

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

October 9th, 2013

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 Stanley Riffle
 Chief Christopher Carleton
 Financial Manager SuzAnne Kinsey
 Recording Secretary Michelle Starrs

Absent: Commissioner Jeffery Wilmot

Guests: Assistant Chief John Shields
 Meg Olson – All Point Bulletin
 Fadi Samaha
 Craig Carter
 Jollena Tylor
 Pat Birchall
 Judy Ross

B. PUBLIC COMMENTS

C. BOARD ACTION

C.1 Approval of Minutes for the Regular Meeting of September 11th, 2013

MOTION: Commissioner Riffle moved to accept the Minutes of the September 11th, 2013 Regular Meeting with the attached amendment of one paragraph. Commissioner Meursing seconded the motion. **Motion passed 2 – 0.**

C.2 Approval of the Minutes for the Special Meeting of September 16th, 2013

MOTION: Commissioner Riffle moved to accept the Minutes of the September 16th, 2013 Special Meeting as amended with the attached addition of two paragraphs. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

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

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Riffle moved to accept the Vouchers for October, 2013 in the amount of \$30,275.63 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0.**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Riffle moved that the payroll in the amount of \$13,048.17 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0.**

D.4 Cancellation of Warrant

MOTION: Commissioner Riffle moved to approve the Cancellation of Warrant Number 924933 for \$485.00 payable to Emergency Service Consulting Group. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0.**

E. CORRESPONDENCE

E.1 Letters

Two letters were received from members of the Community.

F. CHIEF'S REPORT

The Chief Officer Report as attached and scanned.

G. UNFINISHED BUSINESS

G.1 Septic System Update

Commissioner Riffle has been monitoring the progress of the fire departments septic system. The line is finished that connects to the water district property. Two tanks are coming this week and there will be a total of nine when the system is complete. This should be done around October 15th, 2013. There is to be an inspection on Monday the 15th.

H. NEW BUSINESS

H.1 Agenda Item for Next Meeting

A Resolution to change the meeting time will be presented at the next meeting of the Board.

I. ADJOURNMENT

As there was no further business, Commissioner Meursing adjourned the meeting at 4:35 p.m.

The next Regular Meeting of the Board of Commissioners will be November 13th, 2013.

Commissioner William Meursing

Commissioner Stanley Riffle

Commissioner Jeffery Wilmot

Dated _____

Attest: _____
Recording Secretary Michelle Starrs

WHATCOM COUNTY FIRE DISTRICT 5

Current month payables total \$30,275.63 which includes a few items to point out:

There are payables to: one invoice for Life Assist in the amount of \$1802.54, Shell Oil for \$2500.13 (this is so high because Shell made an error on our account and posted a \$1300 payment that did not belong to us – so when I called for the current balance I did not know about that), Kelly Insurance (their fee) for \$1492.32, CIAW in the amount of \$16182.59 (that is our liability insurance for a year), the US Bancorp visa for \$1100.51 and an invoice for \$1211.77.

Payroll for October totals \$13048.17 This represents 1 month salary for Chief Carleton in the amount of \$4166.67, one months salary for Asst Chief Shields in the amount of \$2250.00. There was one meeting for two commissioners, two meetings for one commissioner and the secretary had two meetings. Volunteer payouts for September totals \$6619. 00 in payroll and there are four payouts in the warrants for volunteers for \$1176 for a total volunteer payout of \$7795.00

I made an error in September and put the incorrect vendor number on a warrant. That warrant 924933 in the amount of \$485.00 must be voided. It was payable to Emergency Service Consulting Group. I have made the correct payment in October to Emergency Services.

I just received the Treasurer Reports this week and the financials are not quite ready. I will be emailing to you by the end of the week.

I would like to note that there has been no word from the State Auditors office.

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

SuzAnne Kinsey, Financial Admn.

Whatcom County Fire District 5

Chief Officer Report

October 2013

For September 2013

Point Of Information

1. Haunted House

Apparatus

E58	No report
E5802	Service – Pump and PM
B58	No report
U5802	No report
A58	No report
A5802	No report
C58	No report

Member Roster

45 Members (31 Canadian / 7 Point Roberts / 7 County)

- 2 Paramedics
- 16 EMTs (including 2 EMT-A)

The above numbers include the Fire Chief as a Paramedic and the Asst. Chief as an EMT only and do not include the Fire Chief or Asst. Chief as counting towards members

Volunteer Hours 2573

Volunteer Payroll 11205

Combined Chief Hours (Chief 190.5 /// Asst. Chief 145.0) Total Chief Hours = 335.5

Incidents

Total Calls (14)

EMS Calls (9)

<u>Transports:</u>	Saint Joseph Hospital (0)	Whatcom Medic One (1)
	Airlift Northwest (0)	North Whatcom Fire Rescue (5)
	No Transport (3)	

Public assist (1) Law Enforcement

Fire Classification (3) 2 - Rubbish Fire Investigations and 1 – Power lines down

Other (1) Tree Blocking Road