

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 14th, 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 Pat Harper
Assistant Chief John Shields
Financial Manager Patty Markel

Absent: Chief Christopher Carleton
Recording Secretary Linda Hughes

Commissioner Meursing announced that before the meeting commences he wanted to take a moment to note the recent passings of Mr. Ed Lester, former WCFD5 Commissioner Stan Riffle, and former WCFD5 Commissioner Davea Fisher. Commissioner Meursing expressed condolences on behalf of Whatcom County Fire District 5.

B. PUBLIC COMMENT

None

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of January 10, 2018

MOTION: Commissioner Lester moved to accept the Minutes of the Regular Meeting of January 10, 2018 as presented. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

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 \$40,378.14 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 \$17,488.33 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

D.4 Budget Update

There remains in the budget 92.16%.

Discussion ensued regarding residual funds remaining from the 2017 budget and the Commissioners instructed Financial Manager Markel to invest the residual amount from 2017 revenue and unexpended budget funds of \$37,820.77 into Capital Investment.

Financial Manager Markel indicated that she was preparing the annual invoice for the lease of space to the Hospital District. Chairman Meursing asked what the current CPI is and Financial Manager Markel indicated that the Seattle-Tacoma-Bremerton CPI for 2017 through December was an average of 3%, which would equate to a \$443.45 increase over the 2017 lease rate.

Chairman Meursing asked Dick Williams, in attendance as the Hospital District representative if they could live with that increase and Mr. Williams indicated that he felt the District could handle such an increase in the lease rate. Financial Manager Markel was instructed to prepare the 2018 Hospital District invoice, incorporating the increased lease rate.

Chairman Meursing asked Mr. Williams if he knew whether the Hospital District insurance policy specifically insured WCFD5 against potential losses. Mr. Williams was unaware but indicated that he would find out and report back to the WCFD5 commissioners of his findings.

Commissioner Lester asked whether the physical therapy business that the Hospital District sub-lets space to is named in the Hospital District insurance policy. Again, Mr. Williams agreed to find out and provide a copy of their insurance policy to the WCFD5 commissioners.

E. CORRESPONDENCE

None

F. CHIEF'S REPORT

In Chief Carleton's absence, Assistant Chief John Shields presented the Chief Officer Report, which was read and submitted, including a review of regional grant applications recently submitted.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

None

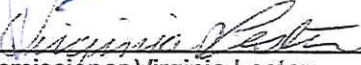
I. ADJOURNMENT

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

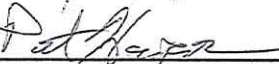
The next Regular Meeting of the Board of Commissioners will be March 14th, 2018, at 4:00 p.m.



Commissioner William Meursing



Commissioner Virginia Lester



Commissioner Pat Harper

Dated March 14, 2018

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
February 14, 2018

**WHATCOM COUNTY
FIRE DISTRICT 5**

February warrants total \$41,590.67. The total for payroll is \$17,488.33 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 \$11,936.00.
A 2017 year end report and January financial statements are in your meeting books.

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

Respectfully,

Patty Markel
Finance Manager

2018 Budget Remaining – 1/31/18	
Legislative	95.27 %
Administrative	89.84 %
Suppression	93.19 %
Suppression Training	95.54 %
Maintenance	87.50 %
Vol. FF EMS	92.41 %
EMS Training	99.09 %
Total Budget Remaining:	92.16 %
<i>1/31/17 Budget Comparison:</i>	<i>90.43%</i>

Warrants – Items over \$1,000 ~	
King Co. Finance – Online OTEP	
LN Curtis- FS Boots & Gloves	\$ 1,471.04
LN Curtis- Bunker Gear	\$ 24,457.20
<i>(Grant - Firehouse Public Safety)</i>	
US Bancorp (Credit Card)	\$ 4,661.62
<i>Includes:</i>	
AEMT Training -	\$ 2,500.00
Vol. FF Leslie Barnett	

Whatcom County Fire District 5

Chief Officer Report

February 2018

For January 2018

Point Of Information

1. AFG submitted Regional Cardiac Monitor and SCBA Fit Tester

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 (23 Canadian / 11 Point Roberts / 9 County)

- 4 Paramedics / 13 EMTs (7 AEMT) / 3 Ambassadors / 34 Firefighters

Volunteer Hours

Volunteer Payroll

Combined Chief Hours (Chief 189.00 /// Asst. Chief 149.00) Total Chief Hours = 348
Chief Shields covered one weekend duty for an additional 48hrs to his above total

Incidents

Total Calls (22)

EMS Calls (7)

<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)
	Home Visit (0)	Other (0)

Public Service (8) Smoke Detectors

Agency Assist (1) LE

Fire Classification (6)

(0/2*) Outdoor Burns - permit/illegal* /// (0) Smoke invest. /// (0) False Alarms /// (0) 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
(1) Hazmat