

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

February 10th, 2016

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 Jeffery Wilmot
Chief Christopher Carleton
Financial Manager Patty Markel
Recording Secretary Linda Hughes

Guests: Meg Olson
Ron Hughes
Shannon Tomsen
Judson Meraw
Christina Tersakian

B. PUBLIC COMMENT

None.

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of January 13th, 2016

MOTION: Commissioner Riffle moved to accept the Minutes of the January 13th, 2016 regular meeting as read. The motion was seconded by Commissioner Wilmot. **Motion passed 3-0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Markel provided an overview of her report.

D. 2 Approval of Fire District Vouchers

MOTION: Commissioner Wilmot moved to accept the Vouchers for January, 2016 in the amount of \$25,805.19 for payment. The motion was seconded by Commissioner Riffle.

Motion passed 3 – 0

D.3 Approval of Fire District Payroll

MOTION: Commissioner Wilmot moved that the payroll in the amount of \$16,622.50 be approved for payment. The motion was seconded by Commissioner Riffle.

Motion passed 3 – 0

D.4 Budget Update

Financial Manager Markel provided an overview of the current budget status, indicating that \$33,104.74 of unused funds remained left over from the 2015 budget. She also reported an overage in projected revenue of \$14,081.24. These amounts result in an overall carry-over of \$47,185.98, currently earning interest and held in the Expense Investment account.

Commissioner Meursing asked the Board to consider where those funds should be lodged. After discussion of some options, Chief Carleton reported on the status of some of the grant applications currently in process, which may not be relied upon, for example a grant application for \$180,000.00 for SCBA equipment which he had anticipated a response by February 1st, but has now been postponed to possibly April 1st. Chief also reported on other outstanding grant applications, one for \$450,000.00 for a new engine and another Regional application involving our District 5, Ferndale, Everson, and Lynden for the purchase of 8 cardiac monitors. There is also another grant application for a Lucas device (a CPR device) submitted to King County for up to \$10,000.00, for use when we are not fully staffed for CPR responses. If any of these grant applications are unsuccessful, our District would be put in a position of requiring at least the \$180,000.00 to purchase the necessary SCBA equipment, as this purchase is a necessity in the very short term. Currently there is approximately \$190,000.00 in the Capital account. The remainder of the equipment needs could be considered on the "wish list" going forward.

After discussion of the current and forward-planning needs, it was agreed by the Commissioners that the carry-over of \$47,081.24 should be moved into the Capital Investment account.

MOTION: Commissioner Wilmot moved that the carry-over of \$47,185.98 from the 2015 budget be transferred into the Capital Investment account. The motion was seconded by Commissioner Riffle. **Motion passed 3 – 0**

E. CORRESPONDENCE

None

F. 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.

G. SURPLUS EQUIPMENT

The Chief reported that any equipment older than 10 years must be eliminated and unfortunately that results in a depletion of our gear reserve. The Chief provided a list of current surplus equipment that he will attempt to sell, and noted that we may have to purchase new gear later this year, especially if we cannot fit our new recruits with the remaining gear that we have.

H. COMMUNICATIONS TOWER

The Chief showed two maps of the assessment of radio coverage across Point Roberts, the original map designed prior to the installation of communications equipment on the Whidbey tower, and the second with a current assessment. There was a vast improvement in the radio and communications reception across Point Roberts, with only a couple of exceptions where reception was not assessed as ideal, the best rating being -85 to -95. Personal testing in the low reception area resulted in determination that the radios and portables work everywhere and there were no missed pages. The Chief said that they will continue to tweak the equipment to refine the coverage even more.

Commissioner Riffle asked if we could now sell our repeaters and the Chief indicated that we might need them if our new tower equipment became inoperable, for example if it were to be struck by lightning.

Judson Meraw posed a question about emergency communications and after some discussion it was agreed that he could meet with the Chief after the meeting for more details.

I. UNFINISHED BUSINESS

None.

J. NEW BUSINESS

Commissioner Wilmot wanted to begin working on a 5-year plan, looking into risks and financial obligations. Chief Carleton agrees and reminds the board that he had presented equipment needs projections as part of the 2016 budget process. Commissioner Meursing asked the Chief to create a "wish list" for the purposes of planning.

K. 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 March 9th, 2016.



Commissioner William Meursing



Commissioner Stanley Riffle

absent

Commissioner Jeffrey Wilmot

Dated March 9, 2016

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT

February 10, 2016

**WHATCOM COUNTY
FIRE DISTRICT 5**

Warrants total \$25,805.19; Items to mention (over \$1,000): US Bancorp (credit card) \$10,389.59 and Whatcom County Finance \$1,332.98 (2015 BLS Transport Fees). Volunteer payroll included in Warrants total \$5,344.00.

February payroll totals \$16,622.50; Chief Carleton's salary \$4,212.50, Asst Chief Shield's pay \$2,750.00; the volunteer portion totaled \$8,228.00. There was one event for the commissioners and secretary.

The total payout for volunteers (warrants included) is \$13,572.00.

Your January financial statements are in your meeting book along with a final 2015 year - end financial overview.

We need a motion to approve the warrants for \$25,805.19 and payroll in the amount of \$16,622.50.

Respectfully,

Patty Markel
Finance Manager

2016 Budget Remaining – 1/31/16	
Legislative	96.48%
Administrative	86.83%
Suppression	83.27%
Suppression Training	98.77%
Maintenance	98.97%
Vol. FF EMS	99.68%
EMS Training	100 %
Total Budget Remaining:	91.03%

Whatcom County Fire District 5

Chief Officer Report

February 2016

For January 2016

Point Of Information

1. Home owners should call their insurance company due to ISO change

Apparatus

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

Member Roster

45 Members (33 Canadian / 8 Point Roberts / 4 County)

- 4 Paramedics
- 15 EMTs (6 AEMT)
- 3 Ambassadors
- 36 Firefighters

Volunteer Hours 3000

Volunteer Payroll 15293

Combined Chief Hours (Chief 164.00 /// Asst. Chief 120.50) Total Chief Hours = 284.5

Incidents

Total Calls (6)

EMS Calls (4)

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

Public Service (0)

Agency Assist (0) Law Enforcement

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

Other (1) – Chimney Fire