

# ***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**

**April 12<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  
Recording Secretary Linda Hughes  
Financial Manager Patty Markel (via teleconference)

Guests: Virginia Lester  
Ed Lester  
Andrew Grubb  
Robin Nault  
Pat Harper  
Adam Rozyskie  
Kristi Steinberger  
Marc Petrie  
Assistant Chief John Shields

#### **B. EXECUTIVE SESSION**

Chairman Bill Muersing suggested that the Executive Session be moved to a later time on this Agenda, in order to attend to regular business now while there are guests in attendance. It was agreed that the Executive Session would be moved to after item I. New Business

#### **C. PUBLIC COMMENT**

None

#### **D. BOARD ACTION**

#### **D. Approval of the Minutes of the Regular Meeting of March 8<sup>th</sup>, 2017**

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

## E. FINANCIAL MANAGER'S REPORT

### E.1 Financial Report

Financial Manager Markel presented the financial report as submitted.

Commissioner Riffle asked for clarification of an amount paid to Bill Skinner in the amount of \$600.00. Chief Carleton replied that former Assistant Chief Skinner has recently been contracted to instruct Engineering Academy as he has extensive experience, and reported that he has been an excellent instructor in the skills of operating the fire engines.

Commissioner Riffle also asked for clarification of the payment to Whatcom County Services in the amount of \$1,851.00. Chief Carleton replied that this is an annual invoice covering the charges for EMS transports all the way to St. Joseph's Hospital. He explained that every agency is charged these per trip fees, and the "ending agency" is the one that receives the charge. For instance, when WCFD5 transfers a patient to another agency for transport to the hospital, the other agency becomes the ending agency and incurs the fee. This arrangement is County wide, but does not include Airlift patients, in which instance the initiating agency is charged the fee. A quick calculation by Commissioner Tomsen identified that each transport results in a fee of approximately \$45.00.

### E.2 Approval of Fire District Vouchers

**MOTION:** Commissioner Riffle moved to accept the Vouchers in the amount of \$24,669.52 for payment. The motion was seconded by Commissioner Tomsen. **Motion passed 3 – 0**

### E.3 Approval of Fire District Payroll

**MOTION:** Commissioner Riffle moved that the payroll in the amount of \$17,116.84 be approved for payment. The motion was seconded by Commissioner Tomsen. **Motion passed 3 – 0**

### E.4 Budget Update

Financial Manager Markel reported the budget update for 2017, as of March 31<sup>st</sup> shows 75.39% remaining in the budget. Commissioner Meursing asked for a comparison to last year and Financial Manager Markel reported that as of March 31<sup>st</sup>, 2016 there was 76.21% remaining in the budget.

## F. CORRESPONDENCE

Chief Carleton reported that there was no correspondence to share, but that he had received a number of telephone calls in response to the 911 handout and newspaper advertisement he had issued. Commissioner Tomsen asked how much the advertisement had cost and Chief reported that it was approximately \$345.00.

Discussion ensued about the validity of our local newspaper charging such an amount for a Public Service Announcement, and it was decided to make this discussion a separate Agenda item at the next Regular Meeting in May.

## G. CHIEF'S REPORT

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

Chief Carleton reported that the SCBA training for the new units has now been completed and the units have been deployed into service. He reminded everyone that these new units had been purchased with funds awarded from an AFG grant.

Chief Carleton reported a new campaign to educate firefighters on the risks of cancer directly related to carcinogens picked up at emergency response scenes. A national campaign to bring awareness to the dangers of fire and soot residue is underway. Chief Carleton showed a mockup of what our local poster will look like, including a photo of the controlled burn scene from last summer, and a list of directives to educate firefighters about ways to reduce the risks; essentially to hose down at the scene, remove bunker gear and clean it as soon as possible, and take showers to remove the carcinogenic residue.

There is no further update at this time on the progress of AFG grant applications.

Engine 5802 tank repair has not yet been done, but is expected to be done soon.

Chief Carleton described how illegal burns are handled, beginning with the issuance of at least two warnings before a report is submitted to the Fire Marshall. Chief advised that pictures are taken at every fire scene, including the illegal burns, for reference if needed. He also reported a couple of chimney fires that had been attended this past month.

