

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 14th, 2016

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:05 p.m. by Commissioner Meursing.

In Attendance: Commissioner William Meursing
 Commissioner Stanley Riffle
 Commissioner Shannon Tomsen
 Chief Christopher Carleton
 Recording Secretary Linda Hughes

Absent: Financial Manager Patty Markel

Guests: Randall Minter
 Assistant Chief John Shields

B. PUBLIC COMMENT

None

C. BOARD ACTION

C. Approval of the Minutes of the Regular Meeting of November 9th, 2016

MOTION: Commissioner Tomsen moved to accept the Minutes of the Regular Meeting of November 9th, 2016 as presented. The motion was seconded by Commissioner Riffle.
Motion passed 3-0.

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

As Financial Manager Markel was absent, Commissioner Riffle read aloud the financial report as submitted.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Riffle moved to accept the Vouchers in the amount of \$37,061.83 for payment. The motion was seconded by Commissioner Tomsen. **Motion passed 3 – 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Riffle moved that the payroll in the amount of \$17,522.50 be approved for payment. The motion was seconded by Commissioner Tomsen.
Motion passed 3 – 0

D.4 Budget Update

Commissioner Riffle read the updated budget provided by Financial Manager Markel, indicating that 18.5% of the budget is remaining with only one month of expenses to incur.

MOTION: Commissioner Riffle moved to approve Resolution 2016-05 with regard to surplus equipment. The motion was seconded by Commissioner Tomsen.
Motion passed 3 – 0

MOTION: Commissioner Riffle moved to approve Resolution 2016-06 with regard to per diem expenses for travel and meals. The motion was seconded by Commissioner Tomsen.
Motion passed 3 – 0

Commissioner Meursing added that upon approval of Resolution 2016-06, the District will now follow Washington State guidelines regarding per diem expenses and no further Resolutions will be required to stay current with changing levels of per diem compensation.

Chief Carleton offered an update of the ongoing Audit process, saying that there were a number of questions and clarifications the Auditor needed, which have all been met with the necessary responses. The Audit is expected to be completed by next week, after which an Exit Interview with the Auditor will be scheduled. That interview should be attended by 1 Commissioner, Chief Carleton and Financial Manager Markel. Chief Carleton will keep the Commissioners apprised of developments as they occur.

E. CORRESPONDENCE

Chief Carleton reported that there was no correspondence in the month of November, but more recently a thank you card and an amazing cake was delivered to the station by a family member, after a call out last week. The card will be submitted in next month's correspondence but the cake has long been appreciated by on-staff members of the District.

Commissioner Tomsen asked about the email received from Pat Grubb during the month of November. Chief Carleton responded that Mr. Grubb's email is different from the type of communication that Chief normally reports upon each month, but is happy to discuss it now.

The email was projected overhead for everyone to see and Commissioner Tomsen read it aloud. A copy of that email, and the Commissioner Newsletter that is the subject of the email is attached to these Minutes. After some discussion, it was agreed that despite Mr.

Grubb's misunderstanding of the nature of the Commissioners' Newsletter content, the Commissioners unanimously agree that they have a responsibility to be accountable to the public. The Newsletter has been a great tool for providing timely, accurate information to the community we serve.

F. CHIEF'S REPORT

The Chief continues to remind homeowners to contact their insurance companies to seek potential savings related to the District's improved ISO rating.

The Chief also reiterated his concern for proper addressing of properties in Point Roberts and indicated that he continues to look into grants for roadside address options.

Chief Carleton indicated that all applications have been submitted for the current AFG Grant cycle. He will follow up as information becomes available.

Chief Carleton reported that he learned when large costs of apparatus and vehicle repair will expand the life of the unit, the District is permitted to use Capital Reserves for those expenditures. At this time he expects the replacement of the tank on 5802 to cost around \$25,000.00. He will follow up with more information as it becomes available.

Chief Carleton continued to review his Chief Officer Report as submitted.

G. UNFINISHED BUSINESS

Commissioner Tomsen reviewed the presentation she had given at the November meeting, which was scheduled to be re-visited this month in anticipation of the All Point Bulletin having a representative in attendance. The press did not have a representative at this meeting. Commissioner Tomsen provided an overview of her presentation regarding the frequency of reporting the All Point Bulletin has published regarding various other taxing districts and organizations in Point Roberts. Commissioner Tomsen's presentation handout is attached to these Minutes.

