

**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**

**March 8<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: Chief Christopher Carleton  
Commissioner William Meursing  
Commissioner Stanley Riffle  
Commissioner Shannon Tomsen (via teleconference)  
Recording Secretary Linda Hughes  
Financial Manager Patty Markel

Guests: Virginia Lester  
Ed Lester  
Jollena Tylor  
Judson Meraw  
Robin Nault  
Fadi Samaha  
Pat Harper  
Assistant Chief John Shields

**B. PUBLIC COMMENT**

None

**C. BOARD ACTION**

**C. Approval of the Minutes of the Regular Meeting of February 8<sup>th</sup>, 2017**

**MOTION:** Commissioner Riffle moved to accept the Minutes of the Regular Meeting of February 8<sup>th</sup>, 2017 as presented. The motion was seconded by Commissioner Tomsen. **Motion passed 3-0.**

**D. FINANCIAL MANAGER'S REPORT**

**D.1 Financial Report**

Financial Manager Markel presented the financial report as submitted.

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Commissioner Riffle asked for clarification of a charge for a UE Scope. Chief Carleton described the new technology as recommended by Dr. Wayne, which is used during patient intubation and captures snapshots and video of the process to help identify the nature of any problems encountered during patient intubation.

#### D.2 Approval of Fire District Vouchers

**MOTION:** Commissioner Riffle moved to accept the Vouchers in the amount of \$23,723.81 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 \$16,419.84 be approved for payment. The motion was seconded by Commissioner Tomsen. **Motion passed 3 – 0**

#### D.4 Budget Update

Financial Manager Markel reported the budget update for 2017, as of February 28, 2017 has 82.66% remaining in the budget, adding that is about the same as last year.

### **E. CORRESPONDENCE**

Chief Carleton reported the only relevant correspondence was a lovely hand-made card presented to the District by the local Primary School kids, which was brought into the meeting to show everyone.

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

Chief Carleton's Chief Officer Report was read and submitted.

Chief Carleton noted that the SCBA training for the new units is now scheduled. He identified a new member to the District with a brief history of his qualifications, the status of a new firefighting recruit who will be attending training school in Texas, and updated the Commissioners on the status of the outstanding AFG grant applications.

Chief Carleton then reviewed how the 911 service works in Point Roberts and expressed his dismay over subjective comments rumored to be circulating in Point Roberts indicating some uninformed belief that problems encountered with the 911 service are the fault of WCFD5. Chief Carleton described at length the actual process by which 911 calls are routed. The most important information for the public to remember is that they must first give their location (Point Roberts) to a 911 operator to better assist with the routing of the call to the correct dispatcher.

Chief Carleton also described a fail-safe system implemented with Whidbey Telecom after two incidents of catastrophic failure of the 911 dialing system last year. Now, in the event of a 911 communications failure or an outage of their internet provider system, all 911 calls dialed from a 945 prefix (Point Roberts) will automatically be re-routed to the local fire station. This is the only circumstance where a 911 call will be routed to the local station.

Jollena Tylor asked what to do if a 911 call is inadvertently connected to a Canadian dispatcher. Chief Carleton reported that this happens all the time, especially with the use of cell phones near the border. He advised that callers should first report their location (Point Roberts) and then continue

reporting of the nature of the emergency once properly connected to one of the Whatcom County emergency communications dispatchers.

Commissioner Riffle asked if it might be prudent to take out an ad in the local paper to succinctly instruct the public on how to properly call 911 from Point Roberts. After much discussion it was agreed that a paid advertisement in the paper will only reach a very small audience and that it might be more prudent to utilize other avenues of communication to get the message out repeatedly, such as the Chief's Fireside Chat, the Commissioners' monthly newsletter, Point Interface and the posting of notices around town.

## **G. UNFINISHED BUSINESS**

Commissioner Tomsen apologized to the Board and to the Hospital District for the nature of her discussions of the Hospital District sign request at the last meeting. She also reported that she had attended the most recent Hospital District meeting to personally deliver an apology to their Board.

Commissioner Tomsen reported that at the Hospital District meeting a new suggestion had been raised regarding a sign design that might be more acceptable to the Fire District, and after some thought, Commissioner Tomsen felt the suggestion merited further consideration. She asked Commissioners Meursing and Riffle to reconsider the concept of a new sign, somewhat along the line of the rough draft mock-up that she had circulated prior to this meeting for their review.

After some discussion, it was generally agreed that the Commissioners are amenable to reconsideration of a new sign concept, although all agree that it would not be appropriate for the District to pay for the sign, other than the portion of the sign dedicated to the District.

