

Whatcom County Fire District #5

Point Roberts Fire Department

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

Agenda

Special Fire Commissioners' Meeting

**November 12th, 2018
4:30 pm**

A. Call to Order

B. Public Comment

C. Approval of the Minutes

- C.1 Approval of the Minutes from the Regular Meeting of October 10th, 2018
- C.2 Approval of the Minutes from the Special Meeting of October 25th, 2018

D. Financial Manager's Report

- D.1 Financial Manager's Report
- D.2 Approval of Fire District Vouchers
- D.3 Approval of Fire District Payroll
- D.4 Budget Update

E. Correspondence

F. Chief's Report

- F.1 Chief's Report

G. Unfinished Business

- G.1 2019 Operational Budget

I. New Business

J. Adjournment

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

November 12th, 2018

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Chairman Meursing.

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

Guests: Pat Grubb
Sandi Henry
Raye Newman
Assistant Chief John Shields

B. PUBLIC COMMENT

None.

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of October 10, 2018

MOTION: Commissioner Lester moved to accept the Minutes of the Regular Meeting of October 10, 2018 as presented. The motion was seconded by Commissioner Meursing. **Motion passed 2-0.** Commissioner Harper abstained as absent from the Meeting of October 10, 2018.

C.2 Approval of the Minutes of the Special Meeting of October 25, 2018

MOTION: Commissioner Harper moved to accept the Minutes of the Special Meeting of October 25, 2018 as presented. The motion was seconded by Commissioner Lester. **Motion passed 2-0.** Commissioner Meursing abstained as absent from the Meeting of October 25, 2018.

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Markel presented the monthly financial report as submitted, which included a payment to W.S. Darley & Co. for the purchase of a pumper vehicle, a capital purchase.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Lester moved to accept the Vouchers in the amount of \$348,800.12 for payment. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Lester moved that payroll in the amount of \$16,614.33 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

D.6 Budget Update

Financial Manager Markel reported that as of October 31st, 25.31% of the budget is remaining, compared to \$23.44% for the same period last year.

E. CORRESPONDENCE

Chief Carleton reported no correspondence at this time.

F. CHIEF'S REPORT

Chief Carleton presented and submitted his Chief Officer Report.

Chief reported that he felt the 2018 Annual Hallowe'en Haunted House event was the best ever, since his crew began hosting the event in 2012. It was well attended, it was lots of fun, and he offered the District's thanks to the many volunteers who set up and deconstructed the decorations, and to all those who attended.

He also noted that the Members of Fire District 5 have designed and printed t-shirts to fundraise for Prostate Cancer research during November. That campaign is currently ongoing.

Chief reported that the mini-pumper purchased from W.S. Darley is nearly finished getting its final equipment installations, and should be ready for pickup by the District in a few days. The purchase is of a demo vehicle, a Ford F550 Super Duty with approximately 5,000 miles on it.

G. UNFINISHED BUSINESS

G.1 2019 Operational Budget

Chief displayed the budget spreadsheets on the main screen and reviewed some of the changes he proposed since the Budget Workshop meeting of October 25th.

MOTION: Commissioner Harper moved to approve Resolution 2018-04, accepting the levy increase. The motion was seconded by Commissioner Lester. **Motion passed 3-0.**

MOTION: Commissioner Harper moved to approve Resolution 2018-05, adopting the 2019 Budget and certifying the tax levy amount. The motion was seconded by Commissioner Lester. **Motion passed 3-0.**

H. NEW BUSINESS

Chief announced that he is looking into adopting the Lexipol system for the District, at a cost of approximately \$2,600 annually. Initially he will seek grant funding but cautions that it may not be obtainable. This is a system employed by members to study and remain current with ever changing laws and regulations, and can help protect the District from some liability.


Chief also wishes everyone a Happy Thanksgiving.

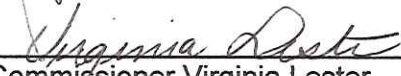
Commissioner Harper inquired about the status of the Marina situation. Chief Carleton responded that in April all of the fire suppression standpipes at the Marina docks were tested and all but one failed, due to improper installation. At this time if a fire emergency occurs on a dock, the members must use longer firehose, which takes approximately 7 additional minutes to deploy. Chief also advised that his meeting with the new Marina manager went well; she seemed receptive to Fire District concerns and assured him that she will bring those concerns to the owners of the Marina.

I. ADJOURNMENT

As there was no further business, Commissioner Harper 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, December 12th, 2018, at 4:00 p.m.



Commissioner William Meursing

Commissioner Virginia Lester

Commissioner Pat Harper

Dated December 12, 2018

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT

November 12, 2018

WHATCOM COUNTY FIRE DISTRICT 5

November warrants total \$348,800.12. The total for payroll is \$16,614.33, including Chief Carleton's salary of \$5,000.00 and Assistant Chief Shield's pay of \$2,958.33. There were two events for the commissioners and the secretary.

The total payout for volunteers (warrants included) is \$9,033.00.

The October financial statements are in your meeting books.

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

Respectfully,

Patty Markel
Finance Manager

2018 Budget Remaining – 10/31/18	
Legislative	20.58 %
Administrative	24.13 %
Suppression	27.05 %
Suppression Training	5.01 %
Maintenance	13.05 %
Vol. FF EMS	28.33 %
EMS Training	58.30 %
Total Budget Remaining:	25.31 %
10/31/17 Budget Comparison:	23.44 %

Warrants – Items over \$1,000 ~	
NW Communications	\$ 2,848.13
W.S. Darley & Co. \$300,000.00 + (WA State Sales Tax \$25,500)	\$325,500.00
US Bancorp (Credit Card)	\$ 12,750.81
<i>Includes:</i>	
Arrow International	\$ 1,115.50
Conterra, Inc.	\$ 1,135.51
Physio Control	\$ 3,596.78
Motor Trucks	\$ 3,188.27

Whatcom County Fire District 5

Chief Officer Report

November 2018

For October 2018

Point Of Information

1. Haunted House was a great success!
2. November Prostate Cancer month
3. Contract finalized with W.S. Darley Mini-Pumper

Apparatus

E58	Serviced	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 / 9 County)

- 4 Paramedics / 15 EMTs (9 AEMT) / 3 Ambassadors / 39 Firefighters

Volunteer Hours 2262

Volunteer Payroll 11024

Combined Chief Hours (Chief 195.50 /// Asst. Chief 147.25) Total Chief Hours = 342.75

Incidents

Total Calls (22)

EMS Calls (17)

<u>Transports:</u>	Saint Joseph Hospital (4)	Bellingham FD Medic (0)
	Airlift Northwest (0)	North Whatcom Fire Rescue (0)
	No Transport (3)	Ferndale FD Medic (0)

Public Service (0) ----- CARES/MIHC (10) ----- Agency Assist (1)

Fire Classification (4)

(3/0*) Outdoor Burns - permit/illegal* /// (0) Smoke invest. /// (0) False Alarms /// (0) Vehicle Fire
(0) Power Lines Down /// (0) Structure /// (0) 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 /// (1) Public Service Smoke Detector Program