

Whatcom County Fire District #5

Point Roberts Fire Department

**2030 Benson Road, Suite A
Point Roberts, Washington, 98281**

Agenda

Regular Fire Commissioners' Meeting

**January 9th, 2019
4:00 pm**

- A. Call to Order**
- B. Election of Officers**
- C. Public Comment**
- D. Approval of the Minutes**
 - D.1 Approval of the Minutes from the Regular Meeting of December 12th, 2018**
- E. Financial Manager's Report**
 - E.1 Financial Manager's Report**
 - E.2 Approval of Fire District Vouchers**
 - E.3 Approval of Fire District Payroll**
 - E.4 Budget Update**
- F. Correspondence**
- G. Chief's Report**
 - G.1 Chief's Report**
- H. Unfinished Business**
- I. New Business**
 - E.1 Fire Commissioner Compensation Increase**
- J. Adjournment**

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 9th, 2019

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:03 p.m. by Commissioner Lester.

In Attendance: Commissioner Virginia Lester
Commissioner Pat Harper
Chief Christopher Carleton
Financial Manager Patty Markel, via teleconference
Recording Secretary Linda Hughes

Guests: Assistant Chief John Shields
Raye Newmen
Judson Meraw
Pat Grubb

B. ELECTION OF OFFICERS

Commissioner Harper nominated Commissioner Lester to the position of Chairperson, and Commissioner Lester nominated Commissioner Harper to the position of Vice-Chair. Both parties accepted those nominations.

C. PUBLIC COMMENT

Public comment was overlooked until later in the meeting.

D. BOARD ACTION

D.1 Approval of the Minutes of the Regular Meeting of December 12, 2018

MOTION: Commissioner Harper moved to accept the Minutes of the Regular Meeting of December 12th, 2018 as presented. The motion was seconded by Commissioner Lester. **Motion passed 2-0.**

E. FINANCIAL MANAGER'S REPORT

E.1 Financial Report

Financial Manager Markel presented the monthly financial report as submitted.

E.2 Approval of Fire District Vouchers

MOTION: Commissioner Harper moved to accept the Vouchers in the amount of \$24,148.45 for payment. The motion was seconded by Commissioner Lester. **Motion passed 2 – 0**

E.3 Approval of Fire District Payroll

MOTION: Commissioner Harper moved that payroll in the amount of \$20,361.33 be approved for payment. The motion was seconded by Commissioner Lester. **Motion passed 2 – 0**

Commissioner Lester had questions about expenses for emergency reporting and emergency equipment maintenance, and Chief Carleton responded that the expense for emergency reporting was for the system used to file medical reports, and where all of the Districts calls are documented. He also reported that the expense for emergency equipment maintenance was for the annual pump test and NFPA certification of Engine 5802.

E.4 Budget Update

Financial Manager Markel reported that year-end financial statements would be available for the February meeting, due to the County closing their books on January 20th, 2019. She also reported that as of December 31st 6.31% of the budget was remaining, compared to 11.33% at year-end 2017.

Financial Manager Markel reported that she will be in attendance at the February meeting. Chief Carleton announced that he will not be in attendance at that meeting, and Assistant Chief Shields would be attending in his place.

F. CORRESPONDENCE

Chief Carleton reported that the District had received a lot of holiday cards and thank you cards from members of the community, particularly after the emergency response to the storm in late December that resulted in Point Roberts being declared a State of Emergency for a number of days.

Chief offered a summary of the extensive damage and some of the response the District provided to the community, noting that he would go into further detail during presentation of his Chief's report.

Commissioner Harper commented that the fallen trees that are being pushed to the side of the roads may become a fire hazard in the future, and Chief agreed, saying that it was his understanding that the County had plans to return to Point Roberts in a couple of weeks to continue clean up efforts and hopefully mitigate some of that potential future fire hazard.

Judson Meraw asked if there was any formal tally of the downed trees. Chief responded that to his knowledge there was not a formal tally, but in the District's attendance to reports of fallen trees, he estimated there were about 100 downed trees during the storm, noting that there remains the danger of more trees yet to fall that are only partially fallen, leaning on other trees or hung up in branches.

Commissioner Harper asked if there was any bulletin out to the public warning of the dangers of walking in the woods or near partially fallen trees. Chief made note of this concern and Secretary Hughes noted that the Point Roberts Park and Recreation District has already put out a series of bulletins warning of those dangers, and they have issued updated bulletins letting the public know which trails are now safe, and including further warnings to avoid areas not yet reached in their hazardous tree removal project.

