

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 10th, 2018

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Chairman Meursing.

In Attendance: Commissioner William Meursing
Commissioner Virginia Lester
Commissioner Elect Pat Harper
Chief Christopher Carleton
Recording Secretary Linda Hughes
Financial Manager Patty Markel, via teleconference

Guests: Ed Lester Robin Nault
Pat Grubb Vic Riley
Marg Knowles Shannon Tomsen
John Shields Judson Meraw

Commissioner Meursing announced that before the meeting continues with the Agenda and the Election of Officers, he wanted to take a moment to remember and honor former Commissioner Davea Fisher, who recently passed away. He continued by saying that former Commissioner Fisher is survived by her husband John and daughter Michelle. Commissioner Fisher was intelligent, outspoken and possessed an iron will, who served not only as a Commissioner to this Fire District, but also as its Secretary for a period of time. Commissioner Meursing expressed condolences on behalf of Whatcom County Fire District 5.

B. ELECTION OF OFFICERS

MOTION: Commissioner Lester moved that Commissioner Meursing remain as Chairperson. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

MOTION: Commissioner Meursing moved to nominate Commissioner Lester as Vice Chairperson. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

C. PUBLIC COMMENT

Judson Meraw asked Chief Carleton if there was any progress on the chainsaw course to be offered to CERT members.

Chief Carleton replied that he did not yet have all of the information necessary to schedule the course and explained to the Commissioners that he was looking into a chainsaw course for the

purpose of having members trained in fallen tree removal when it is a danger to the community, as happens from time to time when a tree falls across the road. Chief Carleton reported that this course is usually a 2-day course at a cost of approximately \$3,000.00 with a maximum of 8 participants, but he is working with the course providers to pare the course to include only the skills that are necessary for use within the Fire District, which does not include falling trees, bucking up the wood, or brush clearing.

Chief Carleton also explained that he intended to invite members of CERT to join the program at their own cost, and the District would pay the course costs of the attending members, from his course and instruction budget. Chief responded to Commissioner Meursing's inquiry about insurance saying that outside members would need to sign a release and be self-insured. The members of this District would be covered by the District insurance policy as part of their training.

D. BOARD ACTION

D.1 Approval of the Minutes of the Regular Meeting of December 13th, 2017

MOTION: Commissioner Harper moved to accept the Minutes of the Regular Meeting of December 13th, 2017 presented. The motion was seconded by Commissioner Lester. **Motion passed 3 – 0.**

E. FINANCIAL MANAGER'S REPORT

E.1 Financial Report

Financial Manager Markel presented the monthly financial report as submitted.

E.2 Approval of Fire District Vouchers

MOTION: Commissioner Lester moved to accept the Vouchers in the amount of \$21,923.90 for payment. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

E.3 Approval of Fire District Payroll

MOTION: Commissioner Lester moved that payroll in the amount of \$20,749.34 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

E.4 Budget Update

Financial Manager Markel reported that final year end results will be available before the next regular meeting.

Financial Manager Markel announced that she will be next be in in Point Roberts for the regular February meeting.

Chief Carleton announced that EMS coverage costs will be higher in December and February as he will be absent on vacation and the necessary staff will be in place to cover that absence.

Commissioner Meursing reminded the Commissioners, Chief and Financial Manager of their fiscal responsibility to the taxpayers to be very prudent in spending, and to keep in mind the potential expenses the District will face when it becomes necessary to replace an apparatus. He reminded

everyone of the circumstances of the funding of the previous apparatus, being the sale of Julius Fire Hall for cash and the closing of the Volunteer Firefighter Bingo operation which provided a significant amount of cash at the time. He reminisced about the time when this District was not so careful, but this District is now more mature, and has been granted the public's trust with an increased tax levy to support the district. He does not want to go back to the taxpayers for further increases and strongly encourages all of us, the Board, Chief and Financial Manager, to be wise and frugal to spend carefully on items necessary for life and safety, and operations, and keep in mind the million to million and a half capital expenses that we know are coming.

F. CORRESPONDENCE

Chief Carleton delivered a number of holiday cards, and cards of thanks from community members and partners, such as Airlift Northwest.

G. CHIEF'S REPORT

Chief Carleton's Chief Officer Report was read and submitted, including:

A Fire House Subs grant has been awarded to WCFD5 in the amount of \$24,457.20 to replace 10 sets of bunker gear (minus the helmets).

Chief also described the use of expired bunker gear for training academy and when necessary for use to battle an external structure fire. Certified firefighters are the only members allowed to enter the interior of a structure fire and they absolutely require current, unexpired gear.

Chief reported on a new community outreach program he is embarking upon with Commissioner Lester, in cooperation with the Hospital District, designed to bring basic oversight and medical attention to the underserved. Former Commissioners Tomsen and Riffle have supported this idea in the planning phase, which has also received the support of Commissioner Meursing. Chief will be looking into additional grant funding for this program which could potentially provide a vehicle and/or necessary supplies. At this time all services will be provided at no cost to individuals.

Chief met with the Washington Surveying and Rating Bureau on January 3rd, regarding the District's ISO rating. At this time the Bureau is re-working some of the rating parameters, and that is already a good thing for this District, one example being the negative impact of the aging fleet of vehicles and apparatus on the District's ISO rating which now will not impede the score to the same degree as the former rating parameters.

