

**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**

**October 10<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  
Assistant Chief John Shields  
Financial Manager Patty Markel  
Recording Secretary Linda Hughes

Absent: Chief Christopher Carleton  
Commissioner Pat Harper

Guests: Pat Grubb  
Margaret Getzsinger  
Deb Shields

**B. PUBLIC COMMENT**

None.

**C. BOARD ACTION**

**C.1 Approval of the Minutes of the Regular Meeting of September 12, 2018**

**MOTION:** Commissioner Lester moved to accept the Minutes of the Regular Meeting of September 12, 2018 as presented. The motion was seconded by Commissioner Meursing. **Motion passed 2-0.**

**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 \$28,926.73 for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0**

D.3 Approval of Fire District Payroll

**MOTION:** Commissioner Lester moved that payroll in the amount of \$15,615.33 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0**

D.6 Budget Update

Financial Manager Market reported that 31.4% of the budget is remaining, compared to 31.3% for the same period last year.

Chairman Meursing referred to the new Resolution before the Commissioners, to waive competitive bidding requirements with respect to a potential purchase of a mini-pumper apparatus, as has been discussed at previous meetings.

**MOTION:** Commissioner Lester moved to approve **Resolution 2018-03** Waiver of Competitive Bidding Requirements, for the purchase of a mini-pumper apparatus. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0**

**E. CORRESPONDENCE**

Assistant Chief Shields reported no correspondence at this time.

**F. CHIEF'S REPORT**

Assistant Chief Shields presented and submitted Chief Carleton's Chief Officer Report.

Of particular note is that preparations have begun for the Annual Hallowe'en Haunted House event, scheduled for October 27, 2018, at 2:00 pm, at the Fire Hall. Volunteers are organizing the event which has become very popular with families over the years.

Additionally, every year the Members of Fire District 5 design and print t-shirts for participating members, to promote awareness of Breast Cancer during October and Prostate Cancer during November. That campaign is currently ongoing.

Assistant Chief Shields reported that 265 calls have been attended to this year, one more than all of 2017. This will be another record year for calls attended.

**G. UNFINISHED BUSINESS**

None.

**H. NEW BUSINESS**


None

I. ADJOURNMENT

As there was no further business, Commissioner Lester moved to adjourn the meeting. Commissioner Meursing seconded the motion. **Motion passed 2 – 0**

The next Regular Meeting of the Board of Commissioners will be Wednesday, November 14<sup>th</sup>, 2018, at 4:00 p.m., which has been scheduled one week earlier than is usually held each month to accommodate absences, and prompt attention to the Budget.

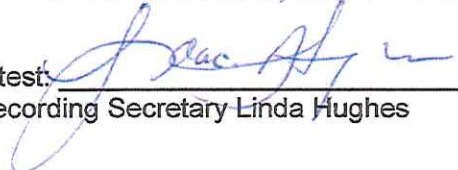
The Budget Workshop meeting will be held Thursday, October 25<sup>th</sup>, at 4:00 p.m.

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

  
\_\_\_\_\_  
Commissioner Virginia Lester

Absent for October meeting  
\_\_\_\_\_  
Commissioner Pat Harper

Dated Nov. 12 / 18

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

**FINANCIAL REPORT**  
October 10, 2018

**WHATCOM COUNTY  
FIRE DISTRICT 5**

October warrants total \$28,926.73. The total for payroll is \$15,615.33, 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 \$9,964.50.

The September financial statements are in your meeting books.

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

Respectfully,

Patty Markel  
Finance Manager

<b>2018 Budget Remaining – 9/30/18</b>	
Legislative	22.69 %
Administrative	30.83 %
Suppression	35.67 %
Suppression Training	5.94 %
Maintenance	16.52 %
Vol. FF EMS	34.45 %
EMS Training	59.27 %
<b>Total Budget Remaining:</b>	<b>31.40 %</b>
<i>9/30/17 Budget Comparison:</i>	<i>31.30 %</i>

<b>Warrants – Items over \$1,000 ~</b>	
Shell - Fuel	\$ 1,261.94
Municipal Emergency Services - <i>(AFG Grant \$9,401.00)</i>	\$ 9,888.76
US Bancorp (Credit Card)	\$ 8,998.76
<b><i>Includes:</i></b>	
Bergen & Co – <i>FS Clothing</i>	\$ 1,005.69
Zenders Truck – <i>E58</i>	\$ 1,790.71

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

## **Chief Officer Report**

**October 2018**

For September 2018

### **Point Of Information**

1. Haunted House October 27
2. Breast Cancer Month (shirts being made)

### **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** 2513

**Volunteer Payroll** 10788

**Combined Chief Hours** (Chief 187 /// Asst. Chief 167) Total Chief Hours = 354

### **Incidents**

Total Calls (32)

EMS Calls (8)

<u>Transports:</u>	Saint Joseph Hospital (1)	Bellingham FD Medic (0)
	Airlift Northwest (1)	North Whatcom Fire Rescue (2)
	No Transport (4)	Ferndale FD Medic (0)

Public Service (2) ----- CARES/MIHC (6) ----- Agency Assist (1)

Fire Classification (15)

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