

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

November 8th, 2017

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Chairman Meursing, who recognized former Commissioner Stanley Riffle in attendance.

In Attendance: Commissioner William Meursing
Commissioner Shannon Tomsen
Commissioner Virginia Lester
Chief Christopher Carleton
Recording Secretary Linda Hughes
Financial Manager Patty Markel

Guests: Ed Lester Henry Rosenthal
Andrew Grubb Vic Riley
Stan Riffle Robin Nault
Pat Harper John Shields

B. EXECUTIVE SESSION

MOTION: Commissioner Tomsen moved to enter into Executive Session for a period of 20 minutes to review performance evaluations and discuss the salaries of the Financial Manager and the District Secretary. The motion was seconded by Commissioner Lester. **Motion passed 3-0.**

At 4:36 the Commissioners returned to the Regular Meeting and Commissioner Meursing reported that the Executive Session had been taken to discuss the salary of the contracted Financial Manager Patty Markel, and also that of the District employee Recording Secretary Linda Hughes.

MOTION: Commissioner Tomsen moved to increase the remuneration of the District Secretary from \$130.00 per meeting to \$175.00 per meeting. The motion was seconded by Commissioner Lester. **Motion passed 3-0.**

MOTION: Commissioner Tomsen moved to increase the contract salary of the Financial Manager from \$11,520.00 annually, which equates to approximately 30/hr to \$13,320.00 annually, which equates to approximately \$37/hr. The motion was seconded by Commissioner Lester. **Motion passed 2-0. Commissioner Meursing abstained.**

C. PUBLIC COMMENT

Henry Rosenthal addressed the Commissioners and Chief Carleton, to continue earlier discussions regarding construction of a storage shed behind the fire station for the Food Bank. Mr. Rosenthal would like to meet with Chief Carleton to discuss preference of location and other details. Chief replied that he would be happy to meet with Mr. Rosenthal later this week.

Commissioner Meursing asked to be kept informed of that meeting, and any other developments, as he had earlier volunteered to act a liaison between the Food Bank and the Fire District.

D. BOARD ACTION

D.1 Approval of the Minutes of the Regular Meeting of October 12th, 2017

MOTION: Commissioner Tomsen moved to accept the Minutes of the Regular Meeting of October 12th, 2017 as presented. The motion was seconded by Commissioner Lester. **Motion passed 3–0.**

MOTION: Commissioner Tomsen moved to accept the Minutes of the Special Budget Workshop Meeting of October 25th, 2017 as 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 \$30,245.24 for payment. The motion was seconded by Commissioner Tomsen. **Motion passed 3 – 0**

E.3 Approval of Fire District Payroll

MOTION: Commissioner Lester moved that payroll in the amount of \$19,683.34 be approved for payment. The motion was seconded by Commissioner Tomsen. **Motion passed 3 – 0**

E.4 Budget Update

Financial Manager Markel reported the budget update for 2017, as of October 31st, shows 23.44% remaining, compared with 25.27% in the same period last year.

Discussion of certain unusual items paid this month ensued with Chief Carleton describing a recent purchase of 40 pairs of uniform pants, accomplished by piggy-backing onto the buying power of the much larger Seattle Fire Department, resulting in reduced pricing for the uniform pants that could not have been achieved without the volume purchasing offer from Seattle Fire.

Chief also reported that 9 mattresses were purchased for the firefighters' bunk rooms to replace the remaining mattresses that were not replaced a few years ago.

Chief reported the purchase of a new set of tires for Engine 58.

Commissioner Tomsen asked about a charge of \$1,900 to Pacific Power and Chief Carleton reported that cost was for the annual maintenance of our generator.

Chief Carleton also clarified the Volunteer warrants, reporting that 3 members recently received their I-10 and became eligible to receive their stipends from the beginning of 2017 to date. Additionally he explained the increased cost of an AEMT on staff recently when the Chief was away from Point Roberts.

F. CORRESPONDENCE

Chief Carleton circulated new thank you cards received by the District, including a book of thank you notes with drawings from the students of Point Roberts Primary School.

G. CHIEF'S REPORT

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

The annual Fire District Halloween Haunted House was well attended, with a large group of parents and children enjoying the maze, facepainting, photos with an inflatable firefighter minion, snacks and a giant pumpkin filled with candy

Recruit Academy completion with 10 new recruits in attendance. Chief expects that the District will lose 6-10 members to career firefighting organizations in early 2018.

Apparatus mechanical issues.

The Point Roberts telephone system went down this month, providing an opportunity to test the new 911 call-forward to the fire station, which did work. However, many local residents did not even have a dial tone on their phones and therefore could not dial 911. Chief Carleton reported learning of the telephone outage from private sources and will be contacting Whidbey Telecom to put in place an auto-call to the Chief when the phone system goes out so that the station can be properly staffed to respond to calls.

H. UNFINISHED BUSINESS

H.1 2018 Operational Budget

Chief Carleton reviewed the 2018 Operational Budget line by line, while Financial Manager Markel made line changes to the budget with respect to the two earlier passed Motions for increased salaries, as well as the removal of the FUTA charges, as she had recently discovered were incorrectly deducted from District Payroll. Financial Manager Markel had been successful in obtaining a refund from the IRS for approximately \$12,950.00 for deductions in 2014, 2015 and 2016 refunding the incorrectly deducted FUTA. A review of 2013 Payroll is underway to determine whether further credits are due to the District. The IRS rebate will not be added as income to the operational budget but will be deposited into the District general account.

