

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

December 9th, 2015

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:04 p.m. by Commissioner Meursing.

In Attendance: Commissioner William Meursing
 Commissioner Stanley Riffle
 Commissioner Jeffery Wilmot
 Chief Christopher Carleton
 Financial Manager Patty Markel via teleconference
 Recording Secretary Linda Hughes

Guests: Meg Olson
 Margaret Knowles
 Virginia Lester
 Ed Lester
 Fadi Samaha
 Asst. Chief John Shields

B. OATH OF OFFICE

Chairman Bill Meursing administered the Oath of Office to Stan Riffle for WCFD5 Commissioner Position #1. Commissioner Riffle accepted the role and swore his Oath to the Office.

C. PUBLIC COMMENT

Virginia Lester, as Chairperson of PREP wanted to thank Chief Carleton for arranging for PREP and CERT organizations to be invited to participate in the exercises being conducted at the burn home on Marine Drive, which was very useful and their teams learned a lot. She also thanked Assistant Chief Shields for doing a great job and concluded that the volunteer firefighters had also been professional and wonderful to work with.

Chief Carleton responded that a great deal of credit for that day belonged to Assistant Chief Shields who took the lead role. He also mentioned that the intended full burn of the house will have to be delayed due to the impending weather forecast for high winds. He will let PREP, CERT, and the public, know the new date when it is decided upon.

D. BOARD ACTION

D.1 Approval of the Minutes of the Regular Meeting of November 10th, 2015

MOTION: Commissioner Wilmot moved to accept the Minutes of the November 10th, 2015 regular meeting as read. The motion was seconded by Commissioner Riffle. **Motion passed 3–0.**

E. FINANCIAL MANAGER'S REPORT

E.1 Financial Report

Financial Manager Markel provided an overview of her report.

Commissioner Riffle wanted to discuss the higher warrant total this month being due to the cost of completed communications equipment upgrades, an objective of the district 13 years in the making. Chief Carleton responded with confirmation of that expenditure and the work it encompassed, and noted that he will be bringing a presentation of the new radio reception from all around Point Roberts for comparison to the earlier presentation of the study showing the lack of radio reception around Point Roberts, at the next meeting he attends. Chief advises that he may be away for the regular January meeting, in which case that presentation will be made at the February meeting.

E.2 Approval of Fire District Vouchers

MOTION: Commissioner Riffle moved to accept the Vouchers for November, 2015 in the amount of \$77,155.77 for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0**

E.3 Approval of Fire District Payroll

MOTION: Commissioner Riffle moved that the payroll in the amount of \$14,720.67 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0**

E.5 Budget Update

Financial Manager Markel provided an overview of the current budget status.

Chief Carleton responded that he and Financial Manager Markel have been working on the year-end budget and reports that approximately \$30,000.00 may be available from the 2015 budget to put into reserves. Although some divisions are over-budget, those amounts are largely due to unexpected equipment maintenance and were offset by other divisions performing under-budget.

E.6 Warrant to be cancelled and re-issued

MOTION: Commissioner Riffle moved that Warrant #984940, dated October 27, 2015, in the amount of \$91.00 and payable to Jeff Finlay be cancelled, due to the original being destroyed in the laundry, and the reissuance of a replacement warrant. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0**

F. CORRESPONDENCE

None.

G. 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. UNFINISHED BUSINESS

None.

I. UNFINISHED BUSINESS

Chief Carleton advised that during the 2016 budget process, he had allocated an amount to allow for a raise in financial compensation to the District's Recording Secretary at the discretion of the Commissioners. He further reported that he had sought legal counsel from the District's Attorney, Brian Snure, on this proposal.

MOTION: Commissioner Riffle moved that the recommended increase to \$130.00 per meeting to the Recording Secretary be implemented in 2016 as budgeted, and that this compensation rate be reviewed again mid-2016. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 1**

Chief Carleton took a moment to thank all of the volunteers of the organization and the community for another great year, reporting 185 calls so far this year, another record. Chief thanks the Commissioners for working hard and their commitment to providing the best possible service to this community.

Chairman Meursing thanked the Chief for his leadership and motivation.

J. ADJOURNMENT

As there was no further business, Commissioner Riffle moved to adjourn the meeting at 5:39 p.m. Commissioner Wilmot seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be January 13th, 2016.



Commissioner William Meursing



Commissioner Stanley Riffle



Commissioner Jeffrey Wilmot

Dated January 13, 2016

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
December 09, 2015

WHATCOM COUNTY
FIRE DISTRICT 5

Warrants total \$77,155.77; Items to mention (over \$1,000): US Bancorp (credit card) \$5,933.98 and NW Communications \$61,496.64. Volunteer payroll included in Warrants total \$3,995.00.

December payroll totals \$14,720.67; Chief Carleton's salary \$4,166.67, Asst Chief Shield's pay \$2,667.00; the volunteer portion totaled \$6,015.00. There were two events for the commissioners and the secretary.

The total payout for volunteers (warrants included) is \$9,970.00.

Your November financial statements are in your meeting book.

We need a motion to approve the warrants for \$77,155.77 and payroll in the amount of \$14,720.67.

Respectfully,

Patty Markel
Finance Manager

2015 Budget Remaining – 11/30/15	
Legislative	< 2.08% >
Administrative	5.28%
Suppression	14.01%
Suppression Training	51.87%
Maintenance	35.06%
Vol. FF EMS	15.08%
EMS Training	41.20%
Total Budget Remaining:	14.27%

Whatcom County Fire District 5

Chief Officer Report

December 2015

For November 2015

Point Of Information

1. Home owners should call their insurance company due to ISO change

Apparatus

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

Member Roster

45 Members (33 Canadian / 8 Point Roberts / 4 County)

- 4 Paramedics
- 15 EMTs (6 AEMT)
- 3 Ambassadors
- 36 Firefighters

Volunteer Hours 2529

Volunteer Payroll 10937

Combined Chief Hours (Chief 139.25 /// Asst. Chief 154.50) Total Chief Hours = 294

Incidents

Total Calls (12)

EMS Calls (8)

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

Public Service (0)

Agency Assist (1) Law Enforcement

Fire Classification (3) -- (2) Outdoor Burns - 1 permit/1 illegal (0) Smoke invest. (0) False Alarms
(0) Vehicle fire (1) Power Lines Down

Other (0) –