

# **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 11<sup>th</sup>, 2017**

## **MINUTES**

### **A. CALL TO ORDER**

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

In Attendance:                    Commissioner William Meursing  
    Commissioner Stanley Riffle  
    Commissioner Shannon Tomsen  
    Chief Christopher Carleton  
    Recording Secretary Linda Hughes  
    Financial Manager Patty Markel (via teleconference)

Guests:                             Randall (PJ) Minter  
    Assistant Chief John Shields  
    Fadi Samaha  
    Pat Harper  
    Virginia Lester  
    Raye Newmen  
    Sandi Henry  
    Robin Nault  
    Pat Grubb

### **B. PUBLIC COMMENT**

None

### **C. BOARD ACTION**

#### **C. Approval of the Minutes of the Regular Meeting of December 14<sup>th</sup>, 2016**

**MOTION:** Commissioner Riffle moved to accept the Minutes of the Regular Meeting of December 14<sup>th</sup>, 2016 as presented. The motion was seconded by Commissioner Tomsen.  
**Motion passed 3-0.**

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## **D. FINANCIAL MANAGER'S REPORT**

### D.1 Financial Report

Financial Manager Markel presented the financial report as submitted.

### D.2 Approval of Fire District Vouchers

**MOTION:** Commissioner Riffle moved to accept the Vouchers in the amount of \$30,180.15 for payment. The motion was seconded by Commissioner Tomsen. **Motion passed 3 – 0**

### D.3 Approval of Fire District Payroll

**MOTION:** Commissioner Riffle moved that the payroll in the amount of \$16,927.50 be approved for payment. The motion was seconded by Commissioner Tomsen.  
**Motion passed 3 – 0**

### D.4 Audit Update

Chief Carleton provided an update of the Audit process, saying that it was essentially completed and no issues were found, known as a clean audit. Chief Carleton indicated that there remains an option to have an exit interview with the Auditor, either in person or by telephone interview. After the exit interview, the Chief advised that we will likely receive some written recommendations, which we usually get, likely regarding efficiency of accounting with the petty cash account. The Chief described a number of scholarship awards that the District provided to WCFD5 members, as is done every year as reward for exemplary service and incentive toward personal development. He also indicated that medals were purchased to award to the life-saving team that attended the cardiac arrest patient at the border. The Chief indicated that a policy should be developed to be more general so as to include exceptions in Petty Cash expenditures, like the ones just mentioned.

Commissioner Riffle said he feels that at least one of the Commissioners should participate in an exit interview with the auditor, and asked it was mandatory. Chief Carleton replied that it is not mandatory for a District of our size as we are considered low-risk. By comparison, District 7 has a \$7 million dollar budget and therefore the exit interview is mandatory.

Commissioner Meursing offered that he has attended many exit interviews in the past and would like to offer the opportunity to one of the other Commissioners.

Commissioner Riffle offered to do it the following week.

### D.5 Budget Update

Commissioner Meursing reviewed the budget remaining for the year being 11.3%, equating to approximately \$50,000.00 and congratulated the Chief and the Financial Manager for keeping the District in the black.

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Financial Manager Merkel confirmed that she would have final year end numbers available in February, at which meeting she intends to attend in person.

Commissioner Meursing suggested that it would be prudent to attend to the election of officers for 2017 at this time, which is usually done in January of every year. As he has been the Chairman for a number of years, he offered the position to either of the Commissioners who may wish to serve in that capacity. Both Commissioners Tomsen and Riffle indicated they felt that Commissioner Meursing does an excellent job of the duties of Chairman and both remarked they wished he would continue in the role. Commissioner Meursing thanked them, saying he appreciated their confidence.

Commissioner Riffle added that he felt it would be a good time for Commissioner Tomsen to serve in the Vice-Chair position, and Commissioner Tomsen agreed that she would be willing to accept the role.

**MOTION:** Commissioner Meursing moved to implement the Officer positions as agreed, with himself remaining as Chair and Commissioner Tomsen being appointed as Vice-Chair. The motion was seconded by Commissioner Tomsen. **Motion passed 3 – 0**

#### **E. CORRESPONDENCE**

Chief Carleton reported that there were two cards of thanks regarding calls.

At this time the Chief reminded everyone that he will be out of town from February 1<sup>st</sup> to the 8<sup>th</sup> and therefore will not be in attendance at the next regularly scheduled meeting.

#### **F. CHIEF'S REPORT**

Chief Carleton indicated that he followed up the applications that have been submitted for the current AFG Grant cycle by contacting AFG in Washington DC, whereupon he was advised that the AFG team was still in discussions regarding which applications would move forward to the next step. He will keep the Commissioners apprised of developments as information becomes available.

Chief Carleton then provided a review of the various grants submitted.