G. CHIEF'S REPORT

Chief Carleton's Chief Officer Report was read and submitted, including further details about the storm damage, emergency response, and clean up efforts. He reported that during the storm response period there were a number of downed power lines that were left to PSE to respond to, as there was no way to tell if the wires were live, or about to become live. Chief reported that there were essentially no injuries during the devastation, although several homes were damaged, some quite seriously. He reported having heard of one head injury, but that patient did not present to the District and was not attended to by emergency personnel from this District.

Chief Carleton and Assistant Chief Shields recapped other stories from the storm fallout, including members of the public holding up downed wires to demonstrate that they were not live and asking the Fire District personnel why they were not working to remove tree debris sitting atop of the wires. Chief Carleton reported that no one should touch downed power lines, save Puget Sound Energy personnel, and reported that Fire District members know this and would not ever engage in tree removal or any other activity associated with downed power lines, until such area is cleared by the power company. He asked that the public understand the severe risk of getting too close to downed power lines and advised that they should avoid such dangers and immediately report fallen trees and downed power lines.

Chief reported on the creation of a community burn pile, with approval from the Northwest Clean Air and the Fire Marshall. Usually, a large burn with contributions from many locations is not allowed by WAC, but due to the declaration of the state of emergency, it is approved as better for the environment to have one larger professionally monitored fire than to have hundreds of little fires in backyards to clean up the debris of the fallen trees. Chief noted that the public is welcome to bring their storm debris to the burn pile to the end of January only, and no material other than storm debris is allowed to be added to the pile.

Chief also reported that the County brought a chipper and has created a big pile of chips that are free for the taking for anyone who may want them for their garden or trails or paths.

A number of other storm damage incidents were reported upon including damage to the Blaine School District roadway, to several water mains due to root balls of fallen trees, and even shoreline damage that moved giant boulders and created flooding in some areas. Chief advised that everyone should document the damages as soon as possible and contact their insurance providers as some relief is being provided by insurers for the cost of debris removal. Chief has also been documenting damages and submitting the information to County Planning and Development services to aid in the issuance of the necessary permits for the rebuilding, landscaping and shoreline restoration.

Commissioner Lester commented that this community owes a great debt of gratitude to Chief Carleton and his team of volunteers for their huge efforts during this emergency.

Chief responded that it does indeed take a team and he shared his thanks to all of the volunteers, and in particular to P.R.E.P, CERT, Food Bank, Bennett Blaustein of the Point Roberts Park and Recreation District, noting that overall this was a real training exercise and a good experience to work with all of the volunteers and community organizations that came together so quickly and professionally. He reiterated the importance of appropriate training, especially by the CERT and PREP personnel who had taken their training seriously and were able to contribute in efficiently and accurately without waste of time or energy.

Raye Newmen offered his thanks on behalf of he and his wife who had taken refuge at the Fire Station, gratefully accepting the beds and showers provided by the District, saying how deeply

appreciative they are for the incredible professionalism, courtesy, kindness and compassion shown them by the volunteers during a very traumatic time for them.

Chief continued with the balance of his report, with the status of the new E58 apparatus receiving its decals and license plates.

He also noted his and Assistant Chief hours but especially noted that Assistant Chief Shields did not account for many hours he worked during the state of emergency, and counselled Assistant Chief Shields to be more accurate with reporting in the future.

Chief reported a record breaking 47 calls in December and a total of 362 calls in 2018.

Commissioner Lester recognized that the Public Comment portion of the meeting had earlier been overlooked and asked if there were any comments from the public in attendance.

Raye Newmen stated that on behalf of PREP he had submitted a draft Memorandum of Agreement between PREP and WCFD5 for the reimbursement of electrical costs of the PREP trailer situate on WCFD5 property. Chief Carleton responded that he will review the draft Memorandum and share it with District Counsel for an opinion on whether the cost of electricity used by the trailer could be waived in consideration of its' use in emergency services under WCFD5 incident command. He cautioned that there may be regulatory considerations that might not permit such an agreement to waive costs, but he would find out and be in touch with Mr. Newmen in order to formalize such an agreement between PREP and WCFD5.

Judson Meraw stated that he was glad no one was hurt during the storm and noted that as a member of the Ham Radio group in Point Roberts he was grateful for the opportunity to work through the incident with the District.

Chief Carleton thanked Judson for his part in the Ham Radio response and noted that he will be attending a meeting later this week with CERT, PREP, Ham Radio group and others to review the response and recovery related to the emergency situations caused by the recent storm. He noted that over 400 meals were served at the Community Center, beds and shower facilities had been provided at the Fire Station and a number of volunteers provided, and continue to provide, their time, equipment and skills toward the continued clean-up efforts. He also noted that for those volunteers providing their equipment to move big trees and debris, and assistance with the burn pile, that the District will be paying fuel costs.

