Commissioner Jeffery Wilmot
Chief Christopher Carleton
Financial Manager Patty Markel via teleconference
Recording Secretary Linda Hughes

Guests: Meg Olson
Virginia Lester
Ed Lester
Fadi Samaha
Richard Foreman
Ron Hughes
Shannon Tomsen

B. ELECTION OF OFFICERS

MOTION: Commissioner Riffle moved that status quo be maintained, retaining Commissioner Meursing and Chairman and Commissioner Riffle as Vice-Chair. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0**

C. PUBLIC COMMENT

Virginia Lester, as Chairperson of PREP wanted to thank Chief Carleton for arranging for PREP and CERT organizations to be invited to participate in final burn of the home on Marine Drive. Chief responds by thanking the two organizations, and the public, for participating and viewing this valuable training exercise for our members.

D. BOARD ACTION

D.1 Approval of the Minutes of the Regular Meeting of December 9th, 2015

MOTION: Commissioner Riffle moved to accept the Minutes of the December 9th, 2015 regular meeting as read. The motion was seconded by Commissioner Wilmot. **Motion passed 3-0.**

E. FINANCIAL MANAGER'S REPORT

E.1 Financial Report

Financial Manager Markel provided an overview of her report.

E.2 Approval of Fire District Vouchers

MOTION: Commissioner Riffle moved to accept the Vouchers for December, 2015 in the amount of \$32,694.58 for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 - 0**

E.3 Approval of Fire District Payroll

MOTION: Commissioner Riffle moved that the payroll in the amount of \$13,928.67 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 - 0**

E.5 Budget Update

Financial Manager Markel provided an overview of the current budget status, indicating that it appears year-end 2015 will close with approximately 6.23%, or \$33,000.00, of the budget remaining.

Commissioner Meursing wanted to discuss the cost of living increase (CPI) for Chief Carleton's employment contract, effective January 1, 2016. Financial Manager Markel indicated that the most recent CPI rate is 1.5%. Chief Carleton clarified that the CPI component of his employment contract is from June to June, with any increase to become effective January 1st the following year, and since the rate in June of 2015 was 1.1%, any CPI increase should be 1.1%, and not the current rate of 1.5%. All Commissioners discussed this clarification and instructed Financial Manager Markel to begin including the CPI rate increase of 1.1%, effective January 1, 2016, toward Chief Carleton's remuneration.

F. CORRESPONDENCE

Correspondence included several holiday cards, including one \$100.00 donation to WCFD5. The donation was deposited to the General Fund and the Chief noted his appreciation for such donations from community members.

G. CHIEF'S REPORT

Chief Carleton provided an overview of the Chief Officer Report as attached and scanned.

The Chief continues to remind homeowners to contact their insurance companies to seek potential savings related to the District's improved ISO rating.

The Chief also gave an overview of the status of the grant applications that he has been preparing and will be filing at the end of this week.

Chief also reviewed the number of members in the organization, advising that approximately 14 members have left the district over the past year to career positions in Canada. He described the district as being a farm team, and he is proud of that. Our organization is known for its high level training and while members seeking career positions may not stay with us for long, the community benefits from their enthusiasm and willingness to volunteer here. New members from outside our community must take all their own firefighter 1 and firefighter 2 certification training, at an expense of approximately \$16,000 to \$20,000, a cost that the District does not bear. Chosen Point Roberts applicants' training is paid for by our District and those members enter into a contract with the District which includes repayment of some training costs if a pre-determined length of service is not completed, and for firefighters that term is two years. Chief thanked the Canadian volunteers that choose to develop their career here and protect this community in the process.

H. UNFINISHED BUSINESS

None.


I. NEW BUSINESS

None.

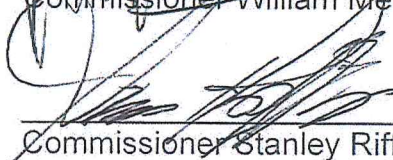
J. ADJOURNMENT

As there was no further business, Commissioner Riffle moved to adjourn the meeting. Commissioner Wilmot seconded the motion. **Motion passed 3 – 0.**

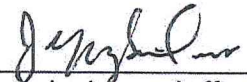
The next Regular Meeting of the Board of Commissioners will be February 10th, 2016.



Commissioner William Meursing

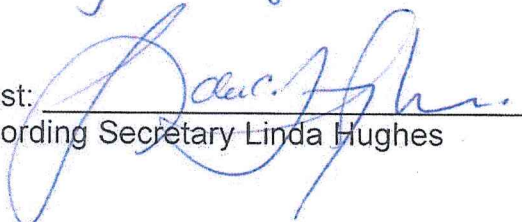


Commissioner Stanley Riffle



Commissioner Jeffrey Wilmot

Dated February 10, 2016

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
January 13, 2016

**WHATCOM COUNTY
FIRE DISTRICT 5**

Warrants total \$32,694.58; Items to mention (over \$1,000): US Bancorp (credit card) \$4,930.81, Whidbey Telecom \$2,800, City of Bellingham \$2,874.20, WA Board for Volunteer FFs \$2,430, WC FARS \$1,930.94, WFCB \$1,500 and Emergency Reporting \$2,291.52. Volunteer payroll included in Warrants total \$8,931.00.

January payroll totals \$13,928.67; Chief Carleton's salary \$4,166.67, Asst Chief Shield's pay \$2,667.00; the volunteer portion totaled \$5,679.00. There was one event for the commissioners and secretary.

The total payout for volunteers (warrants included) is \$14,610.00.

Your December financial statements are in your meeting book. Final year end financials will be available at the February meeting.

We need a motion to approve the warrants for \$32,694.58 and payroll in the amount of \$13,928.67.

Respectfully,

Patty Markel
Finance Manager

2015 Budget Remaining – 12/31/15	
Legislative	<5.94%>
Administrative	<0.99%>
Suppression	<0.98%>
Suppression Training	48.13%
Maintenance	28.90%
Vol. FF EMS	9.46%
EMS Training	41.12%
Total Budget Remaining:	6.23%

Whatcom County Fire District 5

Chief Officer Report

January 2016

For December 2015

Point Of Information

1. Home owners should call their insurance company due to ISO change
2. I will discuss the radio improvements next month
3. I will be working with Financial Manager Patty Markel for year end report
4. Currently conducting a recruitment process
5. Submitting three grants: SCBA/Apparatus/Regional Cardiac Monitor

Apparatus

E58	No report
E5802	No report
B58	No report
U5802	No report
A58	No report
A5802	No report
C58	No report

Member Roster

41 Members (25 Canadian / 8 Point Roberts / 8 County)

- 6 Paramedics
- 14 EMTs (6 AEMT)
- 3 Ambassadors
- 31 Firefighters

Volunteer Hours 2017

Volunteer Payroll 9906

Combined Chief Hours (Chief 108.0 /// Asst. Chief 164.0) Total Chief Hours = 272

Incidents

Total Calls (8)

EMS Calls (5)

<u>Transports:</u>	Saint Joseph Hospital (1)	Bellingham FD Medic (0)
	Airlift Northwest (0)	North Whatcom Fire Rescue (1)
	No Transport (2)	Ferndale FD Medic (1)
	Home Visit (0)	

Public Service (0) --

Agency Assist (0) -- Law Enforcement

Fire Classification (3) -- (1) Outdoor Burns - 1 permit/0 illegal (0) Smoke invest. (2) False Alarms
(0) Vehicle fire (0) Power Lines Down

Other (0) --