

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 13th, 2017

MINUTES

A. CALL TO ORDER

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

In Attendance: Commissioner William Meursing
 Commissioner Shannon Tomsen
 Commissioner Virginia Lester
 Chief Christopher Carleton
 Recording Secretary Linda Hughes
 Financial Manager Patty Markel via teleconference

Guests: Henry Rosenthal Ed Lester
 Robin Nault Andrew Grubb
 Pat Harper Jacob Anderson
 Bruno Moras Shant Terssakian
 Margaret Moras Stephen Linn
 Ryan Baldwin Margaret Knowles

B. PUBLIC COMMENT

Bruno Moras urged the Fire Commission (and the health commission) to contact Whatcom County to do something about the hazardous situation that exists on Benson Road, especially in the area leading to and away from the fire station and the Clinic. He continued with his comments pointing out the open ditches, no room for pedestrians and cyclists, and his concern for the safety of people and emergency equipment that use the area.

Chairman Meursing asked Chief Carleton if he would approach PRCAC with this suggestion and see if road safety can be improved on Benson Road, perhaps with the use of the TBD funds. Chief agreed to contact the Chairman of PRCAC about this.

Chairman Meursing asked the Commissioners if they had any objection to re-arranging the order of H.1 and H.2 on the Agenda. All agreed. Agenda amended.

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of August 9th, 2017

MOTION: Commissioner Lester moved to accept the Minutes of the Regular Meeting of August 9th, 2017 as presented. The motion was seconded by Commissioner Tomsen. **Motion passed 3-0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Markel presented the financial report as submitted.

Chief Carleton asked Financial Manager Markel to revise the monthly summary, which showed the incorrect balance for the Bancorp card. Financial Manager Markel acknowledged the oversight of that particular notation, and confirmed that in all other respects the financial report was correct.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Tomsen moved to accept the Vouchers in the amount of \$41,093.96 for payment. The motion was seconded by Commissioner Lester. **Motion passed 3 – 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Tomsen moved that the payroll in the amount of \$17,711.34 be approved for payment. The motion was seconded by Commissioner Lester. **Motion passed 3 – 0**

D.4 Budget Update

Financial Manager Markel reported the budget update for 2017, as of July 31st, shows 41.82% remaining in the budget, trending about 2% over the same period last year.

Commissioner Meursing indicated to the public that 2% represented approximately \$11,000.00

Financial Manager Markel confirmed that she will be in attendance for the budget meeting scheduled October 25th at 4:00 pm

Commissioner Tomsen requested a change to the date of the next Regular Meeting to October 12 at 4:00 pm. Financial Manager Markel may be unable to attend that meeting. There was some discussion as to the change in date affecting whether the meeting would be considered a re-scheduled Regular Meeting or become a Special Meeting.

E. CORRESPONDENCE

Chief Carleton circulated two thank you cards that had been received by the District.

F. CHIEF'S REPORT

Chief Carleton's Chief Officer Report was read and submitted, including:

- The Lifepak 15 regional, and the apparatus grant applications are still in process.
- Full Burn Ban continues, despite the small amount of rainfall.
- Open House, August 26th was well attended and lots of fun. The NW Airlift helicopter was available to attend but the Blackhawk that had been scheduled was re-deployed to assist in Houston after the hurricanes there.

G. UNFINISHED BUSINESS

G.1 Capital Improvements/Needs

Chief Carleton referred to a list of capital needs and improvements for consideration by the Commissioners. He reported that the items on the list with an asterisk are the ones already completed from the \$60,000.00 previously approved by the Commissioners for capital improvements and said that approximately \$34,000.00 of those pre-approved funds remain as yet unused toward the outstanding capital improvements. A copy of the capital improvements list is attached to these Minutes.

A detailed discussion of capital needs and improvements ensued, including a couple of items that Chief Carleton recommended surplusting in order to replace aging equipment with more effective equipment.

Commissioner Meursing recommended that the list of capital improvements and needs be considered and re-visited in December or January. He asked Chief Carleton to prioritize the items on the capital improvements list.

I. NEW BUSINESS

I.2 Food Bank Storage Area

Henry Rosenthal was invited to give a brief summary of the food bank's requirements for a storage area.

Discussion ensued about a proposed new building structure behind the fire station to accommodate the request of the food bank for storage and distribution area to centralize their operations.

Commissioner Tomsen reported having met with Mr. Rosenthal to tour the food bank facilities and learn more about how they operate. She feels the food bank's current situation of multiple storage spaces for food bank resources presents a number of challenges for the volunteers, and although she feels the proposed building site behind the fire station for a new food bank storage facility is far from ideal, she supports finding a way to assist the food bank with their needs. As Commissioner Tomsen will be replaced in her position after the election of a new Commissioner, she asked if one of her fellow Commissioners would step into her place as acting liaison with the food bank. Commissioner Meursing agreed to take that role.

Commissioners Tomsen and Meursing asked Mr. Rosenthal to re-approach the local Park District to obtain a clearer idea of their consideration of various requests to occupy the space in the community center after the vacation of the space by the Library when they move into their new facility.

