

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

February 12th, 2014

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Commissioner Meursing.

In Attendance: Commissioner William Meursing
 Commissioner Jeffery Wilmot
 Chief Christopher Carleton
 Financial Manager SuzAnne Kinsey
 Recording Secretary Michelle Starrs

Absent: Commissioner Stanley Riffle

Guests: Assistant Chief John Shields
 Meg Olson – All Point Bulletin
 Pat Birchall
 Judy Ross
 Monica Zeilinger
 Virginia Lester
 Ed Lester
 Andrew Breiteneder

B. PUBLIC COMMENT

Virginia Lester

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of January 8th, 2014

MOTION: Commissioner Wilmot moved to accept the Minutes of the January

8th, 2014 meeting as read. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

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

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Wilmot moved to accept the Vouchers for January, 2014 in the amount of \$35,368.16 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Wilmot moved that the payroll in the amount of \$12,417.67 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2– 0.**

E. CORRESPONDENCE

E.1 Letters

One letter was received regarding the parking lot.

A letter of thanks was received for an EMT response.

F. CHIEF'S REPORT

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

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

H.1 State Auditor Exit Interview

The Exit Interview with the State Auditor will take place in Bellingham on Friday, March 14th, 2014 at 2:00 p.m. Chief Carleton, Commissioner Meursing and Financial Manager Kinsey will attend the meeting.

H.2 District Insurance Coverage

The Board briefly discussed the insurance coverage that the District currently has and will look at an outline that has been provided with rates from other providers. This item will be on the Agenda for the March Meeting and action may be taken at that time.

H.3 Exterior Building Maintenance

Commissioner Riffle is concerned about the paint on the outside of the building. It will need to be watched and looked at in the future.

H.4 Interior Building Construction

Chief Carleton is looking for licensed contractors to work on several projects at the fire hall. There is need to finish one bathroom for female firefighters, new cabinets need to be installed in the kitchen, larger showers, new hot water tank and some windows need replacing. The deadline for resumes is February 28th, 2014.

I. ADJOURNMENT

As there was no further business, Commissioner Wilmot moved to adjourn the meeting at 5:01 p.m. Commissioner Meursing seconded the motion. **Motion passed 2 – 0.**

The next Regular Meeting of the Board of Commissioners will be March 12th, 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 \$35,368.16 which includes a few items to point out:

Volunteer payouts that are included in warrants total \$4230.00. This reflects January 2014 activity.

There is a payment to Shell Oil for gasoline & diesel for \$1250.42, a payment to Puget Sound for \$1575, US Bancorp (our credit card) for \$17488.62 which includes charge from the Pier for the Awards Ceremony for \$3187.80 and a charge for EMT & Fire Training Inc. for \$12087.29. We have an invoice for the WA State Auditor for \$4082.18.

Payroll for January totals \$12,417.67. 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 January total \$5242.00 in payroll.

Our financials for January 2014 will be late as we are setting up new computer and software here in the department. I could do them on the existing software but then I would be doing them twice and the programs are different. And although the software company is the same, the language they wrote the new program in is different from the old software language. Go figure.

As mentioned on the Agenda, the exit interview for our audit is this Friday at 2PM.

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

SuzAnne Kinsey, Financial Admn.

Whatcom County Fire District 5

Chief Officer Report

February 2014

For January 2014

Point Of Information

1. Conducted a PEPP (Prehospital Emergency Pediatric Provider) Course for District EMT's
2. Conducted a TFR (Trauma First Response) Course for CERT members
3. Participated in a Cross-Border insurance discussion on the Bill Woods Show (CKNW 980 AM)
4. EMT and AEMT students are doing very well. Getting ready to begin field rotations.
5. First upload of recorded meeting successful.

Apparatus

E58	Transmission Issue
E5802	No report
B58	No report
U5802	No report
A58	No report
A5802	No report
C58	No report

Member Roster

45 Members (30 Canadian / 8 Point Roberts / 7 County)

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

Volunteer Hours 2671

Volunteer Payroll 9633

Combined Chief Hours (Chief 177.5 /// Asst. Chief 184.5) Total Chief Hours = 362

Incidents

Total Calls (14)

EMS Calls (10)

<u>Transports:</u>	Saint Joseph Hospital (0)	Whatcom Medic One (0)
	Airlift Northwest (0)	North Whatcom Fire Rescue (5)
	No Transport (5)	

Public assist (0)

Fire Classification (4) 1 Propane Gas Leak / 3 False Alarms

Other (0)