MOTION: Commissioner Tomsen moved to adopt Resolution 2017-04 as presented, accepting the near 1% increase in tax revenue for 2018. The motion was seconded by Commissioner Lester.

Motion passed 3-0.

MOTION: Commissioner Tomsen moved to adopt Resolution 2017-05 as presented, approving the 2018 levy increase near 1% totaling \$575,719.63, and directing the County Treasurer of Whatcom County to deposit and sequester the funds received from 2018 tax collection into the Expense Fund of the District. The motion was seconded by Commissioner Lester. **Motion passed 3-0.**

MOTION: Commissioner Tomsen moved to approve the 2018 Operational Budget totaling \$572,999.00. The motion was seconded by Commissioner Lester. **Motion passed 3-0.**

I. NEW BUSINESS

Commissioner Tomsen reminds everyone to attend the Remembrance Day / Veterans Day celebration to be held at the Fire Station on Saturday, November 11th, beginning at 10:30 am.

Commissioner Meursing asked Andrew Grubb to please post a reminder in the online version of his family's news publication, and Andrew responded that he would see to it.

Commissioner Tomsen announced that, as she was appointed to the Commissioner position she has held, this would be her last meeting serving as a Fire District Commissioner. The election results are not yet ratified but the newly elected Commissioner will be sworn in at the next meeting.

Commissioner Tomsen expressed her thanks to Chief Carleton, fellow Commissioners Meursing and Lester for their service, thanking Commissioner Meursing specifically for hiring Chief Carleton.

Commissioner Meursing echoed Commissioner Tomsen's thanks to Commissioner Lester for her service to the community, and thanked Commissioner Tomsen as well, saying that she has been a tremendous asset to the District, deploying her renegade style to serve the commission well.

Chief Carleton also thanked Commissioner Tomsen for her leadership and guidance, and for all that she has done for this organization.

J. ADJOURNMENT

As there was no further business, Commissioner Tomsen moved to adjourn the meeting at 5:56 pm. Commissioner Lester seconded the motion. **Motion passed 3 - 0**

The next Regular Meeting of the Board of Commissioners will be December 13th, 2017, at 4:00 p.m.



Commissioner William Meursing

Commissioner Shannon Tomsen



Commissioner Virginia Lester

Dated Dec. 13, 2017

Attest: 

Recording Secretary Linda Hughes

Whatcom County Fire District 5

Chief Officer Report

November

For October

Point Of Information

1. Haunted House Success
2. Recruit Academy Completion

Apparatus

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

Member Roster

44 Members (23 Canadian / 12 Point Roberts / 9 County)

- 5 Paramedics
- 15 EMTs (9 AEMT)
- 3 Ambassadors
- 35 Firefighters

Volunteer Hours 2857

Volunteer Payroll 15895

Combined Chief Hours (Chief 195.5 /// Asst. Chief 168.5) Total Chief Hours = 364

Incidents

Total Calls (19)

EMS Calls (8)

<u>Transports:</u>	Saint Joseph Hospital (0)	Bellingham FD Medic (0)
	Airlift Northwest (1)	North Whatcom Fire Rescue (0)
	No Transport (6)	Ferndale FD Medic (0)
	Home Visit (0)	Other (1)

Public Service (3) Phone Lines Down/2 Wrong Address

Agency Assist (0) Law Enforcement

Fire Classification (8) -- (4/1*) Outdoor Burns - permit/illegal*(0) Smoke invest. (0) False Alarms
(0) Vehicle Fire (1) Power Lines Down (0) Structure (1) Hazmat
(0) Water Problems (0) Boat (0) Animal Rescue (0) Chimney Fires
(0) Grass Fire (0) Gas Leak (1) Down Tree

FINANCIAL REPORT

November 08, 2017

**WHATCOM COUNTY
FIRE DISTRICT 5**

November warrants total \$30,245.24. The total for payroll is \$19,683.34 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 \$18,901.00.

The October financial statements are in your meeting books.

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

Respectfully,

Patty Markel
Finance Manager

2017 Budget Remaining – 10/31/2017	
Legislative	12.79 %
Administrative	24.59 %
Suppression	21.68 %
Suppression Training	50.44 %
Maintenance	37.64 %
Vol. FF EMS	14.61 %
EMS Training	50.42 %
Total Budget Remaining:	23.44 %
10/31/16 Budget Comparison:	25.27%

Warrants – Items over \$1,000 ~	
Pacific Power Group	\$ 1,929.11
Volunteer Warrants:	
Ryan Baldwin	\$ 2,633.00
Gurjit Hundal	\$ 1,484.00
Brad Lutz	\$ 2,539.00
Kyle Metcalfe	\$ 1,348.00
US Bancorp (Credit Card)	\$ 15,714.50
Includes:	
Kroesens Uniform Company	\$ 4,114.69
Mattress Firm	\$ 3,240.25
GCR Tires	\$ 2,536.71