

***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  
Work Session for the 2020 Budget**

**October 29<sup>th</sup> , 2019**

**MINUTES**

In Attendance: Commissioner Virginia Lester  
Commissioner Pat Harper  
Commissioner Raye Newmen  
Chief Christopher Carleton  
Financial Manager Patty Markel  
Recording Secretary Linda Hughes

Guests: Assistant Chief John Shields  
Bill Meursing

**A. CALL TO ORDER**

The meeting was called to order at 4:00 p.m. by Commissioner Lester, who advised that this meeting is a work session to review a draft budget prepared by Chief Carleton and Financial Manager Patty Markel.

**B. WORK SESSION FOR 2020 BUDGET**

Chief Carleton presented a preliminary 2020 budget with an overhead projection of the worksheets that he and Financial Manager Markel had prepared. He indicated that adjustments made to line items would individually be explained in further detail, and reported that the most notable of these changes is the allotment of \$10,000 toward the anticipated Audit. The Audit will cover 2016 through 2019, a 4-year period. That last Audit was for the previous 3-year period and cost approximately \$7,000 to \$8,000.

Beginning with projected income, Chief Carleton reviewed previous years' banked capacity and the annual decision Commissioners had to make about how much of the banked capacity should be added onto the levy. All previous years' banked capacity

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has been utilized, and the only available increase to the levy is the approximate 1% allowed by law.

Line by line, Chief Carleton introduced projected income from a variety of sources, and talked about potential income that is not considered in this budget, simply because there are no guarantees of that potential income, such as ambulance transport reimbursement, and any grant funding received.

Projected property tax income is \$612,163.75, a \$5,343.35 increase over last year due to the approximate 1% (actual 0.88%) increase. With other known projected income such as burn permits, the total projected 2020 funding is \$633,963.76.

Chief Carleton reviewed the divisional category expenses, separated into the same divisions as last year, making it easier to track spending. Total projected expenses for 2020 are \$599,379.00, \$15,610.00 more than 2019. The worksheet showed total projected expenses of \$599,109 but Financial Manager Markel identified a typographical error in the postage category of \$270.00 (\$300 expense typed in as \$30)

Chief then reviewed the entire budget, line by line, and offered explanations of the changes over last year. In some line items, the amount budgeted for 2020 is less, and for some expenses an increase was considered prudent.

Bill Meursing commented that he wanted to continue his "crusade" to the Commissioners to consider a proper salary increase for Chief Carleton, and he itemized a number of reasons why the Chief has earned an increase greater than cost of living, and why this community needs to compensate him enough to keep him here. He pointed out that Chief Carleton's approximate 160 hours per month does not include the time that he is out on calls, or otherwise dedicating his time and expertise to this community. He further noted that the State average salary for a Chief is \$90,000 plus overtime, and observed that last year's budget carry-over was 12% and this year's looks to be around 8%.

Chief Carleton responded with his views on the importance on compensating the entire administrative team, and allocation of funds to add value, incentives and rewards for the District members. He also noted that it is important to protect the budget carry-over from year to year as those funds will be needed to fully implement the Capital Facilities Plan.

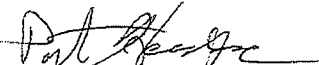
Further discussion ensued, and it was decided to take the matter of administrative team salary reviews up in an Executive Session at the next regularly scheduled meeting, before a Resolution to approve the 2020 Budget.

The next regularly scheduled meeting will be held on November 13<sup>th</sup>, 4:00 pm wherein the final budget will be ratified.

**C. ADJOURNMENT**

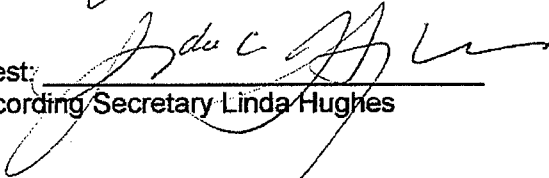
As there was no further business, Commissioner Lester moved to adjourn the meeting at 5:27 pm. Commissioner Harper seconded the motion. **Motion passed 3 – 0.**

  
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Commissioner Virginia Lester

  
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Commissioner Pat Harper

  
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Commissioner Raye Newmen

Dated November 13, 2019

Attest:   
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Recording Secretary Linda Hughes