

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

November 10th, 2015

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
Commissioner Jeffery Wilmot
Chief Christopher Carleton
Financial Manager Patty Markel
Recording Secretary Linda Hughes

Guests: Jollena Tylor
Shannon Tomsen
Christina Tersakian
Gina Fiorillo
Richard Foreman
Judson Meraw
Meg Olson
Asst. Chief John Shields

B. PUBLIC COMMENT

Shannon Tomsen read aloud a letter she and her husband had sent to the All Point Bulletin, offering support of Commissioner candidate Stan Riffle, together with their detailed support of the District, Chief Carleton, the Board of Commissioners and their excellent work, including the important employment contract with Chief Carleton. She advised that their letter was not published and she contacted the Editor, Pat Grubb, who sent a response that outlined the newspaper's policies on asking tough questions and keeping the District accountable to the taxpayers. Shannon found that response unsatisfactory and reiterated her support of the District and the 24/7 coverage that this Board and this Chief have been able to attain for the community.

Judson Meraw commented that during his campaign for a Commissioner position, he gathered comments from the general public that indicated they generally had no dissatisfaction with the District, but seemed to be looking for greater opportunity to be involved and feel welcome at the Fire District Meetings. He added that the public feels

excluded from the meetings and that the 4:00 pm start time is onerous to those who are still working at that time of day.

Chief Carleton responded that there was a great deal of misinformation being circulated throughout the community during the election campaign period, specifically in some of Judson's campaign materials where, for example, those materials referenced the need for the fire station to be retrofitted for earthquake preparedness and Chief confirmed that work had been done on the building in 2008. Additionally, Judson's campaign materials included verbiage about hiring locally and the Chief outlined a list of recent jobs undertaken where locals were hired, including Judson for some painting work, and also outlined where he had reached out to local contractors for work (roof/septic system) where none of the local contractors were available to bid on those projects within the time frame that the District needed to begin. Chief suggested that if Judson is serious about becoming a Fire District Commissioner he should do some research and educate himself on the actual status of all matters concerning the District. He confirmed his open-door policy and invited Judson to meet with him anytime. He responded further by confirming that the meetings are always open to the public and the new 4:00 pm start time has actually resulted in more persons attending than when the meetings were scheduled at 7:00 pm. The Agenda generally includes a public comment section, with some limited exceptions.

Commissioner Wilmot commented that this Board has tremendous responsibilities and it is not their job to create jobs for local contractors.

Richard Foreman thanked the District for their service to the community and confirmed that the new ISO rating resulted in an \$87.00 savings in his home insurance. He also confirmed that he and his wife are very happy with the contract awarded to Chief Carleton. Finally, he wanted to remind everyone to attend the Veterans' Day service at the fire station on November 11th.

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of October 14th, 2015 and the Special Meeting of November 4th, 2015

MOTION: Commissioner Riffle moved to accept both the Minutes of the October 14th, 2015 regular meeting and the November 4th special meeting as read. The motion was seconded by Commissioner Wilmot. **Motion passed 3-0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Markel provided an overview of her report.

D. 2 Approval of Fire District Vouchers

MOTION: Commissioner Wilmot moved to accept the Vouchers for October, 2015 in the amount of \$11,882.72 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 \$14,028.67 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.

E. CORRESPONDENCE

Chief reports receiving a thank you card from a patient, which included Tim Horton's coffee gift cards for the entire shift of members who attended the emergency call.

F. CHIEF'S REPORT

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

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

H. NEW BUSINESS

It was decided to deviate from the Agenda and speak to New Business before Unfinished Business, as it made sense to discuss the long-range capital projections before embarking upon the budget decision-making process.

The Chief made a presentation of the District's long-range (ten years) capital needs and his desire to keep saving funds into reserve to meet those capital needs.

The Chief then outlined priority needs, including new bunker gear for the members. He talked about the different ways that our District might be able to "piggy-back" onto another District's purchasing power to save money in making these purchases.

Another priority he outlined is for SCBA gear. The Chief has completed a grant application for some financial assistance with this purchase but does not expect to hear the results of that application until early February.

