

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 9th, 2019

MINUTES

A. CALL TO ORDER

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

In Attendance: Commissioner Virginia Lester
Commissioner Pat Harper
Commissioner Raye Newmen
Chief Christopher Carleton
Financial Manager Patty Markel, via teleconference

Guests: Assistant Chief John Shields
Pat Grubb
Bill Meursing
Bruno Mars

B. PUBLIC COMMENT

None

C. BOARD ACTION

C. Approval of the Minutes of the Regular Meeting of September 1st, 2019

MOTION: Commissioner Harper moved to accept the Minutes of the Regular Meeting of September 1st, 2019 as presented. The motion was seconded by Commissioner Newmen. **Motion passed 3-0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Markel presented the financial report as submitted.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Newmen moved to accept the Vouchers in the amount of \$47,218.56 for payment. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Newmen moved that the payroll in the amount of \$16,626.33 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

Commissioner Lester asked for details of the credit card payments made. Chief Carleton directed the Commissioners to the Financial Report submitted by Financial Manager Markel, and identified the two items that each amounted to more than \$1,000 being PSE and Bergen Company for district clothing.

D.4 Budget Update

Financial Manager Markel reported the budget update, as of September 30th, 2019, with 38.84% remaining in the budget compared with 31.4% remaining at the end of September last year.

E. CORRESPONDENCE

Chief reported having received a Thank You call from a member of the community for care.

F. CHIEF'S REPORT

Chief Carleton's Chief Officer Report was read and submitted.

Chief started with a reminder that the annual Haunted House will be held on October 26th.

Remembrance Day / Veterans Day celebration will be held here on November 11th. This year the District is participating in a 24-hour fundraiser for the benefit of two organizations (one in Canada and one in the USA) that care for PTSD sufferers, whereby district members will row on rowing machines for pledges and donations, beginning on November 10th at midnight. Members of the public can participate as well, by donation. The rowing will only stop for the memorial celebration at the usual time of 11:11:11 and will resume directly following the remembrance ceremony.

All of the vehicle apparatus are going in for annual maintenance at various times this month.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

None

Chief Carleton reported that he and Financial Manager Markel will be getting together on the 15th of this month to begin preparations for the Budget Workshop scheduled for Tuesday, October 29th at 4:00 pm. He noted that one expense that will be necessary to work into this budget cycle is the expected Audit, which usually costs around \$10,000 to \$15,000. He noted that they will look into potential adjustments that can be made within the budget and then discuss it with all of the Commissioners at the Budget Workshop.

Bill Meursing had a question for the Chief regarding the insurance invoice; whether the District is late paying that invoice, perhaps over some dispute about it. Chief explained that there was no dispute and that he thought the invoice could have been received last month, but it was not, and so paying it in this month's cycle is not late.

Bill Meursing noted that Chief Carleton went to Phoenix and wanted to know who paid for the Chief's travel, accommodations and cost of the course taken. Chief Carleton replied that this year, District 5 paid for the travel and accommodations, whereas last year he paid for one of those expenses personally, he recalled it was the airfare. The training is free of charge, as Chief Carleton is an instructor and the course was for instructors. Chief explained that he often chooses to pay for some

expenses as a matter of principal, and in consideration of saving District costs. Bill Meursing asked if it is a new policy that both travel and accommodation expenses will be consistently covered by the District going forward. Chief replied that it is not a policy and these decisions to have the District cover certain costs, or per diems, is made in consideration of the level of cost, and the ability of the District to potentially cover the cost.

Commissioner Harper asked about the various training certification courses the Chief attends, and Chief Carleton reviewed the types of training included and how that training is shared with District 5 members for their safety. Chief mentioned that \$5,000 was donated to the organization this year, specifically for use in continuing Blue Card training, a repeat of the \$4,000 that was donated for that specific purpose last year.

Chief Carleton invited everyone to attend on November 23rd Blue Card Command Day, a training event to review command functions and decisions, with special guest Joe Williamson, who is once again coming from Texas to share his valuable expertise.

Commissioner Lester recognized the effort that Chief Carleton expends on important training and sharing his expertise with our district members, and secondly wanted to share that one of the firefighters told her about how much he was learning from Chief Carleton and how excited he was to be receiving the Blue Card training. She commended the Chief for creating an environment of excitement and encouragement toward learning and greater effectiveness, and thanked him for that.

Chief shared a story about one of District 5's previous members who is now a career firefighter in Abbotsford, who had recently experienced a strip mall fire and told Chief Carleton how valuable the Blue Card training had been for him in a real world incident.

I. ADJOURNMENT

As there was no further business, Commissioner Newmen moved to adjourn the meeting. Commissioner Harper seconded the motion. **Motion passed 3 – 0.**

There will be a Special Budget Workshop meeting on Tuesday October 29th, 2019, at 4:00 p.m.

The next Regular Meeting of the Board of Commissioners will be November 13th, 2019, at 4:00 p.m.



Commissioner Virginia Lester

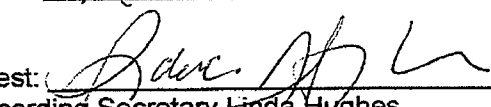


Commissioner Pat Harper



Commissioner Raye Newmen

Dated November 13 / 19

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT

October 09, 2019

WHATCOM COUNTY FIRE DISTRICT 5

October warrants total \$47,218.56. The total for payroll is \$16,626.33, including Chief Carleton's salary of \$5,175.00 and Assistant Chief Shield's pay of \$3,083.33. There was one event for the commissioners and the secretary.

The total payout for volunteers (warrants included) is \$11,160.00.

The September financial statements are in your meeting books for review.

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

Respectfully,

Patty Markel
Finance Manager

2019 Budget Remaining – 9/30/19	
Legislative	82.92 %
Administrative	27.98 %
Suppression	37.49 %
Suppression Training	62.72 %
Maintenance	22.51 %
Vol. FF EMS	31.26 %
EMS Training	81.29 %
Total Budget Remaining:	38.84 %
9/30/18 Budget Comparison:	31.40 %

Warrants – Items over \$1,000 ~	
WEX - Fuel	\$ 1,018.98
McNeil & Company - Insurance	\$28,532.00
Pt. Roberts Marketplace	\$ 1,027.81
US Bancorp (Credit Card)	\$ 8,363.83
<i>Includes:</i>	
Puget Sound Energy	\$ 1,014.25
Bergen and Company Inc	\$ 1,936.49

Whatcom County Fire District 5

Chief Officer Report

October 2019

For September 2019

Point Of Information

1. Haunted House October 26
2. Memorial Day Celebration/Activities Nov 11th
3. All Engines going in this month for maintenance

Apparatus

E58	No Report	E5802	No Report	E5803	No Report
B58	No Report	U5802	No Report	C58	No Report
A58	No Report	A5802	No Report		

Member Roster

46 Members (30 Canadian / 9 Point Roberts / 7 County)

- 5 Paramedics / 10 EMTs (5 AEMT) / 3 Ambassadors / 37 Firefighters

Volunteer Hours 2877

Volunteer Payroll 12175

Combined Chief Hours (Chief 166 /// Asst. Chief 117.5) Total Chief Hours = 283.5

Incidents

Total Calls (34)

EMS Calls (7)

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

EMS CARES/MIHC (16) ----- Agency Assist (1) -----Public Service (3)

Fire Classification (7)

(1/2*) Outdoor Burns - permit/illegal* /// (0) Smoke invest. /// (1) False Alarms /// (0) Vehicle Fire
(0) 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 /// (0) Public Service Smoke Detector Program /// Water Rescue (2)