Chief Carleton indicated that he liked the idea of two new signs, one at each driveway entrance to the Station, angled for visibility from either direction on Benson Road, and hoped that 2 or 3 more sign ideas could be available for consideration by the next meeting.

Robin Nault, from the Hospital District, requested more time to submit revised sign ideas, as the first opportunity the Hospital District will have for discussion of this development will be at their April meeting, and then likely will not have contributions of sign ideas until the following month.

## **H. NEW BUSINESS**

Commissioner Meursing wanted to re-discuss the potential for District pension contributions for Chief Carleton.

Chief Carleton provided an overview of the logistics of his contributing to LEOFF 2 as a full-time Chief with WCFD5, including his current participation in the plan as a member of District 7. He reiterated that he would not require health benefits, but to qualify for pension contributions he would have to become full-time with District 5 and that would require amendments to his contract, vacation time, hours, etc.

Discussion continued around the proposed actual cost of contributions to the plan by the District and Financial Manager Markel indicated that the contribution is based on salary, and therefore the District contribution to LEOFF 2 on behalf of the Chief would be \$2,643.00 per year, also reminding the Commissioners that the Chief's individual contribution would be much higher. She also clarified the inability to retroactively implement participation in LEOFF 2.

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Commissioner Meursing tabled this discussion until the next regular meeting of the Commissioners.

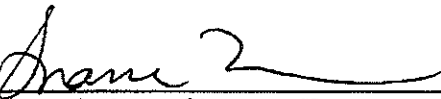
## I. ADJOURNMENT

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

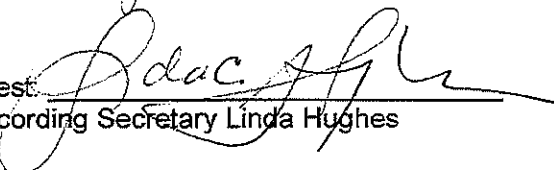
The next Regular Meeting of the Board of Commissioners will be April 12<sup>th</sup>, 2017, at 4:00 p.m.

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

  
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Commissioner Stanley Riffle

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

Dated April 12, 2017

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

**FINANCIAL REPORT**  
March 08, 2017

**WHATCOM COUNTY  
FIRE DISTRICT 5**

March warrants total \$23,723.81. The total for payroll is \$16,419.84 including Chief Carleton’s salary \$4,212.50 and Assistant Chief Shield’s pay of \$2,833.34. There was one event for the commissioners and secretary.

The total payout for volunteers (warrants included) is \$11,309.00.

The February financial statements are in your meeting books.

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

Respectfully,

Patty Markel  
Finance Manager

<b>2017 Budget Remaining – 2/28/2017</b>		<b>Warrants – Items over \$1,000 ~</b>	
Legislative	78.02 %		
Administrative	79.87 %	ECMS – FS Uniform/Gear Repair	\$ 1,098.76
Suppression	84.23 %		
Suppression Training	86.98 %	Richard Gist – Risk Analysis & Grant Preparation	\$ 3,258.04
Maintenance	87.06 %		
Vol. FF EMS	83.45 %	Medtronic/Physio-Control - Defib Annual Maintenance Agreement	\$ 4,257.68
EMS Training	94.96 %	US Bancorp (Credit Card)	\$ 6,845.37
		<i>Includes:</i>	
<b>Total Budget Remaining:</b>	<b>82.66 %</b>	UEScope – For Video Intubation	\$ 2,900.00

# *Whatcom County Fire District 5*

## *Chief Officer Report*

*March 2017*

For February

### **Point Of Information**

1. SCBA Training scheduled for 3/16 and online by end of March
2. One new member from community – Jared Roorda
3. Update on AFG applications
4. 911 How it works

### **Apparatus**

E58	No report
E5802	* Tank Repair
B58	No report
U5802	No report
A58	No report
A5802	No report
C58	No report

### **Member Roster**

48 Members (26 Canadian / 12 Point Roberts / 10 County)

- 6 Paramedics
- 17 EMTs (10 AEMT)
- 2 Ambassadors
- 40 Firefighters

**Volunteer Hours** 2654

**Volunteer Payroll** 11733

**Combined Chief Hours** (Chief 114.5 /// Asst. Chief 104.0) Total Chief Hours = 218.5

### **Incidents**

Total Calls (17)

EMS Calls (7)

<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 (1)
	Home Visit (0)	

Public Service (3) 2 Smoke Detector / 1 Home check

Agency Assist (0) Law Enforcement

Fire Classification (7) -- (3\*) Outdoor Burns - permit/illegal\* (0) Smoke invest. (4) False Alarms  
(0) Vehicle Fire (0) Power Lines Down (0) Structure (0) Hazmat  
(0) Water Problems