

**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**

**September 12<sup>th</sup>, 2018**

**MINUTES**

**A. CALL TO ORDER**

The meeting was called to order at 4:04 p.m. by Chairman Meursing.

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

Guests: Pat Grubb  
Margaret Moras  
Bruno Moras  
John Lesow  
Brad Lutz  
Terry Scott  
Assistant Chief John Shields

**B. PUBLIC COMMENT**

Bruno Moras stood and reflected on some of the history of the Fire District, specifically the period when the District joined with North Whatcom, which he feels ended up being a costly decision for this community, and now that our district is disentangled from North Whatcom, everything has been running smoothly, the District and the Commission. A parallel consideration is that of our Hospital District, its' decision to hand over operations to an outside service provider, and the challenges they now face because of that decision. Mr. Moras ended by thanking the Commissioners and Chief for the job they are doing, and said that he will be bringing his observations to the next Hospital Board meeting as well.

John Lesow followed up Bruno Moras' comments, saying that he has a lengthy history in Point Roberts, over 25 years, and feels that it is a good idea to put all your eggs in one basket – and then watch the basket.

Commissioner Meursing responded by saying that essentially this District focuses on keeping people happy, healthy and protected from fire.

**C. BOARD ACTION**

**C.1 Approval of the Minutes of the Regular Meeting of August 8, 2018**

**MOTION:** Commissioner Lester moved to accept the Minutes of the Regular Meeting of August 8, 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 Lester moved to accept the Vouchers in the amount of \$23,098.71 for payment. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

**D.3 Approval of Fire District Payroll**

**MOTION:** Commissioner Lester moved that payroll in the amount of \$21,775.33 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

**D.6 Budget Update**

Financial Manager Markel reported that 39.28% of the budget is remaining, compared to 43.88% for the same period last year, the difference due to the insurance premiums being paid one month earlier this year than last year.

**E. CORRESPONDENCE**

Chief Carleton reported no correspondence at this time.

**F. CHIEF'S REPORT**

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

There were 41 calls in August, now at 241 calls for the year. Chief anticipates there might very well be over 300 calls by the end of the year, a record high for this District.

Commissioner Harper initiated a discussion about the roads and maps of Point Roberts, and Chief described how the District members ascertain the location of emergency calls.

Chief Carleton described how Canadians serve in our District, reviewing the prerequisite certifications, EMT training, and subsequent contractual obligation to the District.

**G. UNFINISHED BUSINESS**

None.

**H. NEW BUSINESS**


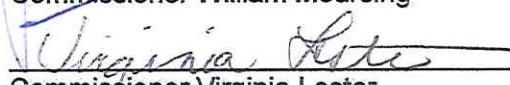
Chief Carleton announced that two dates should be discussed and set at this time. The Budget cycle is coming up, and is usually approved at the November regular meeting. Chief will be absent for the regularly scheduled November meeting and requests that the regular meeting of November be moved ahead one week to November 7<sup>th</sup>. After some further discussion, October 25<sup>th</sup> was proposed for the Budget workshop meeting at 4:00 pm. Everyone agreed to the two dates.

**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, October 10<sup>th</sup>, 2018, at 4:00 p.m.

The Budget Workshop meeting will be held Thursday, October 25<sup>th</sup>, at 4:00 p.m.

  
\_\_\_\_\_  
Commissioner William Meursing  
  
\_\_\_\_\_  
Commissioner Virginia Lester

\_\_\_\_\_  
Commissioner Pat Harper

Dated October 10, 2018

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

**FINANCIAL REPORT**  
September 12, 2018

**WHATCOM COUNTY  
FIRE DISTRICT 5**

September warrants total \$23,098.71. The total for payroll is \$21,775.33, 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 \$16,243.00.

The August financial statements are in your meeting books.

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

Respectfully,

Patty Markel  
Finance Manager

<b>2018 Budget Remaining – 8/31/18</b>	
Legislative	23.83 %
Administrative	38.22 %
Suppression	46.87 %
Suppression Training	24.41 %
Maintenance	24.97 %
Vol. FF EMS	40.63 %
EMS Training	59.27 %
<b>Total Budget Remaining:</b>	<b>39.28 %</b>
<i>8/31/17 Budget Comparison:</i>	<i>43.88 %</i>

<b>Warrants – Items over \$1,000 ~</b>	
Shell – District Fuel	\$ 1,167.42
Christopher Carleton -	\$ 1,500.00
Blue Card Training Reimbursement	
WA Board for Volunteer FFs -	\$ 2,430.00
Disability/Pension	
Life Assist-Simulaid (Donation)	\$ 1,017.68
US Bancorp (Credit Card)	\$ 7,828.63
<b><i>Includes:</i></b>	
Digital Combustion	\$ 1,170.00
Alaska Air	\$ 1,030.41
Life Assist Inc	\$ 1,084.79

# ***Whatcom County Fire District 5***

## **Chief Officer Report**

**September 2018**

For August 2018

### **Point Of Information**

1. Engine 58 in shop for work – seat/rust/brakes/wheels

### **Apparatus**

E58	*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** 2875

**Volunteer Payroll** 16786

**Combined Chief Hours** (Chief 167 /// Asst. Chief 120.5) Total Chief Hours = 287.5

### **Incidents**

Total Calls (41)

EMS Calls (16)

<u>Transports:</u>	Saint Joseph Hospital (6)	Bellingham FD Medic (0)
	Airlift Northwest (1)	North Whatcom Fire Rescue (0)
	No Transport (9)	Ferndale FD Medic (0)

Public Service (7) ----- CARES/MIHC (2) ----- Agency Assist (2)

Fire Classification (14)

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