

Whatcom County Fire District #5
Point Roberts Fire Department

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

Agenda

Regular Fire Commissioners' Meeting

December 12th, 2018
4:00 pm

- A. Call to Order**
- B. Public Comment**
- C. Approval of the Minutes**
 - C.1 Approval of the Minutes from the Special Meeting of November 12th, 2018
- D. Financial Manager's Report**
 - D.1 Financial Manager's Report
 - D.2 Approval of Fire District Vouchers
 - D.3 Approval of Fire District Payroll
 - D.4 Budget Update
- E. Correspondence**
- F. Chief's Report**
 - F.1 Chief's Report
- G. Unfinished Business**
- I. New Business**
- J. Adjournment**

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

December 12th, 2018

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:03 p.m. by Chairman Meursing.

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

Guests: Assistant Chief John Shields
 Bruno Moras
 Heidi Baxter
 Linda Bruce

B. PUBLIC COMMENT

Bruno Moras addressed Commissioner Meursing, saying that on behalf of himself, his wife and many others, although they regret to see him leave the position of Commissioner, they wanted to wish him well in his retirement from the Fire District. Mr. Moras continued to say that this community will always remember the contributions Commissioner Meursing has made over the years, to build our fire department to the state it is today. In particular Mr. Moras recalled his great respect for former Water District Commissioner Syd Wallace, who was instrumental in securing Canadian water for Point Roberts, and feels that Commissioner Meursing is held in as high esteem as Mr. Wallace.

Commissioner Meursing thanked Mr. Moras, his wife and friends, for their support and kind words, saying that they have been staunch supporters of this fire district for years which is well appreciated and will be remembered.

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of November 12, 2018

MOTION: Commissioner Lester moved to accept the Minutes of the Regular Meeting of November 12th, 2018 as presented. The motion was seconded by Commissioner Harper. **Motion passed 3-0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Commissioner Meursing thanked Financial Manager Markel for her contributions to this District during his tenure, and also for her very kind disposition, saying that she has done an extraordinary job, and has been very helpful in explaining things to Commissioners as needed.

Financial Manager Markel said that Commissioner Meursing will be greatly missed.

Financial Manager Markel presented the monthly financial report as submitted.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Lester moved to accept the Vouchers in the amount of \$50,782.94 for payment. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Lester moved that payroll in the amount of \$19,120.33 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

D.6 Budget Update

Financial Manager Markel reported that 18.02% of the budget is remaining, compared to \$18.40% for the same period last year.

Financial Manager Markel wished everyone happy holiday wishes.

E. CORRESPONDENCE

Chief Carleton reported there was no correspondence of note at this time.

F. CHIEF'S REPORT

Chief Carleton's Chief Officer Report was read and submitted, including information about the new mini pumper vehicle, which he said will likely take all month to complete outfitting and then the members will undergo training on the new vehicle from the manufacturer, Darley. Chief continued that he hopes to organize an event to invite the Community to unveil and officially put the vehicle into service, which he hopes will be sometime in February 2019.

Chief Carleton continued with his report, saying that the Veterans' Day event was another well attended success, and said that the video of it is now uploaded to the Fire District website for the public to view.

Chief also reported an unexpected expense of about \$13,000 for the Impeller Shaft replacement required on one of the vehicles.

The call volume is now at 322 so far this year, and that includes the CARES program calls. Chief also reported having met with the two new doctors that will be taking over the Clinic. He also indicated that he will be making the local Clinic his primary care provider now that there are doctors available, and he encourages the entire community to join him in fully supporting the Clinic.

Commissioner Harper asked about the status of the blood pressure tests that were once a regular occurrence at Seniors' lunch at the Community Center. Chief Carleton replied that it is his goal to reinstate regular blood pressure testing at the Seniors' lunch at least once a month in the new year.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

Commissioner Meursing wanted to take a moment to thank the Staff, and Linda, the recording secretary for the District. He also thanked fellow commissioners Virginia Lester and Pat Harper, saying it was his pleasure to have had the opportunity to work with them. Commissioner Meursing also thanked Assistant Chief John Shields for his 32 years of service to the Fire District and this community.

Commissioners Lester and Harper also thanked Commissioner Meursing for his service to the District.

Heidi Baxter, who had arrived late and missed the Public Comment session thanked Commissioner Meursing for his service and also thanked Chief Carleton for coming to the summer markets, and asked if he had any insight as to why our District was experiencing an increase in call volume and wondered what individuals could do in terms of preventative care. She also asked about the District's relationship with the Food Bank.

Chief responded that the local population is aging and, along with the implementation of the CARES program, are the primary reasons for the call volume increase, which he expects will continue to increase with the growth of the CARES program. He also responded that he and the District, have a great and lengthy relationship with the Food Bank. He added that the District members try to help in this community wherever and whenever they can, and he hopes to increase community outreach, while balancing the members' time with required training.