Commissioner Meursing thanked Commissioner Tomsen for writing and publishing the monthly Commissioners' Newsletter, confirming his feeling that it is important and incumbent upon them to provide accurate and timely information about the activities of the District to the Community. He also thanked Chief Carleton for the time he commits to the Newsletter project by proof-reading it for accuracy. Commissioner Meursing also thanked Recording Secretary Hughes for timely production of Minutes of each meeting, enabling Commissioner Tomsen to produce the Commissioners' Newsletter so quickly.

Commissioner Riffle expressed his gratitude for the efforts toward the production of the timely and accurate information as well, commenting that the All Point Bulletin articles have often simply not printed the entire story – that some of the misunderstandings result more from what's not printed than what is.

Chief Carleton then provided an update regarding the Administrative Captain position that he is developing for the District. At this time a contract for the new position is being

prepared. He provided an overview of the salary composition, being that the position would be considered a 'paid volunteer', which is permitted to make up to 20% of the amount that a top firefighter is allowed to earn. He said that he will have another update on this topic in the first part of the new year.

H. NEW BUSINESS

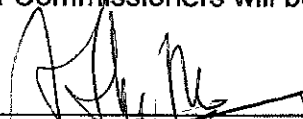
Chief Carleton introduced P.J. Minter who was in attendance for the meeting. Chief indicated that Mr. Minter is interested in becoming a volunteer firefighter for the District, but at this time he is working with the Chief to develop Excel spreadsheets designed to track member training, etc. Mr. Minter lives in Point Roberts and has a web-based business.

The Commissioners all engaged Mr. Minter in conversation about his background and welcomed him to the Point.

I. ADJOURNMENT

As there was no further business, Commissioner Riffle moved to adjourn the meeting. Commissioner Tomsen seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be January 11th, 2017, at 4:00 p.m.



Commissioner William Meursing

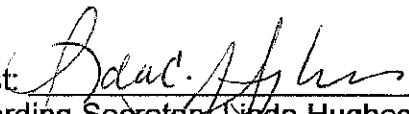


Commissioner Stanley Riffle



Commissioner Shannon Tomsen

Dated January 11, 2017

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
December 14, 2016

**WHATCOM COUNTY
FIRE DISTRICT 5**

December warrants total \$37,061.83. The total for payroll is \$17,522.50; including Chief Carleton's salary \$4,212.50 and Assistant Chief Shield's pay of \$2,750.00. There were two events for the commissioners and secretary.

The total payout for volunteers (warrants included) is \$12,394.00.

Your 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

2016 Budget Remaining – 11/30/16		Warrants – Items over \$1,000 ~	
Legislative	28.89%	MES: Gas Monitors	\$ 3,792.08
Administrative	8.46%	West Coast Const. Services:	
Suppression	22.52%	Kitchen/Training Room Update/Renovation	\$ 13,745.24
Suppression Training	31.06%	Bergen & Co: Uniform Shirts	\$ 1,060.59
Maintenance	1.61%	Curtis & Sons: Dura-Flow DJ Hose	\$ 2,769.57
Vol. FF EMS	22.48%		
EMS Training	20.79%	US Bancorp (Credit Card)	\$ 8,034.45
		<i>Includes:</i>	
Total Budget Remaining:	18.40%	Profire Emergency Equipment	\$ 4,326.01

Whatcom County Fire District 5

Chief Officer Report

December 2016

For November 2016

Point Of Information

1. Home owners should call their insurance company due to ISO change
2. Home Addressing
3. Haunted House October Success
4. AFG Grant Cycle Has Opened (Truck, LP15, Training Tower, Lucas)

Apparatus

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

Member Roster

47 Members (27 Canadian / 11 Point Roberts / 9 County)

- 6 Paramedics
- 15 EMTs (7 AEMT)
- 3 Ambassadors
- 37 Firefighters

Volunteer Hours 2510

Volunteer Payroll 13385

Combined Chief Hours (Chief 156 /// Asst. Chief 144) Total Chief Hours = 300

Incidents

Total Calls (18)

EMS Calls (7)

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

Public Service (1) Wrong Address

Agency Assist (0) Law Enforcement

Fire Classification (10) -- (1/2*) Outdoor Burns - permit/illegal* (0) Smoke invest. (6) False Alarms
(0) Vehicle Fire (1) Power Lines Down (0) Structure (0) Hazmat