The Chief pointed out that the building is in need of some attention. A roof leak was recently discovered in an area of the roof that was not recently replaced, which resulted in some damage. The Chief will make inquiries as to whether insurance will cover some of the necessary repairs necessary as a result of that leak.

Commissioner Wilmot interjected that these items on the list should be considered "must-do's" and that the commissioners will need to discuss these items when the budget discussion begins. Commissioner Meursing concurred that necessary purchases and maintenance will be a factor in the budget considerations.

Chief continued with the long-range capital projections, indicating that the parking lot will eventually need to be entirely repaved, and that a number of the emergency response vehicles will need to be replaced. This is important to assure the response time and safety of the community, as well as to maintain an acceptable ISO rating. The projected funds required for the Chief's long-range plan totals \$1,342,000.00.

Recess – 5 minutes

G. UNFINISHED BUSINESS

2016 Budget.

Financial Manager Markel received information from the County that impacted the levy options that had been presented at the Special Meeting of November 4th. The Chief presented a spreadsheet of levy options with the new information.

The Chief began his presentation by advising that the District last implemented the 1% levy increase in 2011 and that there have been no further levy increases implemented since 2012. This has resulted in banked capacity of levy increase options of up to nearly 4%.

The Commissioners discussed the options presented and each gave their opinion about which percentage of levy increase should be implemented. Commissioner Wilmot felt that a 2% increase at this time was reasonable. Commissioners Riffle and Meursing felt that the 3.70762% increase would be prudent in order to keep banking reserves ahead of the projected long-range capital needs.

The Commissioners discussed the approximately \$700,000.00 in various accounts held at the County as potential reserves. Commissioner Meursing commented that it was imperative that a significant amount of those reserves already in place be left untouched as an emergency fund, and felt that only \$200,000.00 or \$300,000.00 could be considered as funds available toward the necessary purchases outlined in the capital projections plan.

Chief confirmed the actual amounts held in the accounts and reiterated Commissioner Meursings feelings on maintaining an emergency fund in the event of a catastrophic tax collection event.

The Chief was asked by the Commissioners for his personal input into the tax levy question, and he confirmed that he felt the 2% increase, if taken at this time, would begin the savings of additional reserves and would provide the taxpayers with a lesser tax burden today and

some time to prepare with the knowledge that the District will be looking to increase the levy again in the future.

Commissioner Meursing questioned whether a 2% increase at this time would be sufficient for the Chief to begin implementing his long-range plans. The Chief confirmed that he could work within the projected budget and that the additional funds received from a 2% levy increase would accrue as a reserve toward the capital projections plan.

Commissioner Meursing then revised his opinion to agree with Commissioner Wilmot in the implementation of a 2% levy increase at this time.

Commissioner Riffle commented that this is a very important budget, and it would be best if the Commissioners were in unanimity, and he also amended his opinion to be in agreement with the 2% increase at this time.


MOTION: Commissioner Meursing moved that Resolution #2015-03 to implement a 2% tax levy be approved. The motion was seconded by Commissioner Riffle. **Motion passed 3 – 0**

MOTION: Commissioner Meursing moved that Resolution #2015-04 to pass the 2016 budget as outlined and attached to the Resolution be approved. The motion was seconded by Commissioner Riffle. **Motion passed 3 – 0**

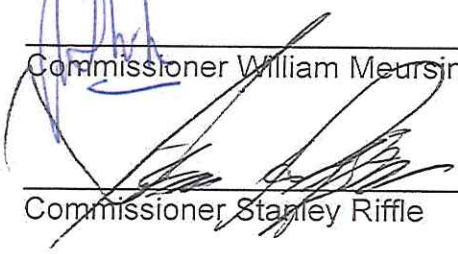
I. ADJOURNMENT

As there was no further business, Commissioner Riffle moved to adjourn the meeting at 5:37 p.m. Commissioner Wilmot seconded the motion. **Motion passed 3 – 0.**


The next Regular Meeting of the Board of Commissioners will be December 9th, 2015.