He continued with discussing the replacement of the tank on 5802 to be scheduled soon, and before it is scheduled he will contact both Delta and North Whatcom regarding backup during the time that 5802 will be out of commission undergoing those repairs. He advised that Pro-Fire in Canada will be performing the repairs on 5802, and advised that one significant advantage to their service is that they will come to the border and pick up 5802, take it to Abbotsford Canada for the tank replacement and then deliver the engine back to the Point Roberts border, saving a great deal of time and logistics for our members. He reminded everyone that the expenditure for this repair has already been approved. A Capital Fund Allocation document has been presented to the Commissioners and is attached to these Minutes.

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At this time Assistant Chief Shields provided demonstrations of the new Detection Monitor which measures hazardous gases, and the new SCBA equipment.

Chief Carleton followed up the demonstrations with a review of the number of SCBA's purchased and the costs, which were covered by the grant allocated for them. He also described the 6 new seats that would be replaced in the apparatus to accommodate the larger SCBA equipment. Commissioner Meursing asked if the new seats were also covered by the grant funding, which Chief Carleton confirmed was correct.

Commissioner Riffle asked how many hours of training would be required and Chief Carleton responded saying it is approximately one hour, but the SCBA equipment will not be brought fully into service until everyone in the District has received the full training so as to avoid any situation in which an untrained member is put at risk with equipment they are not fully trained to use.

Chief Carleton also indicated that the District will be purchasing a fit-test machine later this year or early 2018, as it will be mandatory, and will likely cost approximately \$8,000.00.

Chief Carleton also displayed the new Nitronox Unit, used for pain management. He described how pain medicine is self-administered by the patient as needed and will be of great help when there is no paramedic available to attend a medical emergency.

Commissioner Meursing asked about the SCBA equipment whether WCFD5 has a beard and moustache policy. Chief Carleton said that we do, our District has a clean-shaven face policy but certain goatees and other facial hair are allowed as long as the use of the SCBA facemasks is not inhibited. He mentioned that in other Districts where members have religious reasons for keeping facial hair, they are required to sign a waiver of liability. Commissioner Meursing asked what we would do if we should receive such an applicant. Chief Carleton responded that we would seek legal counsel and likely offer a qualifying candidate membership on the condition of waiver of liability.

Chief Carleton continued to review his Chief Officer Report as submitted.

## **G. UNFINISHED BUSINESS**

Commissioner Tomsen began reviewing the presentation she had given at the November and December meetings, regarding the articles published in the All Point Bulletin, at which time the APB Editor and Publisher, Pat Grubb, immediately left the meeting. Commissioner Tomsen concluded a very brief review of her research.

## **H. NEW BUSINESS**

Chief Carleton discussed the training calendar for 2017, a handout for which he provided to each of the Commissioners for review.

Chief Carleton indicated that both organizations PREP and CERT had agreed to offer "victims" for in-home training this year, to augment fire-station training with real-life

situations, in homes, offering much broader emergency response training than the usual working on one another on the station floor training they usually rely upon.

Chief Carleton also discussed the mandatory burn training which happens in Bellingham, involving live-fire situations including vehicle extrication. He said there is a cost associated with this training and he has set aside \$5,000 in the budget for it, as it is a State requirement that this mandatory training be completed at least once every three years.

Commissioner Meursing had additional new business to discuss, starting by saying he had been in discussions with Chief Carleton about his Pension. Commissioner Meursing continued with acknowledging that Chief Carleton is also an employee of District 7 and as such is participating in a Pension Plan, but at this time we have none in our District. There is a shared Firemen/Police Pension Plan and he has asked Financial Manager Markel to research and provide more details on this. Commissioner Meursing asked his fellow commissioners to consider their thoughts on offering our own Chief a pension plan, and by the time they next visit this topic, he hopes to have some clearer idea of the costs associated with contributing to a Pension Plan.

Chief Carleton thanked Commissioner Meursing for the generous suggestion and advised the Commissioners that contributing to a Pension Plan may require that he bump up his hours to full-time – 160 hours per month. Doing so would also add to his vacation and sick time. The Chief is very grateful at the suggestion and if the District should decide to enter into pension plan contributions on behalf of the Chief, he would forego any further salary raises. He believes a simple addendum to his current employment contract would suffice to bring these agreements into the current contract.

Commissioner Riffle believes this matter should be discussed in Executive Session as it is a personnel matter, and he agrees that more information is needed.

Chief Carleton reiterated that he is very happy with the current employment contract he has with District 5, and further reiterated that he would forego any CPI for the remaining years of his contract if the Commissioners choose to contribute to the LEOFF Pension Plan on his behalf. He also stated that if they choose not to participate in a Pension Plan, he will remain very happy the way things are now, in that he will accept the CPI increase annually. He stated that he does not want to take advantage of this community or the District and it remains his principal mandate to concentrate on making sure that the members of District 5 are highly trained. He thanked the Commissioners for the continued opportunity to serve in this capacity.

