

# **Whatcom County Fire District #5**

**Point Roberts Fire Department**

**2030 Benson Road, Suite A  
Point Roberts, Washington, 98281**

## **Special Meeting of the Board of Commissioners Work Session Review of Capital Facilities Plan**

**June 14<sup>th</sup>, 2018**

### **MINUTES**

In Attendance: Commissioner William Meursing  
Commissioner Virginia Lester  
Commissioner Pat Harper  
Chief Christopher Carleton  
Recording Secretary Linda Hughes

Guests: Assistant Chief John Shields  
Matt Aamot, Whatcom County Planning & Development Services

#### **A. CALL TO ORDER**

The meeting was called to order at 1:07 p.m. by Commissioner Meursing.

#### **B. WORK SESSION FOR CAPITAL FACILITIES PLAN**

Chief Carleton said that this will be an informational meeting to review a draft Capital Facilities Plan, looking to the future needs of the District. Chief asked Matt Aamot to introduce himself, and said that they had been working together to draft the plan to be reviewed. Chief mentioned that the original model for this plan had come from other fire districts in the County.

Chief mentioned that Financial Manager Markel was also an integral part of the development of this plan in providing all the important figures necessary to establish the plan.

Matt Aamot introduced himself and reviewed some the considerations that went into the development of this plan. Mr. Aamot said that a number of other plans were considered during this process, including Whatcom County's growth management plan. He noted that Point Roberts is designated rural. The growth management plan suggests that Fire District 5 will need (1) an inventory of facilities; (2) a forecast of future needed facilities; and (3) a financing plan.

Chief indicated that he has already reviewed this plan with each Commissioner individually and since that time there have been very few small changes, and projected the draft plan onto an overhead screen so everyone could follow along during the discussion.

Chief continued by saying this 2018 to 2036 plan is extensive but dynamic. It will be fluid and changes could be made as needed. He also said this plan is consistent with Whatcom County Comprehensive Plan, so it is in sync with the County.

Point Roberts is unique because it is stand-alone. It does not border other communities within the County so there are no mutual aid agreements in place. The County projects that Point Roberts will have 253 more residential dwellings in the period this plan covers, plus an increase of 70,000 square feet of commercial space.

Matt Aamot gave an overview of SEPA, the State Environmental Policy Act. The State is planning for the future, and developers must now complete a SEPA declaration, giving the County an opportunity to determine whether a development will have significant impact on services available in the area or not. One of the requirements of the SEPA declaration is a letter from the local Fire District that serves the developing area, stating whether it believes it is capable of servicing the needs of the increased development, or that arrangements have been made to serve it. In some cases, developers make a financial contribution to the fire district to alleviate the cost of the increase service.

Commissioner Meursing asked Chief Carleton if District 5 has any such voluntary mitigation agreements in place at this time. Chief answered that the District does not, but that it has been approached in the past to provide confirmation that the District was capable of servicing new developments.

Discussion of potential growth in Point Roberts suggests that another fire station and more equipment might become necessary in the future.

Chief continued reviewing the plan, including a history of the Point Roberts fire department, current inventory, and capital facilities including the station, property, vehicles and equipment.

He also reviewed the County expectations for levels of service, response time, etc. within rural and urban areas. Currently WCFD5 exceeds those expectations in averaging a response time of 7 minutes from the time of dispatch, bettering the expected response time of 12 minutes (80% of the time when station is staffed) and 14 minutes when not staffed. In the last ten years, the number of calls attended to by this District has increased by more than 100%.

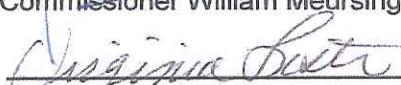
A number of projections were made with varying income levels and sources, anticipated expenses, and capital expenditures, for consideration in developing this Capital Facilities Plan.

Discussion ensued about the ideal timing for finalizing and adopting a Capital Facilities Plan.

### C. ADJOURNMENT

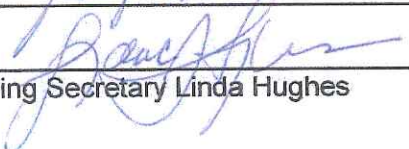
As there was no further business, Commissioner Lester moved to adjourn the meeting. Commissioner Harper seconded the motion. **Motion passed 3 – 0.**

  
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Commissioner William Meursing

  
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Commissioner Virginia Lester

  
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Commissioner Pat Harper

Dated July 11, 2018

Attest:   
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Recording Secretary Linda Hughes