

*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 9<sup>th</sup>, 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  
Chief Christopher Carleton  
Financial Manager Patty Markel (via teleconference)  
Recording Secretary Linda Hughes

Absent: Commissioner Jeffery Wilmot

Guests: Pat Grubb  
Ed Lester  
Virginia Lester  
Gina Fiorillo  
Richard Foreman  
Jeannette Meursing  
Assistant Chief John Shields

**B. PUBLIC COMMENT**

None.

**C. BOARD ACTION**

C.1 Approval of the Minutes of the Regular Meeting of February 10<sup>th</sup>, 2016

**MOTION:** Commissioner Riffle moved to accept the Minutes of the February 10<sup>th</sup>, 2016 regular meeting as read. The motion was seconded by Commissioner Meursing. **Motion passed 2-0.**

## D. FINANCIAL MANAGER'S REPORT

### D.1 Financial Report

Financial Manager Markel provided an overview of her report.

### D.2 Void Warrant

**MOTION:** Commissioner Riffle moved to void warrant #993803 in the amount of \$207.24 payable to NW Fire and Rescue for a fee owed, which had been duplicated last month. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0**

### D.3 February Warrant Adjustment

Financial Manager Markel described the adjustment of the February warrants, being reduced by \$3,060.00, due to the requirement to file forms 8223 regarding withholding of Canadian volunteer payroll for tax purposes.

### D.4 Point Roberts Hospital Invoice

Financial Manager Markel has prepared a draft invoice for the Point Roberts Hospital District to cover the annual rent in the amount of \$14,421.00 and seeks Commissioner approval to issue the invoice as drafted. Commissioners discussed and agreed not to raise the rent at this time and instructed Financial Manager Markel to issue the invoice as is.

### D.5 Addendum to Chief's contract

Financial Manager Markel has provided the Addendum to the Chief's contract re: CPI increase which was approved by the Commissioners at the January 13, 2016 meeting to be signed by Chairman Meursing and Chief Carleton.

### D. 6 Approval of Fire District Vouchers

Commissioner Riffle asked Financial Manager Markel for clarification of some of the larger expenses on this month's credit card bill, and she itemized a number of charges.

**MOTION:** Commissioner Riffle moved to accept the Vouchers for February, 2016 in the amount of \$20,419.20 for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0**

### D.7 Approval of Fire District Payroll

**MOTION:** Commissioner Riffle moved that the payroll in the amount of \$14,504.50 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0**

#### D.8 Budget Update

Financial Manager Markel provided an overview of the current budget status, indicating the total remaining is in excess of 82%.

#### **E. CORRESPONDENCE**

Commissioner Meursing presented a letter from Commissioner Wilmot, tendering his resignation from the Board due to health reasons, effective immediately.

Commissioner Meursing, Commissioner Wilmot and Chief Carleton all expressed thanks to Commissioner Wilmot for his dedicated service to the District and to this community.

**MOTION:** Commissioner Riffle moved to accept the resignation of Commissioner Wilmot. Seconded by Commissioner Meursing. **Motion passed 2 – 0**

Commissioner Meursing described the process by which a successor Commissioner will be appointed to the Board over the course of the next 90 days, after which, if a replacement has not yet been appointed, then County Council will make an appointment.

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

Chief Carleton provided an overview of the Chief Officer Report as attached.

The Chief continues to remind homeowners to contact their insurance companies to seek potential savings related to the District's improved ISO rating.

The Chief described the status of the many outstanding grant applications for funds to support a variety of District expenditures.

The Chief reviewed the calls for the month and wanted to specifically thank the firefighters who attended the home structure fire on Williams, and although the structure was fully engulfed in flames when the team arrived, they were able to put the fire out and managed to save important documents and other personal items that cannot be replaced by insurance.

#### **G. UNFINISHED BUSINESS**

None.

#### **H. NEW BUSINESS**


Commissioner Riffle is preparing the plan to paint the exterior of the fire station. He reported that the last time it had been done was in 2009 and that the building is in pretty good shape, which is an excellent time to plan for re-painting as there will be minimal repair work or other pre-painting preparations required. Commissioner Riffle would like to put the job out to local contractors before sending it out countywide. He does not believe the job will exceed the


cost of \$15,000.00 and the Chief confirmed that as long as it stays under \$20,000.00, it would not be required to put it out to formal bid outside of our community. Ads will be placed locally and the job posting will be added to the District website.

### I. ADJOURNMENT

As there was no further business, Commissioner Riffle moved to adjourn the meeting. Commissioner Meursing seconded the motion. **Motion passed 2 – 0.**

The next Regular Meeting of the Board of Commissioners will be April 13<sup>th</sup>, 2016.

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

  
\_\_\_\_\_  
Commissioner Stanley Riffle

Dated 4/13/16

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

**FINANCIAL REPORT**  
March 09, 2016

**WHATCOM COUNTY  
FIRE DISTRICT 5**

Warrants total \$20,419.20; Items to mention (over \$1,000): US Bancorp (credit card) \$5,159.93, Overhead Door \$1,367.10 and Physio-Control \$3,817.50. Volunteer payroll included in Warrants total \$5,536.00.

March payroll totals \$14,504.50; Chief Carleton's salary \$4,212.50, Asst Chief Shield's pay \$2,750.00; the volunteer portion totaled \$6,110.00. There was one event for the commissioners and secretary.

The total payout for volunteers (warrants included) is \$11,646.00.

Your February financial statements are in your meeting.

We need a motion to approve the warrants for \$20,419.20 and payroll in the amount of \$14,504.50.

Respectfully,

Patty Markel  
Finance Manager

<b>2016 Budget Remaining – 2/29/16</b>	
Legislative	95.41%
Administrative	74.23%
Suppression	80.92%
Suppression Training	81.95%
Maintenance	87.01%
Vol. FF EMS	89.01%
EMS Training	91.97%
<b>Total Budget Remaining:</b>	<b>82.77%</b>

NOTE: The February total for warrants paid out was reduced by \$3,060.00 to \$22,745.19. There were a few 2016 – 8233 forms (exemption from withholding of non resident aliens) for the volunteers that had not yet been signed and returned.

# *Whatcom County Fire District 5*

## *Chief Officer Report*

*March 2016*

For February 2016

### **Point Of Information**

1. Home owners should call their insurance company due to ISO change
2. AFG Information April or beyond
3. Two members starting AEMT in April
4. Two members starting Texas fire academy in April

### **Apparatus**

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

### **Member Roster**

44 Members (27 Canadian / 8 Point Roberts / 9 County)

- 5 Paramedics
- 16 EMTs (6 AEMT)
- 3 Ambassadors
- 34 Firefighters

**Volunteer Hours** 2371

**Volunteer Payroll** 11039

**Combined Chief Hours** (Chief 148.0 /// Asst. Chief 157.50) Total Chief Hours = 305.5

### **Incidents**

Total Calls (10)

EMS Calls (6)

<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 (0)
	Home Visit (0)	

Public Service (0)

Agency Assist (0) Law Enforcement

Fire Classification (4) -- (3\*) Outdoor Burns - permit/illegal\* (0) Smoke invest. (0) False Alarms  
(0) Vehicle fire (0) Power Lines Down (1) Structure

Other (0) -- Chimney Fire