

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 13th, 2017

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:01 p.m. by Chairman Meursing, who recognized former Commissioner Stanley Riffle in attendance.

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

Guests: Ed Lester Julia Carlson
 Andrew Grubb Vic Riley
 Kandy Harper John Shields

B. OATH OF OFFICE of Pat Harper, WCFD5 Commissioner Position #3

Pat Harper took the Oath of Office, executed the document and notarized by Julia Carlson, which will be forwarded to the State Auditor.

C. PUBLIC COMMENT

Chief Carleton welcomed Commissioner Pat Harper to the Board.

Vic Riley congratulated Pat Harper on his electoral victory and welcomed him as the newest commissioner of the Fire District.

D. BOARD ACTION

D.1 Approval of the Minutes of the Regular Meeting of November 8th, 2017

Commissioner Meursing suggested a change to the Minutes of the Regular Meeting of November 8, 2017 to include "review of performance evaluations" to the Motion put forward by Commissioner Tomsen to enter into Executive Session.

MOTION: Commissioner Lester moved to accept the Minutes of the Regular Meeting of November 8th, 2017 as amended. The motion was seconded by Commissioner Meursin. **Motion passed 2-0. Commissioner Harper abstained.**

E. FINANCIAL MANAGER'S REPORT

E.1 Financial Report

Financial Manager Markel presented the monthly financial report as submitted.

Commissioner Meursing asked about the expenditure to 511 Tactical. Chief responded it was for clothing. Commissioner Meuring also asked about West Coast Fire (extraction tools on display) and Sire Net (scene lighting). Chief reminded the Commissioners that both of these latter expenditures were part of the capital improvements earlier approved.

Commissioner Lester asked about the expenditure to Action Training, and one seemingly high payment to a District member. Chief responded the first was for online continuing education and the second was for a member who had recently obtained his I-10 and was entitled to receive all stipends accumulated from the start of this year. Chief reported that about a dozen other members who would have been entitled to stipend payouts did not receive their I-10 prior to this meeting, their last chance to be eligible to be paid accumulated stipends. Those stipends are now expired.

Commissioner Meursing asked about the expenditure to Northwest Fire Rescue and Chief explained that was for the last training burn. He also indicated that the expenditures to Radio Recognition was for clothing and to Life Assist was for medical supplies.

E.2 Approval of Fire District Vouchers

MOTION: Commissioner Lester moved to accept the Vouchers in the amount of \$57,363.20 for payment. The motion was seconded by Commissioner Meursin. **Motion passed 2 – 0 Commissioner Harper abstained.**

E.3 Approval of Fire District Payroll

MOTION: Commissioner Lester moved that payroll in the amount of \$20,383.34 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0 Commissioner Harper abstained.**

E.4 Budget Update

Financial Manager Markel reported the budget update for 2017, as of November 30th, shows 14.44% remaining, compared with 18.4% in the same period last year.

Financial Manager Markel announced that she will be next be in Point Roberts for the regular February meeting, and reported that she would present tentative year-end financial results by tele-conference at the regular January meeting.

Commissioner Lester asked Financial Manager Markel to identify the \$27,000 in additional income. Financial Manager Markel reported that EMS Transport fees to the District amounted to \$20,399.80, received as additional income and not part of the annual budget, and also the \$12,000.00 rebate from the IRS reimbursing the District for collected FUTA. There is also additional income from burn permits and other miscellaneous sources not relied upon when the annual budget is being prepared.

F. CORRESPONDENCE

Chief Carleton reported that there is no correspondence to report on as received in November.

G. CHIEF'S REPORT

Chief Carleton's Chief Officer Report was read and submitted, including:

There are 4 new members and 6 potential candidates currently being screened. He expects that the District will lose 6-10 members to career firefighting organizations in early 2018.

There are 8 new CPR instructors. He reminded the public that the District holds CPR instruction on the second Monday of every month, at the firehall, which is open to the public and is free, or \$5.00 for recipients who wish to receive a certification card.

The Chief reported on the calls for the month and of particular note is that there were no illegal burns in the month of November. Chief Carleton thanks the community for burning responsibly and obtaining the necessary permits.

Chief reported a callout to investigate a large cylinder that had washed up on shore. It was not a dangerous item so there is nothing further to report. He noted that the District has been called to the shore to respond to unexploded ordinance on the beach, often they are boater or Coast Guard flares washed overboard.

