

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, 2019

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:08 p.m. by Commissioner Lester, with Chief Carleton and Assistant Chief John Shields absent on an emergency call.

Chief arrived shortly thereafter and asked for a 20 minute delay to clean up from the call and attend the meeting.

Chair Virginia Lester called for a 20 minute Recess.

The meeting was called to order at 4:25 p.m. by Commissioner Lester.

In Attendance:

Commissioner Virginia Lester
Commissioner Pat Harper
Commissioner Raye Newmen
Chief Christopher Carleton
Financial Manager Patty Markel

Guests:

Assistant Chief John Shields
Pat Grubb
Henry Rosenthal
Bill Muersing

B. PUBLIC COMMENT

Pat Grubb asked Chief Carleton for a status update on the fire suppression system at the Marina. Chief replied that none of the dock stand-pipe systems are currently operational, saying also that in case of fire, the responders would have to lay hose to attack the fire. Chief continued that it is his understanding that new permits are being applied for by the Marina to upgrade the stand-pipe suppression system, noting that winter is a particularly dangerous time at a Marina, when many boats are pugged into electricity to keep boats heated, some with older wires, and very few people around the area to keep an eye out for trouble. Chief indicated that he hopes to meet with Marina management to see if they will consider purchasing submersible water pumps, but also noting the danger of that system in cases where there might be residual fuel in the water being used to retard the flames.

C. BOARD ACTION

C1. Approval of the Minutes of the Regular Meeting of November 13th, 2019

MOTION: Commissioner Newmen moved to accept the Minutes of the Regular Meeting of November 13th, 2019 as presented. The motion was seconded by Commissioner Harper. **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

Chief Carleton reported that the District credit card charges were over \$23,000.00 this month due to some larger expenses. \$6,713.84 was spent to send 4 members to EMT Training and \$5,500.00 was for annual vehicle maintenance costs.

MOTION: Commissioner Newmen moved to accept the Vouchers in the amount of \$42,358.33 for payment. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Newmen moved that payroll in the amount of \$18,170.33 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3–0**

D.4 Cancel/Void Old Warrant

Financial Manager Markel requested permission to cancel Warrant #01097808 in the amount of \$883.73, payable to Overhead Door, as the warrant represents a double payment of the invoice, having been already paid for with the use of the District credit card.

MOTION: Commissioner Newmen moved that Warrant #01097808 in the amount of \$883.73, payable to Overhead Door be cancelled. The motion was seconded by Commissioner Harper. **Motion passed 3–0**

D.5 Budget Update

Financial Manager Markel reported the budget update, as of November 30th, 2019, with 20.96% remaining in the budget compared with 18.02% remaining at the end of November last year.

There was some discussion about unpaid property taxes and how that revenue is allocated when it is paid. Financial Manager Markel reported that last year all but 5.44% of property taxes were collected. She noted that this year 43% of property taxes have been collected, while 56% remains unpaid. The current total of unpaid taxes is approximately \$22,000.00.

E. CORRESPONDENCE

None

F. CHIEF'S REPORT

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

Chief reiterated the success of Veteran's Day commemoration and the associated fundraiser held at that Station.

Chief reminded everyone that the District will be hosting a Holiday Pancake Breakfast at the Community Center on Saturday, December 21st, at 9:00 a.m., with a visit from Santa scheduled at 11:00 a.m.

Bill Meursing asked who the District Ambassadors are and what do they do. Chief responded that the current Ambassadors are Pam Saulnier, Rebekah

(last name not recorded) and Marg Knowles. He reported that the Ambassadors attend District events and liaise with the public. Currently the Chief is designing a family integration program that the Ambassadors will be helpful with, which is intended to bring Members and their families together within the District.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

None

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 January 8, 2020, at 4:00 p.m.



Commissioner Virginia Lester



Commissioner Pat Harper



Commissioner Raye Newmen

Dated January 8, 2020

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
December 11, 2019

**WHATCOM COUNTY
FIRE DISTRICT 5**

December warrants total \$42,358.33. The total for payroll is \$18,170.33, including Chief Carleton’s salary of \$5,175.00 and Assistant Chief Shield’s pay of \$3,083.33. There was one event for the commissioners and the secretary.

The total payout for volunteers (warrants included) is \$10,190.00.

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

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

Respectfully,

Patty Markel
Finance Manager

2019 Budget Remaining – 11/30/19	
Legislative	18.37 %
Administrative	12.62 %
Suppression	22.99 %
Suppression Training	56.41 %
Maintenance	1.19 %
Vol. FF EMS	19.62 %
EMS Training	75.20 %
Total Budget Remaining:	20.96 %
<i>11/30/18 Budget Comparison:</i>	<i>18.02 %</i>

Warrants – Items over \$1,000 ~	
Pt. Roberts Marketplace	\$ 1,164.22
WEX - fuel	\$ 1,455.29
LN Curtis – multiple invoices	\$ 2,716.07
Lexipol	\$ 2,721.00
Emergency Reporting	\$.52,2912
Station Automation, Inc	\$ 1,600.00
US Bancorp (Credit Card)	
<i>Includes:</i> Action Trg. Systems	\$ 1,406.25
Profire Emergency Equipment	\$ 5,067.46
EMT & Fire Training	\$ 6,713.84
DMI Dell	\$ 1,400.46
WA Fire Commissioners - dues	\$ 1,679.00

Whatcom County Fire District 5
Chief Officer Report
December 2019
For November 2019

Point Of Information

1. Successful Veterans Day
2. Successful RowAThon
3. Holiday Pancake Breakfast Dec 21st
4. 4 Members starting EMT School

Apparatus

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

Member Roster

46 Members (30 Canadian / 9 Point Roberts / 7 County)

- 5 Paramedics / 10 EMTs (5 AEMT) / 3 Ambassadors / 37 Firefighters

Volunteer Hours 3054

Volunteer Payroll 13457

Combined Chief Hours (Chief 194 /// Asst. Chief 146.5) Total Chief Hours = 354.5

Incidents

Total Calls (30)

EMS Calls (11)

<u>Transports:</u>	Saint Joseph Hospital (3)	Bellingham FD Medic (0)
	Airlift Northwest (1)	North Whatcom Fire Rescue (1)
	No Transport (6)	Ferndale FD Medic (0)

EMS CARES/MIHC (14) ----- Agency Assist (0) -----Public Service (0)

Fire Classification (5)

(0/1*) Outdoor Burns - permit/illegal* /// (0) Smoke invest. /// (3) False Alarms /// (0) Vehicle Fire
(0) Power Lines Down /// (1) 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 /// Water Rescue (0)