

*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 14<sup>th</sup>, 2015

**MINUTES**

**A. CALL TO ORDER**

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

In Attendance: Commissioner William Meursing  
Commissioner Stanley Riffle  
Commissioner Jeffery Wilmot  
Chief Christopher Carleton  
Financial Manager Patty Markel via conference call  
Recording Secretary Linda Hughes

Guests: Jollena Tylor  
Jeannette Meursing  
Kevin Tuulos  
Shannon Tomsen  
Christina Tersakian  
Shant Tersakian  
Meg Olson  
Asst. Chief John Shields

**B. PUBLIC COMMENT**

None

**C. BOARD ACTION**

C.1 Approval of the Minutes of the Regular Meeting of September 9<sup>th</sup>, 2015

**MOTION:** Commissioner Wilmot moved to accept the Minutes of the September 9<sup>th</sup>, 2015 meeting as read. The motion was seconded by Commissioner Riffle. **Motion passed 3–0.**

**D. FINANCIAL MANAGER'S REPORT**

D.1 Financial Report

Financial Manager Markel provided an overview of her report.

Commissioner Riffle asked for a review of the large expenditures on the District credit card. Financial Manager Markel provided the amounts and Chief Carleton explained the repairs to Battalion 58 in the approximate amount of \$4,800.00 and the expenditure of \$3,700.00 to enroll Alex Tersakian in firefighting training to be taken online and then completed with a two-week training course in Texas, after which he will be a certified firefighter.

#### D. 2 Approval of Fire District Vouchers

**MOTION:** Commissioner Wilmot moved to accept the Vouchers for September, 2015 in the amount of \$32,753.29 for payment. The motion was seconded by Commissioner Riffle.

**Motion passed 3 – 0**

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

**MOTION:** Commissioner Wilmot moved that the payroll in the amount of \$15,975.67 be approved for payment. The motion was seconded by Commissioner Riffle.

**Motion passed 3 – 0**

#### D.5 Budget Update

Financial Manager Markel provided an overview of the current budget status, indicating that there is 26.27% remaining in this year's budget. She advised that she and Chief Carleton met to review and prepare the budget for 2016 and that she will have a number of Resolutions prepared for the November meeting for consideration by the Commissioners. Commissioner Meursing asked that the correct wording be confirmed for those Resolutions to avoid some difficulties that have been experienced in the past.

Commissioner Meursing reminded his fellow Commissioners that next month is the annual budget meeting and that there are a number of extraordinary expenditures to be incurred in 2016, for example the need for new SCBA equipment in an amount of approximately \$100,000.00, the cost of the expected audit in 2016 of approximately \$10,000.00, and the additional monthly expenditure for the new communications system that will amount to approximately \$7,500.00 in 2016.

Commissioner Riffle indicates that he would like to have some input into the budget preparation, specifically with regard to the need for painting the fire station, noting that the job could be staggered to spread out the cost by focusing on the north side of the building first, where the greatest deterioration is evident, and taking care of the building in sections. He notes that the painting job will become increasingly costly if ignored.

Chief Carleton and Commissioner Riffle agreed to meet before the next regular meeting to discuss the potential painting project inclusion in the 2016 budget.

Chief Carleton reviewed the potential grants available for items such as the SCBA and PPE equipment, which may alleviate some of the financial burden on the District if a grant can be obtained to cover the cost. The grant applications are in progress and the Chief expects to have information on approval or refusal in the new year, perhaps in February.

Commissioner Riffle asked about the high cost of the audit process, and the schedule of audits. Chief Carleton confirmed that the last audit was in 2013 and they are typically done every three years and so the expected audit in 2016 will be right on schedule. It is believed that a private auditor could be more expensive than the County auditor.

#### **E. CORRESPONDENCE**

Chief reports ongoing email correspondence with Wayne Knowles with respect to the planned fire training at 229 Marine Drive, with a two-storey house structure donated for that purpose by the new homeowner who intends to build a new house on that property. Currently the cleaning and prep work is underway for the planned controlled burns and training during the month of November, ending with a complete burn of the structure.