I.1. Firefighter Training Contract

Chief Carleton announced that a firefighter had recently resigned from the District prior to completion of the term required by the contract that every firefighter in this organization since 2012 has entered into, as a means for the District to recoup the expense of training through service to the community. This member's training amounted to \$3,707.00 and has served 286 days in the community. Chief calculated the pro rata reimbursement of \$5.15 per day, with a requirement that 720 days be served under the terms of the contract. With 434 days remaining in this member's contract, the amount due and owing to the District is \$2,234.50. Chief Carleton also reported that the member has earned in

excess of \$52,000 as a member of the District. He then asked the Commissioners if they wanted to enforce this contract or if they would be willing to waive the outstanding amount owed by the member.

Shant Terssakian asked if he could speak to this matter. He was advised that public comment session was scheduled at the beginning of the meeting, and the Commissioners were in the middle of discussing the issue, agreeing to permit him an opportunity to speak once the discussion was completed. Mr. Terssakian objected, and argued that it would be too late to speak at that time.

The Commissioners discussed the history of trainees departing the District after receiving the benefit of paid training without any obligation to the community. Since 2012 this contract has provided the District and the community with an assurance that firefighter training dollars expended will result in service to the community. Chief Carleton reported that this is the first unfulfilled contract by a firefighter since the implementation of the contract in 2012. The Commissioners further discussed the dangerous precedent that would be set by waiving the contract for one member, and the need to remain fiscally responsible to the taxpayers of the District's funds.

MOTION: Commissioner Lester moved to enforce the contract with the firefighter in question. The motion was seconded by Commissioner Tomsen. **Motion passed 3-0.**

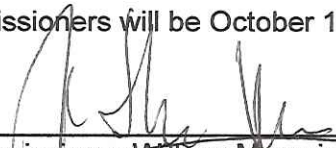
Shant Terssakian objected again, saying there were mitigating circumstances the Commissioner's should have considered before making such a decision.

Chief Carleton reminded the Commissioners and the public that this is a personnel issue and therefore any discussion of the matter or any mitigating circumstances by the Commissioners is prohibited without going into Executive Session.

J. ADJOURNMENT

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

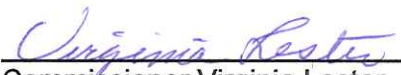
The next Regular Meeting of the Board of Commissioners will be October 12th, 2017, at 4:00 p.m.



Commissioner William Meursing



Commissioner Shannon Tomsen



Commissioner Virginia Lester

Dated

October 12, 2017

Attest:



Recording Secretary Linda Hughes

Whatcom County Fire District 5
Chief Officer Report
September
For August

Point Of Information

1. AFG Funding Update
2. Burn Permits – Current Full Burn Ban
3. Open House Success

Apparatus

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

Member Roster

- 45 Members (23 Canadian / 13 Point Roberts / 9 County)
- 5 Paramedics
 - 15 EMTs (9 AEMT)
 - 3 Ambassadors
 - 36 Firefighters

Volunteer Hours 2723

Volunteer Payroll 12616

Combined Chief Hours (Chief 202 /// Asst. Chief 122) Total Chief Hours = 324

Incidents

Total Calls (27)

EMS Calls (8)

<u>Transports:</u>	Saint Joseph Hospital (3)	Bellingham FD Medic (0)
	Airlift Northwest (0)	North Whatcom Fire Rescue (1)
	No Transport (4)	Ferndale FD Medic (0)
	Home Visit (0)	

Public Service (0)

Agency Assist (0) Law Enforcement

Fire Classification (19) -- (5/6*) Outdoor Burns - permit/illegal* (4) Smoke invest. (2) False Alarms
(0) Vehicle Fire (0) Power Lines Down (0) Structure (0) Hazmat
(1) Water Problems (0) Boat (1) Animal Rescue (0) Chimney Fires
(0) MVA (0) Grass Fire

FINANCIAL REPORT
September 13, 2017

**WHATCOM COUNTY
FIRE DISTRICT 5**

September warrants total \$41,093.96. The total for payroll is \$17,711.34 including Chief Carleton’s salary of \$5,000.00 and Assistant Chief Shield’s pay of \$2,833.34. There was one event for the commissioners and the secretary.

The total payout for volunteers (warrants included) is \$10,547.00.

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

2017 Budget Remaining – 8/31/2017	
Legislative	62.77 %
Administrative	38.37 %
Suppression	39.50 %
Suppression Training	50.44 %
Maintenance	56.57 %
Vol. FF EMS	30.94 %
EMS Training	63.91 %
Total Budget Remaining:	41.82 %
<i>8/31/16 Budget Comparison:</i>	<i>43.88 %</i>

Warrants – Items over \$1,000 ~	
McNeil & Co. – Insurance	\$ 26,152.00
US Bancorp (Credit Card)	\$ 6,895.64
<i>Includes:</i>	
GCR Tires	\$ 1,306.30
Wellness/Workout Equipment	\$ 1,098.53