

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 13th, 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

C1. Approval of the Minutes of the Regular Meeting of October 9th, 2019

MOTION: Commissioner Newmen moved to accept the Minutes of the Regular Meeting of October 9th, 2019 as presented. The motion was seconded by Commissioner Harper. **Motion passed 3-0.**

C2. Approval of the Minutes of the Special Meeting of October 29th, 2019

MOTION: Commissioner Harper moved to accept the Minutes of the Special Meeting of October 29th, 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 Harper moved to accept the Vouchers in the amount of \$32,433.53 for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Harper moved that payroll in the amount of \$16,309.33 be approved for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

D.4 Budget Update

Financial Manager Merkel reported the budget update, as of October 31st, 2019, with 31.27% remaining in the budget compared with 25.31% remaining at the end of October last year.

E. CORRESPONDENCE

Chief reported having received a Thank You card from a local family, for care of an ailing family member who had now passed away, together with a donation from the family in the amount of \$500.00.

F. CHIEF'S REPORT

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

Chief reported that the annual Haunted House was a great success, with many scary attributes that were even a bit too much for some of the parents of children to participate in.

He also reported on the 24-hour marathon rowing fundraiser for the benefit of Honor House in Canada and The Wounded Warrior Project in the USA. Both organizations care for PTSD sufferers. Members and volunteers reportedly rowed the equivalent of 812 km and raised more than \$6,000 at last report. Donations continue to be accepted via the Go Fund Me page for the cause. The rowing stopped briefly for Remembrance Day / Veterans Day celebrations at the usual time of 11:11:11 and resumed directly following the remembrance ceremony.

Annual maintenance was conducted on all of the vehicle but invoices for the work was not received in time for this month's vouchers and will be submitted for payment next month.

Chief reported working on a couple of grant application submissions typical for this time of year; the Firehouse Sub grant and the AFG grant.

Chief reported on looking into roof repairs and the current bid is for \$30,000 to \$35,000, which he feels is too high and so he will keep looking for better bids from other providers. The Capital Facilities Plan projected a \$20,000 cost for the roof.

Commissioner Lester thanked the Chief and all the volunteers for making the Hallowe'en event such an enjoyable one.

G. EXECUTIVE SESSION to discuss Administrative Salaries

Commissioner Lester called for a recess at 4:19 pm to allow Commissioners to go into Executive Session to discuss Administrative salaries, for an expected time frame of approximately 30 minutes.

Chairperson Lester called the Meeting back to Order at 5:05 pm and stated that the Commissioners had deliberated on administrative salaries. She then requested further comment from the Commissioners on those deliberations.

MOTION: Commissioner Harper moved that Chief Carleton's salary be increased by a further 2%, over and above the recent increase of 3.5%, bringing Chief's salary to \$63,342.00 annually. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

MOTION: Commissioner Newmen moved that a monthly stipend of \$125.00 be approved for Assistant Chief Shields as monetary assistance toward his family's medical insurance. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

MOTION: Commissioner Newmen moved that the District Secretary remuneration be increased by \$10.00 per meeting, from \$175.00 to \$185.00. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

Commissioner Lester reported that Financial Manager Markel had adamantly requested that no increase in her remuneration be considered at this time. On behalf of the Board, Commissioner Lester accepted Financial Manager's request, with their gratitude for her continued exemplary service to the District.

H. UNFINISHED BUSINESS – Adoption of 2020 Budget

Chief Carleton displayed the draft budget on the projector screen and he and Financial Manager Markel made specific line item changes to reflect the Motions passed relative to Administrative Salaries.

Once the changes were made, the overall projected income remained at \$633,963.76, and the total expenses projected are \$602,521.00, a \$19,000 increase over 2019. With this budget, an estimated carry-over of \$31,442.76 would be available for transfer to the Capital Fund at the end of 2020.

MOTION: Commissioner Harper moved that Resolution 2019-02, to approve the .88055% increase in the tax levy be approved for 2020. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

MOTION: Commissioner Newmen moved that Resolution 2019-03, adopting the 2020 Budget attached as Exhibit A, and authorizing the County to deposit the Point Roberts property tax revenue from the 2020 tax levy estimated at \$612,163.76, into the District Expense Fund, be approved. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

I. NEW BUSINESS

Chief Carleton reminded everyone that the District's annual Recognition Dinner will be held on December 13th, at South Beach House, and he expected to receive the necessary RSVP's to the event in the very near future.

I. ADJOURNMENT

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

The next Regular Meeting of the Board of Commissioners will be December 11th, 2019, at 4:00 p.m.



Commissioner Virginia Lester

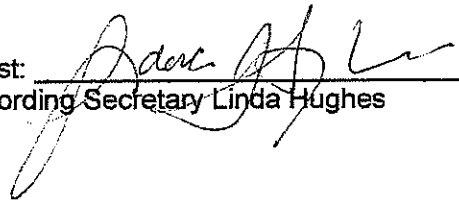


Commissioner Pat Harper



Commissioner Raye Newmen

Dated December 11, 2019

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
November 13, 2019

**WHATCOM COUNTY
FIRE DISTRICT 5**

November warrants total \$32,433.53. The total for payroll is \$16,309.33, including Chief Carleton’s salary of \$5,175.00 and Assistant Chief Shield’s pay of \$3,083.33. There were two events for the commissioners and the secretary.

The total payout for volunteers (warrants included) is \$11,136.00.

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

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

Respectfully,

Patty Markel
Finance Manager

2019 Budget Remaining – 10/31/19	
Legislative	21.08 %
Administrative	20.62 %
Suppression	29.80 %
Suppression Training	61.75 %
Maintenance	14.73 %
Vol. FF EMS	25.30 %
EMS Training	76.94 %
Total Budget Remaining:	27.67 %
<i>10/31/18 Budget Comparison:</i>	<i>25.31 %</i>

Warrants – Items over \$1,000 ~	
Pt. Roberts Marketplace	\$ 1,084.35
WEX - Fuel	\$ 1,524.81
Nielsons Building Supply	\$ 1,383.95
MES – SCBA Flow Tests	\$ 1,594.95
Optimum Contracting - Bathroom	\$ 3,142.36
Optimum Contracting - Painting	\$ 7,029.72
US Bancorp (Credit Card)	\$ 8,261.03
<i>Includes:</i>	
No items over \$1,000 per Chief	

Whatcom County Fire District 5

Chief Officer Report

November 2019

For October 2019

Point Of Information

1. Haunted House Success
2. Rowathon Success Veterans Day

Apparatus

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

Member Roster

42 Members (24 Canadian / 10 Point Roberts / 8 County)

- 5 Paramedics / 8 EMTs (5 AEMT) / 3 Ambassadors / 34 Firefighters

Volunteer Hours 2670

Volunteer Payroll 11709

Combined Chief Hours (Chief 214.5 /// Asst. Chief 159) Total Chief Hours = 373.5

Incidents

Total Calls (29)

EMS Calls (10)

<u>Transports:</u>	Saint Joseph Hospital (2)	Bellingham FD Medic (0)
	Airlift Northwest (0)	North Whatcom Fire Rescue (3)
	No Transport (4)	Ferndale FD Medic (1)

EMS CARES/MIHC (9) ----- Agency Assist (0) -----Public Service (4)

Fire Classification (6)

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