

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 11th, 2013

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:01 p.m. by Commissioner Meursing.

In Attendance: Commissioner William Meursing
 Commissioner Stanley Riffle
 Commissioner Jeffery Wilmot
 Chief Christopher Carleton
 Financial Manager SuzAnne Kinsey
 Recording Secretary Michelle Starrs

Absent: None

Guests: Assistant Chief John Shields
 Meg Olson – All Point Bulletin
 Fadi Samaha
 Virginia Lester
 Jollena Tylor
 Mark Robbins
 Deb Shields
 Linda Hughes
 Victor Riley
 Shannon Tomson
 Robert Milne

B. PUBLIC COMMENTS

Mark Robbins

C. BOARD ACTION

C.1 Approval of Minutes for the Special Meeting of November 13th, 2013

MOTION: Commissioner Riffle moved to accept the Minutes of the November 13th, 2013 Special Meeting with the attached amendment of one paragraph. Commissioner Wilmot seconded the motion. **Motion passed 3 – 0**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Kinsey will e-mail the completed reports for November.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Riffle moved to accept the Vouchers for December, 2013 in the amount of \$34,035.24 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Riffle moved that the payroll in the amount of \$13,064.50 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

E. CORRESPONDENCE

E.1 Letters

There was one letter regarding the cracks in the parking lot. The cracks are currently being checked.

F. CHIEF'S REPORT

The Chief Officer Report as attached and scanned.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

Chief Carleton introduced the idea of recording future meetings and training sessions. A video recorder would be purchased and used at meetings to let the public see that we are a transparent organization. It would also be used to record training sessions for the fire fighters.

Commissioner Riffle moved to proceed with the purchase of a video camera to be used at meetings starting January 8th, 2014. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 1.**

I. ADJOURNMENT

As there was no further business, Commissioner Riffle moved to adjourn the meeting at 4:54 p.m. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be January 8th, 2014.

Commissioner William Meursing

Commissioner Stanley Riffle

Commissioner Jeffery Wilmot

Dated _____

Attest: _____
Recording Secretary Michelle Starrs

WHATCOM COUNTY FIRE DISTRICT 5

Current month payables total \$34,035.24 which includes a few items to point out:

Volunteer payouts that are included in warrants total \$25,770.00. This is a result of the firefighters receiving their past due payments which were past due because they had failed to get either their ITIN numbers or the LLC designation. This is the last of past payment due to any firefighters.

There is a payment to the Marketplace for \$1140.28 – they were late getting their bill out last month so this is covering two months. There is also a payment to CLAW for \$617.32 which is a short payment from August. US Bancorp is \$2823.47, which includes \$1100.51 from the previous month. Their statements are very confusing and do not reflect the last payment received, which I was not aware of. Thus the short payment last month.

Payroll for November totals \$13064.50 This represents 1 month salary for Chief Carleton in the amount of \$4166.67, one months salary for Asst Chief Shields in the amount of \$2583.00. There was one meeting for three commissioners, and the secretary had one meetings. Volunteer payouts for November total \$6521.00 in payroll.

I just received the Treasurer Reports this week and the financials are not quite ready. I will be emailing as soon as I complete them.

I would like to note that there has been no word from the State Auditors office since I delivered the boxes of information.

We require motions to approve: Warrant request covering current month vouchers and current month payroll.

SuzAnne Kinsey, Financial Admn.

Whatcom County Fire District 5

Chief Officer Report

December 2013

For November 2013

Point Of Information

1. Calendar completed and being sold
2. 60th Anniversary success

Apparatus

E58	No report
E5802	No report
B58	Received damage in MVC
U5802	No report
A58	No report
A5802	No report
C58	Additional light bar placed

Member Roster

45 Members (31 Canadian / 7 Point Roberts / 7 County)

- 2 Paramedics
- 18 EMTs (including 2 EMT-A)

The above numbers include the Fire Chief as a Paramedic and the Asst. Chief as an EMT only and do not include the Fire Chief or Asst. Chief as counting towards members

Volunteer Hours 2423

Volunteer Payroll 10590

Combined Chief Hours (Chief 136.0 /// Asst. Chief 144.50) Total Chief Hours = 280.50

Incidents

Total Calls (11)

EMS Calls (8)

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

Public assist (0)

Fire Classification (2) 1 Wall pipe over pressurization ---- 1 Electrical line down

Other (1) Hazmat