The Chief plans to start work on a comprehensive plan for the District.

Chief again summarized the events of the house fire on APA Road and commended the firefighting team that attended the fire. He also reminded everyone that smoke detectors saved the lives of the residents of that home and further reminds the public that smoke detectors are free from the District, and include installation. Since the fire, 7 new residents have taken advantage of the smoke detector program.

Commissioner Meursing asked Chief Carleton what the status was on the repayment of funds due to the District by former member Tersakkian. Chief said that the member has been provided with an invoice and she has indicated her intention to pay it forthwith. Chief also advised that another member, Steinberger, has left the District just 81 days shy of fulfilling her contract to the District, to pursue nursing. He also reported that she would like to continue taking online courses offered to members, which she will now pay for independently, and will also be reimbursing the District for the

amount due from early departure in the amount of approximately \$372.00. Member Steinberger has advised the Chief that she would like to return to the District someday.

Commissioner Lester asked Chief Carleton to summarize the grants he has been successful in obtaining for the District in recent years.

Chief Carleton responded that the District has annually been awarded an EMS trauma grant for approximately \$1,200, the \$24,000 Fire House Subs granted announced earlier, the \$162,000 SCBA grant awarded in 2017, and the \$19,000 grant toward the Lukas device, for a summarized total of approximately \$206,000.00 in savings to the taxpayers of Point Roberts.

Commissioner Lester congratulated Chief Carleton on those successes, which can be difficult to attain.

Chief Carleton said that he will continue to re-apply for an apparatus grant, in hopes of receiving the necessary funding to purchase a newer fire engine, and as well will continue to re-apply for the LifePak Regional grant.

Commissioner Meursing also thanked Chief Carleton for his diligence on seeking grant funding, but reiterated his earlier comments about this Board's fiduciary duty to remain frugal and wise in spending.

H. UNFINISHED BUSINESS

None

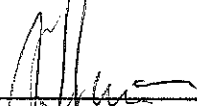
I. NEW BUSINESS

None

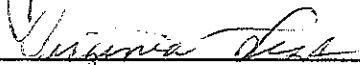
J. ADJOURNMENT

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

The next Regular Meeting of the Board of Commissioners will be February 14th, 2018, at 4:00 p.m.



Commissioner William Meursing



Commissioner Virginia Lester



Commissioner Pat Harper

Dated 2/14/18

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
January 10, 2018

**WHATCOM COUNTY
FIRE DISTRICT 5**

January warrants total \$21,923.90. The total for payroll is \$20,749.34 including Chief Carleton’s salary of \$5,000.00 and Assistant Chief Shield’s pay of \$2,833.34. There was one event for the commissioners and the secretary.

The total payout for volunteers (warrants included) is \$15,113.00.

A General Ledger Balance report for December is in your meeting books. Year-end financial statements will be available at the February meeting.

We need a motion to approve the warrants and payroll for January as presented.

Respectfully,

Patty Markel
Finance Manager

2017 Budget Remaining – 12/31/2017	
Legislative	8.59 %
Administrative	10.62 %
Suppression	5.71 %
Suppression Training	25.92 %
Maintenance	3.96 %
Vol. FF EMS	-4.21 %
EMS Training	39.98 %
Total Budget Remaining:	4.86 %
<i>12/31/16 Budget Comparison:</i>	<i>11.33%</i>

Warrants – Items over \$1,000 ~	
WA Fire Commissioners -Dues	\$ 1,500.00
Whatcom County FARS	\$ 2,001.05
US Bancorp (Credit Card)	\$ 9,930.24
<i>Includes:</i>	
Compass Rose Bar & Grill -	\$ 3,896.20
<i>Volunteer Recognition</i>	
Puget Sound Energy – Power Bill	\$ 1,100.00
Best Buy - Computer	\$ 1,097.85

Whatcom County Fire District 5

Chief Officer Report

January 2018

For December 2017

Point Of Information

1. Firehouse Sub Grant for PPE – Awarded \$24,457.20
2. Informational Mtg with Hospital District – Community Paramedic Program
3. WSRB meeting regarding ISO rating factors

Apparatus

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

Member Roster

43 Members (24 Canadian / 10 Point Roberts / 9 County)

- 5 Paramedics / 14 EMTs (8 AEMT) / 3 Ambassadors / 35 Firefighters

Volunteer Hours 2617

Volunteer Payroll 16161

Combined Chief Hours (Chief 174 /// Asst. Chief 153) Total Chief Hours = 327

Incidents

Total Calls (17)

EMS Calls (7)

<u>Transports:</u>	Saint Joseph Hospital (2)	Bellingham FD Medic (0)
	Airlift Northwest (1)	North Whatcom Fire Rescue (0)
	No Transport (3)	Ferndale FD Medic (1)
	Home Visit (0)	Other (0)

Public Service (4)

Agency Assist (0)

Fire Classification (6)

(3/1*) Outdoor Burns - permit/illegal* /// (0) Smoke invest. /// (1) False Alarms /// (0) Vehicle Fire
(0) Power Lines Down /// (1) Structure /// (0) Water Problems /// (0) Boat /// (0) Animal Rescue ///
(0) Chimney Fires /// (0) Grass Fire /// (0) Gas Leak /// (0) Down Tree /// (0) Plane Emergency