

***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 13<sup>th</sup>, 2014**

**MINUTES**

**A. CALL TO ORDER**

The meeting was called to order at 4:00 p.m. by Commissioner Meursing.

In Attendance:                    Commissioner William Meursing  
    Commissioner Stanley Riffle  
    Commissioner Jeffery Wilmot  
    Financial Manager SuzAnne Kinsey  
    Chief Christopher Carleton  
    Recording Secretary Michelle Starrs

Absent:                                Assistant Chief John Shields

Guests:                              Pat Grubb – All Point Bulletin  
    Margaret Knowles  
    Ernie Beech  
    Jollena Tylor  
    Rick Foreman  
    Gina Foreman  
    Tony Kelley – Kelley Insurance Agency  
    Fadi Samaha  
    Shannon Tomson

**B. PUBLIC COMMENT**

None

## C. BOARD ACTION

### C.1 Approval of the Minutes of the Regular Meeting of July 9<sup>th</sup>, 2014

**MOTION:** Commissioner Riffle moved to accept the Minutes of the July 9<sup>th</sup>, 2014 meeting as read. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0**

## D. FINANCIAL MANAGER'S REPORT

### D.1 Financial Report

Financial Manager Kinsey will e-mail the completed reports for July.

### D.2 Approval of Fire District Vouchers

**MOTION:** Commissioner Riffle moved to accept the Vouchers for August, 2014 in the amount of \$21,679.87 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0**

### D.3 Approval of Fire District Payroll

**MOTION:** Commissioner Riffle moved that the payroll in the amount of \$13,780.67 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3– 0.**

### D.4 Budget Update

No questions were brought forward regarding the Budget.

### D.5 Pension Forms

Commissioner Meursing and Secretary Starrs signed the Pension Forms for Ernie Beech.

### D.6 Void Warrant

**MOTION:** Commissioner Riffle moved to approve the Cancellation of Warrant No. 948264 for \$750.00. This was a duplicate payment to King Co. Emergency Medical. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

## E. CORRESPONDENCE

None

## F. CHIEF'S REPORT

Chief Carleton provided an overview of the Chief Officer Report as attached and scanned.

## G. UNFINISHED BUSINESS

### G.1

None

## H. NEW BUSINESS

### H.1 Resolution 2014-04 – A Resolution to Declare Surplus Goods

**MOTION:** Commissioner Riffle moved to accept Resolution 2014-04 A Resolution to Declare Surplus Goods. Commissioner Wilmot seconded the motion. **Motion passed 3 – 0.**

### H.2 Signing of District Insurance

Tony Kelley from Kelley Insurance Agency presented a check to the Chief for \$250.00 to cover advertising for the Open House that is to be held by the department August 23<sup>rd</sup>, 2014.

Tony also presented the paper work that needed to be signed by the Board for the coverage of District insurance for the coming year. This will take effect on September 1<sup>st</sup> 2014 and will be covered by ESIP. The District will discontinue their coverage with CIAW and a cancellation form will be signed to terminate the policy held by them.

Term Insurance will be placed on the Agenda for next month and the Board may then decide to take a policy that will cover volunteers for death benefits. This insurance may be taken out at any time should the Board decide the District will take the policy.

## I. ADJOURNMENT

As there was no further business, Commissioner Riffle moved to adjourn the meeting at 4:50 p.m. The motion was seconded by Commissioner Wilmot.

The next Regular Meeting of the Board of Commissioners will be September 10<sup>th</sup>, 2014.

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

\_\_\_\_\_  
Commissioner Stanley Riffle

\_\_\_\_\_  
Commissioner Jeffrey Wilmot

Dated \_\_\_\_\_

Attest: \_\_\_\_\_  
Recording Secretary Michelle Starrs

## WHATCOM COUNTY FIRE DISTRICT 5

Current month payables total \$21679.87 which includes a few items to point out:

Volunteer payouts that are included in warrants total \$3405.00 This reflects July 2014 activity. Chief Carleton and myself did a payroll audit for the calendar year 2013. We found payment for Oct 24, 2013 practice missing on 6 of the volunteers. Chief feels that this related to the upgrade of Emergency Reporting. These payments, which are \$13.00 each are included in this payroll.

There is a payment to Shell Oil for \$1597.93, a payment to US Bankcorp (our credit card) in the amount of \$8751.07 which has payments to Ideation Design Group for \$2004.43, Life Assist for \$1189.02 and Municipal Emergency for \$2673.44. Chief Carleton can identify these if you wish. And not on the credit card, we also have a payment to National Hose Testing for \$2162.75 and Municipal Emergency for \$1296.58.

Payroll for August totals \$13,780.67. This represents 1 month salary for Chief Carleton in the amount of \$4166.67, one month's salary for Asst Chief Shields in the amount of \$2583.00. There was one meeting for three commissioners, the secretary had one meeting. Volunteer payouts total \$6605.00 in payroll for a total payout of volunteers of \$10,010.

I have a request to void a warrant - #948264 in the amount of \$750.00. This was a duplicate payment to King Co. Emergency Medical.

I have put the financials for July in your information.

We require motions to approve: Warrant request covering current month vouchers and current month payroll and a request to void warrant.

SuzAnne Kinsey, Financial Admn.

**Whatcom County Fire District 5**  
**Chief Officer Report**  
**August 2014**  
For July 2014

**Point Of Information**

1. Fire Department Open House August 23<sup>rd</sup>
2. 2013 Internal Payroll Audit - Kinsey
3. Hydrant Painting underway
4. Burn Signs / Training Signs

**Apparatus**

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

**Member Roster**

41 Members (29 Canadian / 6 Point Roberts / 6 County)

- 3 Paramedics
- 16 EMTs
- 4 Advanced EMT

**Volunteer Hours**      2363

**Volunteer Payroll**    11251

**Combined Chief Hours**      (Chief 130.5 /// Asst. Chief 158.5) Total Chief Hours = 289

**Incidents**

Total Calls (17)

EMS Calls (7)

<u>Transports:</u>	Saint Joseph Hospital (1)	Whatcom Medic One (0)
	Airlift Northwest (1)	North Whatcom Fire Rescue (0)
	No Transport (3)	Ferndale Fire Department (2)

Public Service (0)

Agency Assist (0)

Fire Classification (8) 3 Unauthorized Burn / 1 Power Lines / 2 Water / 1 Fire Alarm

Other (2) Cancelled