Commissioner Meursing voiced his concern over fire permits being issued by Nielson's Hardware store, indicating that recipients of permits should be properly educated on issues they need to be aware of before undertaking the responsibility of a fire, which could potentially get out of control with high winds or inappropriate materials in the fire. Commissioner Tomsen agreed that there are a number of considerations to having a fire that she had not been aware of before, but is now so much more cognizant of. Further discussion ensued about permit logs, the lost opportunity to meet with the public and educate them at the time of permit issuance, the suggestion that fire permits should be issued only by the District, and also potential changes to fire permits to extend the period of time of permit validity for a different fee. Chief Carleton reported that he would talk with the Fire Marshall about codes related to fire permits, and he will also talk with Nielson's about their issuance of permits, and report back to the Commissioners next month.

#### **H. UNFINISHED BUSINESS**

Commissioner Meursing said that the signage issue with the Hospital District should be put to bed for a while, indicating his preference to start working on a better relationship with the Hospital District.

Commissioner Tomsen offered a brief history of liaison relationships between the Fire District and other taxing districts in Point Roberts. She reported that unfortunately her intended liaison relationship with the Hospital District has not gone very well, although most issues have since been resolved. She proposes that she no longer attend Hospital District meetings in the capacity of Fire District liaison, and she has issued a letter to the Hospital District inviting them to contact her directly anytime regarding facilities issues, and further inviting them to contact her, or Secretary Linda Hughes, to be placed on the Agenda of regular Fire District meetings whenever they would like to talk to us. Commissioner Tomsen indicated that she has personal concerns about the Hospital District and will continue to attend their meetings as a resident citizen and taxpayer, but reiterated that she would no longer be representing the Fire District when she attends.

Discussion regarding the LEOFF 2 pension contributions, which had been tabled at the March meeting, reviewed the intention and potential contributions on behalf of Chief Carleton.

**MOTION:** Commissioner Riffle moved to approve Chief Carleton's request to contribute to LEOFF 2 in lieu of the current contributions to Social Security. The motion was seconded by Commissioner Tomsen. **Motion passed 3 – 0**

**I. NEW BUSINESS**

Commissioners Meursing and Riffle are not available on the date of the next regularly scheduled meeting of May 10<sup>th</sup>. A review of all Commissioners schedules resulted in the change of the meeting to May 16<sup>th</sup>.

**MOTION:** Commissioner Riffle moved to adopt Resolution 2017-02 to change the Regular Meeting of the Commissioners of Whatcom County Fire District #5 from May 10<sup>th</sup> to May 16<sup>th</sup>, 2017. The motion was seconded by Commissioner Tomsen. **Motion passed 3 – 0**

Another Town Hall Meeting is scheduled for May 17<sup>th</sup>, at 7:00 pm at the Fire Station. Secretary Hughes was directed to inform the All Point Bulletin and Point-Interface.

**B. EXECUTIVE SESSION**

As noted at the beginning of this meeting, the Executive Session was moved to this point in the Agenda and the public was advised that the regular meeting would re-convene at 5:25 pm.

At 5:25 pm the Commissioners advised that they would reconvene the regular meeting in another 20 minutes.

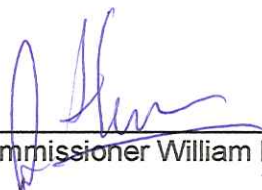
When the meeting reconvened, Commissioner Tomsen reviewed changes that had been made to Chief Carleton's Employment Contract, and Exhibits A and B.

**MOTION:** Commissioner Meursing moved to approve changes to Chief Carleton's Employment Contract, and Exhibits A and B to the employment contract, as discussed and attached to these Minutes. The motion was seconded by Commissioner Riffle. **Motion passed 3 – 0**

**J. 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 May 16<sup>th</sup>, 2017, at 4:00 p.m.

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

*absent.*  
\_\_\_\_\_  
Commissioner Stanley Riffle

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

Dated May 16, 2017

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