Commissioner Harper is very concerned about the wildland fire risk in Point Roberts and wants to do something to educate the local population on prevention of wildfire, including brush clearing and basic yard work maintenance to reduce hazards that exist, especially in the summer months. He suggested that maybe he can do some kind of a Ted talk on this issue in the Spring.

Chief Carleton agrees with Commissioner Harper about the high risk of wildfire in Point Roberts, saying that it is very important that the community be aware of the dangers of illegal burns that put the entire community at risk, both with toxins from burning garbage and also from a wildland fire that could easily be ignited by an illegal burn, especially during burn ban times in the summer months.


Linda Bruce was also late in arriving to the meeting and missed the Public Comment session. She added that she has neighbors with an empty lot, who do not attend regularly to clean up their lot, even after downed trees and overgrowth of ivy take over her fence. Commissioner Meursing advised her to get permission from the landowners to perform underbrush clearing work on their lot, and offered to help Ms. Bruce with his equipment once approval from the landowners has been received.

In closing Chief Carleton thanked Commissioner Meursing for his leadership, counsel, and for helping him become a better leader and person overall. He said that he hopes Commissioner Meursing leaves the District proud of what has been accomplished during his tenure, and promises that he will work hard and do all he can to continue to improve the District.

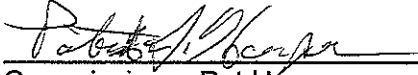
I. ADJOURNMENT

As there was no further business, Commissioner Meursing requested the opportunity to present the motion to adjourn the meeting. Commissioner Lester seconded the motion. **Motion passed 3 – 0**

The next Regular Meeting of the Board of Commissioners will be Wednesday, January 9th, 2019, at 4:00 p.m.




Commissioner Virginia Lester



Commissioner Pat Harper

Dated 1/9/2019

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
December 12, 2018

**WHATCOM COUNTY
FIRE DISTRICT 5**

December warrants total \$50,782.94. The total for payroll is \$19,120.33, including Chief Carleton's salary of \$5,000.00 and Assistant Chief Shield's pay of \$2,958.33. There was one event for the commissioners and the secretary.

The total payout for volunteers (warrants included) is \$12,546.00.

The November financial statements are in your meeting books.

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

Respectfully,

Patty Markel
Finance Manager

2018 Budget Remaining – 11/30/18	
Legislative	17.50 %
Administrative	16.08 %
Suppression	21.24 %
Suppression Training	2.68 %
Maintenance	11.28 %
Vol. FF EMS	15.03 %
EMS Training	57.33 %
Total Budget Remaining:	18.02 %
<i>11/30/17 Budget Comparison:</i>	<i>18.40%</i>

Warrants – Items over \$1,000 ~	
Shell - Fuel	\$ 1,283.89
LN Curtis – Pumper Equipment	\$ 2,732.71
LN Curtis – Air Compressor Svc	\$ 1,057.88
LNCurtis – Bunker Gear	\$18,582.71
Snure Law Office	\$ 1,716.00
Lexipol, LLC	\$ 2,642.00
US Bancorp (Credit Card)	\$12,954.50
<i>Includes:</i> Sirennet	\$ 1,573.88
Action Training Systems	\$ 2,700.00
Washington Fire Commissioners	\$ 1,573.88
ProFire Emergency Equipment	\$ 2,759.55
NW Chevrolet	\$ 1,389.32

Whatcom County Fire District 5

Chief Officer Report

December 2018

For November 2018

Point Of Information

1. Mini Pumper received
2. Veteran's Day Success

Apparatus

E58	C. Module	E5802	Impeller Shaft Replacement
B58	No report	U5802	No report
A58	No report	A5802	No report
C58	No report		

Member Roster

46 Members (27 Canadian / 11 Point Roberts / 8 County)

- 3 Paramedics / 15 EMTs (9 AEMT) / 3 Ambassadors / 38 Firefighters

Volunteer Hours 4105

Volunteer Payroll 15217

Combined Chief Hours (Chief 161.5 (16hrs Vacation) /// AC 157.5) Total Chief Hours = 319

Incidents

Total Calls (34)

EMS Calls (19)

<u>Transports:</u>	Saint Joseph Hospital (3)	Bellingham FD Medic (0)
	Airlift Northwest (0)	North Whatcom Fire Rescue (0)
	No Transport (4)	Ferndale FD Medic (0)

Public Service (2) ----- CARES/MIHC (12) ----- Agency Assist (1)

Fire Classification (12)

(1/3*) Outdoor Burns - permit/illegal* /// (0) Smoke invest. /// (4) False Alarms /// (1) Vehicle Fire
(3) Power Lines Down /// (0) Structure /// (0) Water Problems /// (0) Boat /// (0) Animal Rescue ///
(0) Chimney Fires /// (0) Grass Fire /// (0) Gas Leak /// (0) Down Tree /// (0) Plane Emergency
(0) Hazmat /// (0) Wrong Address ///