Chief reported a stand-by call to potentially attend the landing of a plane in distress; however no request for service followed.

H. UNFINISHED BUSINESS

None

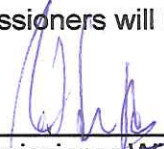
I. NEW BUSINESS

Chief Carleton indicated that there were a number of scheduling conflicts in the New Year with his travel calendar and District meetings, however Assistant Chief Shields will likely be available to attend the meetings that Chief Carleton is unable to attend. In particular the Budget Workshop Special Meeting is usually held in late October, between the regular October and November meetings, and he indicated that he would be away for a period of time. Chairman Meursing suggested that discussion of that be postponed to later in the new year when the Budget Workshop meeting is being considered for scheduling. Chief noted that he is scheduled to be away for the November Regular Meeting, which is the Budget adoption meeting. After discussion and consultation with calendars, it was unanimously agreed to reschedule the November Regular Meeting to Wednesday, November 7th, 2018.

J. ADJOURNMENT

As there was no further business, Commissioner Meursing moved to adjourn the meeting at 4:32 pm. Commissioner Harper seconded the motion. **Motion passed 3 – 0**

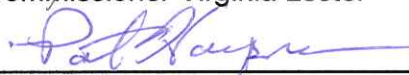
The next Regular Meeting of the Board of Commissioners will be January 10th, 2018, at 4:00 p.m.



Commissioner William Meursing



Commissioner Virginia Lester



Commissioner Pat Harper

Dated January 10, 2018

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
December 13, 2017

**WHATCOM COUNTY
FIRE DISTRICT 5**

December warrants total \$57,363.20. The total for payroll is \$20,383.34 including Chief Carleton's salary of \$5,000.00 and Assistant Chief Shield's pay of \$2,833.34. There was one event for the commissioners and the secretary.

The total payout for volunteers (warrants included) is \$15,245.00.

The November financial statements are in your meeting books.

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

Respectfully,

Patty Markel
Finance Manager

2017 Budget Remaining – 11/30/2017	
Legislative	10.01 %
Administrative	17.30 %
Suppression	8.37 %
Suppression Training	50.19 %
Maintenance	10.66 %
Vol. FF EMS	6.87 %
EMS Training	43.47 %
Total Budget Remaining:	14.44 %
	\$82,868.03
<i>11/30/16 Budget Comparison:</i>	<i>18.40%</i>

Warrants – Items over \$1,000 ~	
Shell	\$ 1,094.41
West Coast Fire & Rescue	\$18,882.50
Sirenet.com	\$ 5,566.05
US Bancorp (Credit Card)	\$21,026.49
<i>Includes:</i>	
Action Training	\$ 4,500.00
Life Assist Inc	\$ 1,938.66
Profire Emergency Equipment	\$ 2,676.10
Rideau Recognition	\$ 2,744.23
5.11 Tactical	\$ 1,809.20

Whatcom County Fire District 5
Chief Officer Report
December
For November

Point Of Information

1. Candidate Interviews
2. BLS Instructor Course
3. Firehouse Sub Grant for PPE

Apparatus

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

Member Roster

- 43 Members (24 Canadian / 10 Point Roberts / 9 County)
- 5 Paramedics
 - 14 EMTs (8 AEMT)
 - 3 Ambassadors
 - 35 Firefighters

Volunteer Hours 2276

Volunteer Payroll 14515

Combined Chief Hours (Chief 169.5 /// Asst. Chief 164) Total Chief Hours = 333.5

Incidents

Total Calls (24)

EMS Calls (15)

<u>Transports:</u>	Saint Joseph Hospital (3)	Bellingham FD Medic (0)
	Airlift Northwest (0)	North Whatcom Fire Rescue (1)
	No Transport (10)	Ferndale FD Medic (1)
	Home Visit (0)	Other (0)

Public Service (1) Wrong Address

Agency Assist (0) Law Enforcement

Fire Classification (8) -- (1/0*) Outdoor Burns - permit/illegal*(0) Smoke invest. (1) False Alarms
(0) Vehicle Fire (1) Power Lines Down (0) Structure (3) Hazmat
(0) Water Problems (0) Boat (0) Animal Rescue (0) Chimney Fires
(0) Grass Fire (0) Gas Leak (1) Down Tree (1) Plane Emergency