Commissioner William Meursing

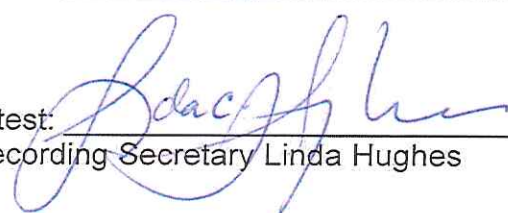


Commissioner Stanley Riffle



Commissioner Jeffrey Wilmot

Dated December 9, 2015

Attest: 

Recording Secretary Linda Hughes

Whatcom County Fire District #5

2030 Benson Road, Suite A
Point Roberts, Washington, 98281

RESOLUTION NO. 2015-03

WHEREAS, the Board of Commissioners of Whatcom County Fire District #5 has met and considered its budget for the calendar year 2016; and

WHEREAS, the Board of Commissioners of Whatcom County Fire District #5 after hearing and after duly considering all relevant evidence and testimony presented, determined that Whatcom County Fire District #5 requests a (2%) increase in property tax revenue from the previous year, in addition to that resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the district and in its best interest; now, therefore,

BE IT RESOLVED by the Board of Commissioners of Whatcom County Fire District #5 that an increase in the regular property tax levy, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state assessed property, is hereby authorized for the 2016 levy in the amount of \$10,746.41, which is an increase of two percent (2%) from the previous year.

Adopted the 10th day of November, 2015 at a Regular Meeting.



Commissioner William Meursing



Commissioner Stanley Riffle



Commissioner Jeffrey Wilmot

Attest: 

Recording Secretary Linda Hughes

Whatcom County Fire District #5

2030 Benson Road, Suite A
Point Roberts, Washington, 98281

RESOLUTION NO. 2015-04

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF WHATCOM COUNTY FIRE DISTRICT #5 AS FOLLOWS:

WHEREAS, that the attached Exhibit "A" (which by this reference is made a part of this Resolution), is hereby adopted as a budget of **Whatcom County Fire District #5** for the calendar year 2016.

WHEREAS, that the County Treasurer of Whatcom County Washington is hereby authorized and directed to deposit and sequester the monies received from the collection of the 2016 tax levy in the amount and fund specified as follows:

\$548,066.71 into the Expense Fund of the said District. This includes a 2% levy increase.

WHEREAS, one copy of the budget resolution be delivered to the Assessor of Whatcom County Washington.

Adopted by the Board of Commissioners of Whatcom County Fire District #5, Whatcom County, Washington, at a Regular Open Public Meeting held on November 10, 2015.

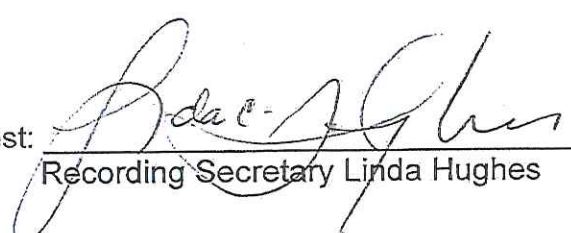


Commissioner William Meursing

Commissioner Stanley Riffle

Commissioner Jeffrey Wilmot

Attest:



Recording Secretary Linda Hughes

FINANCIAL REPORT
November 10, 2015

**WHATCOM COUNTY
FIRE DISTRICT 5**

Warrants total \$11,882.72; Items to mention (over \$1,000): US Bancorp (credit card) \$3,126.22. Volunteer payroll included in Warrants total \$3,835.00.

November payroll totals \$14,028.67; Chief Carleton's salary \$4,166.67, Asst Chief Shield's pay \$2,667.00; the volunteer portion totaled \$5,779.00. There was one event for each commissioner and the secretary.

The total payout for volunteers (warrants included) is \$9,614.00.

Your October financial statements are in your meeting book.

We need a motion to approve the warrants for \$11,882.72 and payroll in the amount of \$14,028.67.

Respectfully,

Patty Markel
Finance Manager

2015 Budget Remaining – 10/31/15	
Legislative	4.67%
Administrative	11.26%
Suppression	16.04%
Suppression Training	56.63%
Maintenance	41.55%
Vol. FF EMS	23.55%
EMS Training	41.20%
Total Budget Remaining:	19.41%

For October 2015

Other (0) —