#### **F. CHIEF'S REPORT**

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

Chief Carleton encouraged everyone in the organization to watch the YouTube video which he had forwarded by email, a tribute to the heroes that saved Jim Graham's life when he had a heart attack in Point Roberts, including the award ceremony held at WCFD5.

The Chief continues to remind homeowners to contact their insurance companies to seek potential savings related to the District's improved ISO rating.

Chief Carleton reviewed the status of the new communication system, which requires further technology and dispatcher training at Prospect in order to function as expected.

#### **G. UNFINISHED BUSINESS**

Commissioner Meursing asked his fellow commissioners if they had reviewed Chief Carleton's performance review, and whether they felt that an Executive Session was necessary to discuss the performance review or was it acceptable as is.

Commissioner Wilmot and Commissioner Riffle agreed that there was no need for an Executive Session and approved the performance review. Commissioner Meursing advised that the review would be filed in Chief Carleton's personnel file.

#### **H. NEW BUSINESS**

Chief Carleton advised that the next regular meeting date lands on Veteran's Day, a statutory holiday, and suggested that the meeting be moved to Tuesday, November 10<sup>th</sup>. The District Secretary was instructed to advise the local newspaper of the change.

Chief Carleton advised that the date for this year's Volunteer Recognition event is scheduled for Saturday, December 12<sup>th</sup>, although a venue for the event has yet to be secured. Chief will advise when a venue has been determined.

**I. ADJOURNMENT**

As there was no further business, Commissioner Wilmot moved to adjourn the meeting at 4:40 p.m. Commissioner Riffle seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be November 10<sup>th</sup>, 2015.

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

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

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

Dated November 10, 2015

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

FINANCIAL REPORT  
October 14, 2015

**WHATCOM COUNTY  
FIRE DISTRICT 5**

Warrants total \$32,753.29; Items to mention (over \$1,000): US Bancorp (credit card) \$10,241.58 and NW Communications \$13,919.04. Volunteer payroll included in Warrants total \$5,331.

October payroll totals \$15,975.67; Chief Carleton's salary \$4,166.67, Asst Chief Shield's pay \$2,667.00; the volunteer portion totaled \$7,726. There was one event for each commissioner and the secretary.

The total payout for volunteers (warrants included) is \$13,057.

Your September financial statements are in your meeting book.

We need a motion to approve the warrants for \$32,753.29 and payroll in the amount of \$15,975.67.

Respectfully,



Patty Markel  
Financial Administrator

<b>2015 Budget Remaining – 9/30/15</b>	
Legislative	8.49%
Administrative	22.14%
Suppression	21.49%
Suppression Training	47.40%
Maintenance	41.29%
Vol FF EMS	34.08%
EMS Training	43.54%
<b>Total Budget Remaining:</b>	<b>26.27%</b>

# *Whatcom County Fire District 5*

## *Chief Officer Report*

*October 2015*

For September 2015

### **Point Of Information**

1. Home owners should call their insurance company due to ISO change
2. Haunted House coming up on October 31<sup>st</sup> 2-5
3. Final stages of tower connections being made at Prospect

### **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 (34 Canadian / 8 Point Roberts / 4 County)

- 4 Paramedics
- 15 EMTs (6 AEMT)
- 3 Ambassadors
- 37 Firefighters

**Volunteer Hours** 3062

**Volunteer Payroll** 13841

**Combined Chief Hours** (Chief 132.0 /// Asst. Chief 137.0) Total Chief Hours = 269

### **Incidents**

Total Calls (21)

EMS Calls (8)

<u>Transports:</u>	Saint Joseph Hospital (2)	Bellingham FD Medic (0)
	Airlift Northwest (0)	North Whatcom Fire Rescue (0)
	No Transport (6)	Ferndale FD Medic (0)
	Home Visit (0)	

Public Service (0)

Agency Assist (0)

Fire Classification (13) -- (7) Outdoor Burns - 3 permit/4 illegal (0) Smoke invest. (2) False Alarms  
(1) Vehicle fire

Other (3) – (2) Wrong Address (1) Power line investigation