

**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**

January 8<sup>h</sup>, 2014

**MINUTES**

**A. CALL TO ORDER**

The meeting was called to order at 4:25 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  
    Pat Grubb – All Point Bulletin  
    Debbie Adelstein – County Auditor  
    Pat Birchall  
    Judy Ross  
    Jennifer Urquhart  
    Jollena Tylor  
    Jeanette Meursing  
    Virginia Lester  
    Ric Waterman  
    Janice Waterman  
    Matt Cagle

**B. OATH OF OFFICE**

**B.1    Debbie Adelstein – County Auditor**

Debbie Adelstein – County Auditor administered the Oath of Office to Commissioner Stanley Riffle and Commissioner Jeffery Wilmot. They both took

their place of office after the swearing in ceremony was finished. Commissioner Riffle has two more years to serve and Commissioner Wilmot has six years.

## **C. ELECTION OF OFFICERS**

### C.1 Election of Officers for 2014

The Election of Officers for 2014 has changed over last year.

**MOTION:** Commissioner Riffle moved to have Commissioner Merusing remain as Chairman and Commissioner Wilmot to take the position of Vice Chairman. The motion was seconded by Commissioner Merusing. **Motion passed. 3 – 0.**

### C.2 Appointment of SuzAnne Kinsey as Financial Manager for 2014

**MOTION:** Commissioner Riffle moved to appoint SuzAnne Kinsey as the Financial Manager for the year 2014. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

## **D. BOARD ACTION**

### D.1 Approval of the Minutes for the Regular Meeting of December 12<sup>th</sup>, 2013

**MOTION:** Commissioner Riffle moved to accept the Minutes of the December 12<sup>th</sup>, 2013 meeting as read. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

## **E. FINANCIAL MANAGER'S REPORT**

### E.1 Financial Report

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

### E.2 Approval of Fire District Vouchers

**MOTION:** Commissioner Riffle moved to accept the Vouchers for January, 2014 in the amount of \$25,003.46 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

### E.3 Approval of Fire District Payroll

**MOTION:** Commissioner Wilmot moved that the payroll in the amount of \$11,447.00 be approved for payment. The motion was seconded by Commissioner Riffle. **Motion passed 3– 0.**

### E.4 Cancellation of Warrant

**MOTION:** Commissioner Riffle moved to cancel Warrant No. 929639 to Western State Design as this was a double payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

## **F. CORRESPONDENCE**

Correspondence consisted of several Christmas cards. They were from:

Air Lift Northwest  
Dennis Auto  
Prospect Dispatch

A thank you card came from Mark Robbins thanking the fire department for the help in putting up lights at the Community Center.

## **G CHIEF'S REPORT**

Chief Carleton provided an overview of the Chief Officer Report as attached and scanned.

## **H. UNFINISHED BUSINESS**

### H.1 Parking Lot Lighting

**MOTION:** Commissioner Riffle moved to drop the issue of new parking lot lighting and use our existing equipment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

## **I. NEW BUSINESS**

### I. District Meeting Recording Policy

Chief Carleton read the new District Meeting Recording Policy that was drawn up by Attorney Snure. It covers the use of a video recorder during meetings. It also states that written Minutes still must be taken for record.

**J. ADJOURNMENT**

As there was no further business, Commissioner Riffle moved to adjourn the meeting at 5:12 p.m. Commissioner Meursing seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be February 13<sup>th</sup>, 2014.

\_\_\_\_\_  
Commissioner William Meursing

\_\_\_\_\_  
Commissioner Stanley Riffle

\_\_\_\_\_  
Commissioner Jeffrey Wilmot

Dated \_\_\_\_\_

Attest: \_\_\_\_\_  
Recording Secretary Michelle Starrs

## WHATCOM COUNTY FIRE DISTRICT 5

Current month payables total \$25,003.46 which includes a few items to point out:

Volunteer payouts that are included in warrants total \$3721.00. This reflects December activity.

There is a payment to Puget Sound for electricity for \$1355.19, a payment to Ray Davidson for training for \$1125.00, a payment on the US Bancorp credit card to Best Buy for \$2912.44 for two computers, software and virus protection and a payment to Kroesen Uniforms for \$2711.01 (for uniforms!) as well as a payment to WCFARS for our 2014 FARS assessment. We also received an invoice from Whatcom County Auditor for election expense of \$616.53.

I also have a request to cancel warrant 929639 to Western State Design issued 11/26/13. This was a double payment.

Payroll for December totals \$11,447.00. This represents 1 month salary for Chief Carleton in the amount of \$4166.67, one month's salary for Asst Chief Shields in the amount of \$2583.00. There was one meeting for three commissioners, and the secretary had one meeting. Volunteer payouts for December total \$4385.00 in payroll.

Just to heads you up, the reports from Whatcom County for December will be late. They usually come close to the end of the month after year end. Thus, our financials will be late.

The Auditor came for a visit last week to have a look at our facility. We were pleased to have her as no other auditor has ever been to visit! She is in correspondence with you commissioners with the entrance letter and with Chief Carleton and me with on-going inquiries. She anticipates the audit should be over by the end of January.

We require motions to approve: Warrant request covering current month vouchers, Request to void a warrant and current month payroll.

SuzAnne Kinsey, Financial Admn.

# *Whatcom County Fire District 5*

## *Chief Officer Report*

*January 2014*

For December 2013

### **Point Of Information**

1. Calendars Sold Out – more on order
2. Looking into bathroom fixtures for female bathroom upstairs / Restructure of kitchen and shower
3. Record call year in 2013 - 180 (35 calls over 2012)
4. 5 EMT students and 4 AEMT students being trained

### **Apparatus**

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

### **Member Roster**

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

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

**Volunteer Hours** 2010

**Volunteer Payroll** 8105

**Combined Chief Hours** (Chief 242.5 /// Asst. Chief 164.5) Total Chief Hours = 407

### **Incidents**

Total Calls (10)

EMS Calls (3)

<u>Transports:</u>	Saint Joseph Hospital (0)	Whatcom Medic One (1)
	Airlift Northwest (1)	North Whatcom Fire Rescue (0)
	No Transport (1)	

Public assist (0)

Fire Classification (6) 4 Hazardous Burns / 1 Electrical Wires Down / 1 Chimney Fire

Other (1) Sheriff