

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

August 8th, 2018

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:03 p.m. by Chairman Meursing.

In Attendance: Commissioner William Meursing
Commissioner Virginia Lester
Commissioner Pat Harper
Assistant Chief John Shields
Financial Manager Patty Markel, via teleconference
Recording Secretary Linda Hughes

Absent: Chief Christopher Carleton

Guests: Pat Grubb

B. PUBLIC COMMENT

None

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of July 11, 2018

MOTION: Commissioner Lester moved to accept the Minutes of the Regular Meeting of July 11, 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 Meursing moved to accept the Vouchers in the amount of \$52,183.58 for payment. The motion was seconded by Commissioner Lester. **Motion passed 3 – 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Meursing moved that payroll in the amount of \$16,151.33 be approved for payment. The motion was seconded by Commissioner Lester. **Motion passed 3 – 0**

D.6 Budget Update

Financial Manager Markel reported that due to technical difficulties the budget update for the July financial statements will be available in September, or sooner, and will be made available to the Commissioners as soon as possible.

Financial Manager Markel also reported that during the July meeting, the Commissioners approved a Resolution to Void a Lost Warrant in the amount of \$750.00 to NWFRS, which was subsequently found, and therefore the July warrants were reduced to \$19,264.52

Commissioner Lester asked for clarification of the warrant in the amount of \$27,391.00, and then realized it was to pay for the District's annual insurance policy as had been approved at the July meeting.

E. CORRESPONDENCE

Assistant Chief Shields reported that there is no correspondence to report at this time

F. CHIEF'S REPORT

Assistant Chief Shields presented Chief Carleton's Chief Officer Report, which was read and submitted.

In particular the first annual Hot Diggety Fun Run fundraiser was a great success.

Assistant Chief Shields also reported that Chief Carleton specifically asked that it be noted that the video recording of the July meeting experienced a malfunction at the 44 minute mark, and therefore he wanted to advise the public to rely on the written minutes as needed.

Assistant Chief then reported that new memory cards have been purchased for the video recording system.

He also reported that July had a record number of calls at 47.

Commissioner Harper asked if the perpetrators of the illegal burns were fined. Assistant Chief Shields noted that warning notices were issued to the offenders, and he then reviewed the process for reporting repeat offenders to the Fire Marshall's office and in some cases also reported to Clean Air for potential fines or other penalties. Discussion continued about illegal burns, known repeat offenders, and other individuals who skirt the regulations by burning at night or using other tactics. Commissioner Harper would like more information to be available to the public about the dangers of burning, and suggests that flyers be created to help disseminate the information in the community.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

Commissioner Meursing indicated that he had been contacted by Chief Carleton who is currently attending a conference in Dallas, with the request that he be granted authority to act on behalf of WCFD5 in a potential purchase of a Class A Fire Pumper apparatus, as has been previously discussed and is described in the Capital Facilities Plan.

Commissioner Lester said that we have talked about this type of apparatus at great length and she has no problem granting Chief Carleton the authority to purchase a Class A Fire Pumper, if the opportunity should arise.


Commissioner Harper agreed that this issue has been discussed at great length and he too had no problem granting Chief Carleton the authority to purchase a Class A Fire Pumper, if the opportunity should arise

Commissioner Meursing agreed with Commissioners Lester and Harper and will give Chief the go ahead to pursue such opportunities.

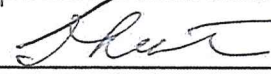
I. ADJOURNMENT

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

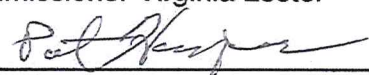
The next Regular Meeting of the Board of Commissioners will be Wednesday, September 12th, 2018, at 4:00 p.m.



Commissioner William Meursing




Commissioner Virginia Lester



Commissioner Pat Harper

Dated September 12, 2018

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
August 08, 2018

**WHATCOM COUNTY
FIRE DISTRICT 5**

August warrants total \$52,183.58. The total for payroll is \$16,151.33, 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 \$14,020.00.

The July financial statements along with a budget update will be available at the September meeting.

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

Respectfully,

Patty Markel
Finance Manager

2018 Budget Remaining –	
Legislative	
Administrative	
Suppression	
Suppression Training	
Maintenance	
Vol. FF EMS	
EMS Training	
Total Budget Remaining:	
<i>7/31/17 Budget Comparison:</i>	<i>48.27 %</i>

Warrants – Items over \$1,000 ~	
McNeil & Co. –District Insurance	\$ 27,391.00
Shell - fuel	\$ 1,697.42
US Bancorp (Credit Card)	\$ 10,513.28
<i>Includes:</i>	
Apple – Command IPADS	\$ 1,881.39
Premier Tents – MCI/Event Tents	\$ 2,381.51
ARLO – Station Cameras	\$ 1,193.49
Wayfair – Hallway Storage Cabinets	\$ 1,089.78

Whatcom County Fire District 5

Chief Officer Report

August 2018

For July 2018

Point Of Information

1. Fun Run Success
2. July Video Malfunction at 44 min mark – please refer to written minutes

Apparatus

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

Member Roster

46 Members (27 Canadian / 11 Point Roberts / 8 County)

- 3 Paramedics / 15 EMTs (9 AEMT) / 3 Ambassadors / 38 Firefighters

Volunteer Hours 2204

Volunteer Payroll 11443

Combined Chief Hours (Chief 209.5/// Asst. Chief 121) Total Chief Hours = 330.5

Incidents

Total Calls (47)

EMS Calls (18)

<u>Transports:</u>	Saint Joseph Hospital (3)	Bellingham FD Medic (0)
	Airlift Northwest (0)	North Whatcom Fire Rescue (0)
	No Transport (13)	Ferndale FD Medic (1)

Public Service (6) ----- CARES/MIHC (1) ----- Agency Assist (0)

Fire Classification (22)

(3/6*) Outdoor Burns - permit/illegal* /// (0) Smoke invest. /// (2) False Alarms /// (0) Vehicle Fire
(2) Power Lines Down /// (0) Structure /// (0) Water Problems /// (1) Boat /// (0) Animal Rescue ///
(0) Chimney Fires /// (4) Grass Fire /// (1) Gas Leak /// (1) Down Tree /// (0) Plane Emergency
(0) Hazmat /// (2) Wrong Address