H. UNFINISHED BUSINESS

Commissioner Lester advised that two applications have been received to date for the vacant Commission position, noting that the application period will close on January 18th.

Commissioner Harper noted that once an applicant is appointed, they will be subject to producing a personal financial statement to the State of Washington.

Chief Carleton asked Secretary Hughes to contact all of the applicants to let them know that if they are appointed to the board of commissioners, they will be required to submit a personal financial statement as required by the State.

I. NEW BUSINESS

I1. Fire Commissioner Compensation Increase


MOTION: Commissioner Harper moved to accept the Commissioner compensation increase as recommended by the Washington Fire Commissioners Association, Office of Financial Management to \$128 per meeting, an increase of \$14.00 from the current \$114.00 per meeting. The motion was seconded by Commissioner Lester. **Motion passed 2-0.**

Chief Carleton also reported that he and Commissioner Harper will be working together to develop a public information circular regarding defensible space – to educate property owners about the importance of wildland fire prevention and protection, especially in light of the extensive storm downfall adding to the potential hazard of wildland fire.

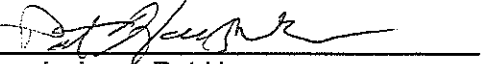
J. ADJOURNMENT

As there was no further business, Commissioner Harper motioned to adjourn. Commissioner Lester seconded the motion. **Motion passed 2 – 0**

The next Regular Meeting of the Board of Commissioners will be Wednesday, February 13th, 2019, at 4:00 p.m.

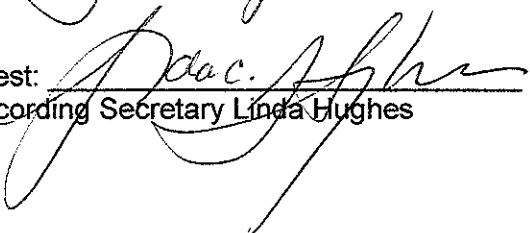


Commissioner Virginia Lester



Commissioner Pat Harper

Dated February 13, 2019

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
January 9, 2019

**WHATCOM COUNTY
FIRE DISTRICT 5**

January warrants total \$24,148.45. The total for payroll is \$20,361.33, including Chief Carleton's salary of \$5,000.00 and Assistant Chief Shield's pay of \$2,958.33. There was one event for the commissioners and the secretary.

The total payout for volunteers (warrants included) is \$13,528.00.

The year-end financial statements will be available at the February meeting.

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

Respectfully,

Patty Markel
Finance Manager

2018 Budget Remaining – 12/31/18	
Legislative	7.66 %
Administrative	6.30 %
Suppression	-0.12 %
Suppression Training	-7.78 %
Maintenance	4.92 %
Vol. FF EMS	8.33 %
EMS Training	56.33 %
Total Budget Remaining:	6.31 %
<i>12/31/17 Budget Comparison:</i>	<i>11.33%</i>

Warrants – Items over \$1,000 ~	
Shell - Fuel	\$ 1,294.23
Emergency Reporting – Fire/EMS <i>Reporting Program</i>	\$ 2,291.52
LN Curtis & Sons – Fire Supplies/Equipment	\$ 5,089.66
Pt Roberts Marketplace	\$ 1,013.31
US Bancorp (Credit Card)	\$ 9,986.33
<i>Includes:</i>	
Puget Sound Energy - Electric	\$ 1,000.00
Profire Emergency Equipment – Fire Engine Maintenance	\$ 2,212.78
Breakwaters Grill – Vol Recognition	\$ 3,804.96

Whatcom County Fire District 5
Chief Officer Report
January 2019
For December 2018

Point Of Information

1. Storm Recovery

Apparatus

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

Member Roster

45 Members (28 Canadian / 9 Point Roberts / 8 County)

- 4 Paramedics / 11 EMTs (7 AEMT) / 3 Ambassadors / 35 Firefighters

Volunteer Hours 2603

Volunteer Payroll 15247

Combined Chief Hours (Chief 187 /// Asst. Chief 125) Total Chief Hours = 312

Incidents

Total Calls (47)

EMS Calls (18)

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

EMS CARES/MIHC (13) ----- Agency Assist (0) -----Public Service (8)

Fire Classification (21)

(0/0*) Outdoor Burns - permit/illegal* /// (0) Smoke invest. /// (2) False Alarms /// (0) Vehicle Fire
(8) Power Lines Down /// (0) Structure /// (0) Water Problems /// (0) Boat /// (0) Animal Rescue ///
(0) Chimney Fires /// (0) Grass Fire /// (0) Gas Leak /// (10) Down Tree /// (0) Plane Emergency
(1) Hazmat /// (0) Wrong Address /// (0) Public Service Smoke Detector Program