Commissioner Tomsen shared her personal thanks to the Chief for his work, saying that in 2003 there was no paramedic, the clinic was just new, and people were hostile toward the subject of the fire district and emergency services. She stated that she is very proud to have been appointed to this board of commissioners and is equally proud that this community now has EMT's, AEMT's a paramedic and a Clinic. She continued by telling Chief Carleton that the opportunities that he has given to so many, and the benefits he has brought to this community, are immeasurable. She concluded by saying that in 2004 she experienced a personal emergency, and endured a very disorganized and discomfoting situation which she remembers clearly, and now is just so grateful for the professional emergency response team we can all rely upon when necessary.

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Commissioner Riffle indicated that it is really too bad that a representative from the All Point Bulletin was unable to stay through to the end of this meeting and be in a position to report on this good story.

## I. ADJOURNMENT

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

The next Regular Meeting of the Board of Commissioners will be February 8<sup>th</sup>, 2017, at 4:00 p.m.

  
\_\_\_\_\_  
Commissioner William Meursing

  
\_\_\_\_\_  
Commissioner Stanley Riffle

  
\_\_\_\_\_  
Commissioner Shannon Tomsen

Dated February 8, 2016

Attest:   
\_\_\_\_\_  
Recording Secretary Linda Hughes

**FINANCIAL REPORT**  
January 11, 2017

**WHATCOM COUNTY  
FIRE DISTRICT 5**

January warrants total \$30,180.15. The total for payroll is \$16,927.50; including Chief Carleton’s salary \$4,212.50 and Assistant Chief Shield’s pay of \$2,750.00. There was one event for the commissioners and secretary.

The total payout for volunteers (warrants included) is \$12,282.00.

The December financial statements will be available at the February meeting due to Whatcom County closing their books late January.

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

Respectfully,

Patty Markel  
Finance Manager

| <b>2016 Budget Remaining –<br/>12/31/16</b> |         | <b>Warrants –<br/>Items over \$1,000 ~</b> |             |
|---|---------|--|-------------|
| Legislative                                 | 26.59 % | Emergency Reporting                        | \$ 2,291.52 |
| Administrative                              | 2.19 %  | WA State Auditor’s Office                  | \$ 3,286.43 |
| Suppression                                 | 12.19 % | WA Fire Commissioner’s                     | \$ 1,500.00 |
| Suppression Training                        | 31.06 % | Municipal Emergency Svcs                   | \$ 1,144.68 |
| Maintenance                                 | 7.90 %  | WC FARS                                    | \$ 1,855.71 |
| Vol. FF EMS                                 | 15.08 % | Alexander McBean                           | \$ 2,000.00 |
| EMS Training                                | 15.49 % | US Bancorp (Credit Card)                   | \$10,461.64 |
|   |         | <i>Includes:</i> Compass Grill Rest.       | \$ 4,199.80 |
| Total Budget Remaining:                     | 11.33 % | Action Training                            | \$ 1,950.00 |
|   |         | Puget Sound Energy                         | \$ 1,010.50 |
|   |         | Life Assist                                | \$ 1,616.94 |
|   |         | QRIMP                                      | \$ 1,020.00 |

# *Whatcom County Fire District 5*

## *Chief Officer Report*

*January 2017*

For December 2016

### **Point Of Information**

1. AFG Grant (Truck, LP15, Training Tower, Lucas)
2. SAFER Grant
3. E5802 Tank

### **Apparatus**

|       |           |
|-------|-----------|
| E58   | No report |
| E5802 | *         |
| B58   | No report |
| U5802 | No report |
| A58   | No report |
| A5802 | No report |
| C58   | No report |

### **Member Roster**

- 47 Members (29 Canadian / 10 Point Roberts / 8 County)
- 6 Paramedics
  - 16 EMTs (9 AEMT)
  - 3 Ambassadors
  - 40 Firefighters

**Volunteer Hours**      2644

**Volunteer Payroll**    13649

**Combined Chief Hours**      (Chief 129.5 /// Asst. Chief 130.50)    Total Chief Hours = 260

### **Incidents**

Total Calls (17) 189 Calls for 2016

EMS Calls (6)

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

Public Service (1) Wrong Address

Agency Assist (1) Law Enforcement

Fire Classification (9) -- (0/2\*) Outdoor Burns - permit/illegal\* (0) Smoke invest. (4) False Alarms  
(0) Vehicle Fire (1) Power Lines Down (0) Structure (0) Hazmat  
(2) Water Problems