

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 13th, 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
Assistant Chief John Shields
Recording Secretary Linda Hughes
Financial Manager Patty Markel (via teleconference)

Absent: Chief Christopher Carleton

Guests: Ray Newmen
Dave McCarthy
Campbell McCluskey
Bill Meursing
Pat Grubb

B. PUBLIC COMMENT

None

C. BOARD ACTION

C. Approval of the Minutes of the Regular Meeting of January 9th, 2019

MOTION: Commissioner Lester moved to accept the Minutes of the Regular Meeting of January 9th, 2019 as presented. The motion was seconded by Commissioner Harper. **Motion passed 2-0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Markel presented the financial report as submitted.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Harper moved to accept the Vouchers in the amount of \$23,233.89 for payment. The motion was seconded by Commissioner Lester. **Motion passed 2 - 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Harper moved that the payroll in the amount of \$16,742.33 be approved for payment. The motion was seconded by Commissioner Lester. **Motion passed 2 – 0**

D.4 Budget Update

Financial Manager Markel reported the budget update, as of January 31, 2019 has 92.02% remaining in the budget, compared with 92.16% remaining in the same period last year.

She reported the year-end budget update for 2018, and reported a \$87,313.74 carry over into 2019. She asked the Commissioners for approval to move those funds into the Capital Fund, as has become regular practice with any carry over.

The Commissioners agreed to direct Financial Manager Markel to invest the carry over funds in the District's Capital Fund. Commissioner Lester asked for comparison, the amount of the carry over from 2018 and was advised by Financial Manager Markel that it was \$37,821.00.

Commissioner Lester chose to advance to item H.1 on the Agenda, while Financial Manager Markel is on the line.

H.1 Point Roberts Hospital District Annual Invoice

Financial Manager Markel reported that it was the same for the last two years, and said that the lease with the Hospital District runs from May 1st to April 30th each year. She reported that last year's lease rent amounted to \$15,224.98, which had included a 3% increase based on the Seattle/Tacoma CPI. She also reported that this year's CPI is 2.8%, and asked whether the Commissioners wanted to increase the Hospital District Lease rent by an amount up to 2.8%.

Discussion ensued amongst the Commissioners about the current lease rate, and the option to implement an increase.

MOTION: Commissioner Harper moved to increase the Hospital District lease amount by 2.8%, a net increase of \$426.30, and instruct Financial Manager Markel to prepare and submit the annual invoice to the Hospital District. The motion was seconded by Commissioner Lester. **Motion passed 2 – 0**

E. CORRESPONDENCE

Assistant Chief Shields reported that there were numerous emails of thanks from community members this month, regarding the District's response to the recent storm and declared state of emergency in Point Roberts.

F. CHIEF'S REPORT

Chief Carleton's Chief Officer Report was read by Assistant Chief Shields and submitted.

One particular highlight is that February 16th and 17th will be training on the new Darley apparatus, and in response to Commissioner Lester's inquiry said that the Community Dedication day for the new truck is scheduled for March 2nd. No time has as yet been announced.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

The only agenda item has already been taken care of.

I. COMMISSIONER VACANCY

Commissioner Lester announced that 3 applications for the vacated Commissioner position had been received by the District. Noting that there are two of the applicants at the meeting, she invited each to speak briefly, up to three minutes, beginning with Dave McCarthy.

Mr. McCarthy began by saying that he has a long history of being community involvement wherever he has lived. He enjoys a comfortable and safe standard of living here in Point Roberts and wants to contribute his time and efforts toward the Fire District. He has been a firefighter for 10 years, 3 of which he served as Chief to his home District in Whistler, British Columbia, entirely as a volunteer. He feels that Point Roberts has a good fire district and is aware of its significance in this community. He would like to see that it continues to be well and appropriately funded. He feels that it is the Commissioners role to enable the Chief and not try to tell him how to run his business. He understands the dynamics of the roles between Fire Chief and Commissioner.

Mr. Newmen began by saying that he feels our fire district is incredibly important to our community and he takes his application to the role of Commissioner very seriously. He applauds the improved services in recent years since Chief Carleton was hired. Mr. Newmen will bring to the role a great deal of experience in fiscal management, planning and oversight. He appreciates the need to support the newly available health care services, and would like to be further involved in supporting those efforts.

Commissioner Lester announced that the Commissioners would now enter Executive Session for a period of 15 minutes to discuss the three received applications.

Meeting re-called to Order at 4:30 pm.

Commissioner Lester thanked all three applicants for their interest in serving the community as a fire Commissioner. She asked Commissioner Harper if he had a recommendation and he said that he would recommend Raye Newmen. Commissioner Lester agreed and called for Mr. Newmen to join the Commissioners up front to swear his Oath of Office.

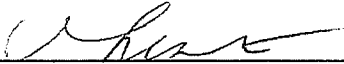
Mr. Newmen recited the Oath of Office, and signed the appropriate documents before Notary Julia Carlson. Once that was complete, Commissioner Lester asked Commissioner Newmen to tell us all a little about what he would like to do within the District.

Commissioner Newmen said that he has first a lot to learn, and wants everyone to know that he plans to listen and that he is determined to learn quickly. He hopes to fill the Commissioner position with the greatest of integrity, utilizing this skills to this best of his ability as needed.

ADJOURNMENT

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

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



Commissioner Virginia Lester



Commissioner Pat Harper



Commissioner Raye Newmen

Dated March 13, 2019

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT

February 13, 2019

**WHATCOM COUNTY
FIRE DISTRICT 5**

February warrants total \$23,233.89. The total for payroll is \$16,742.33, 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 \$10,005.00.

The year-end financial statements are in your meeting books for review.

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

Respectfully,

Patty Markel
Finance Manager

2018 Budget Remaining – 1/31/19	
Legislative	98.82 %
Administrative	90.24 %
Suppression	88.02 %
Suppression Training	100.00 %
Maintenance	92.73 %
Vol. FF EMS	94.28 %
EMS Training	100.00 %
Total Budget Remaining:	92.02 %
<i>1/31/18 Budget Comparison:</i>	<i>92.16 %</i>

Warrants – Items over \$1,000 ~	
Pt. Roberts Marketplace	\$ 1,020.90
Sirenet.com	\$ 1,439.58
WC FARS	\$ 2,640.14
Smith Mechanical	\$ 2,077.05
US Bancorp (Credit Card)	\$ 5,662.72
<i>Includes:</i>	
Life Assist Inc	\$ 3,087.97
Puget Sound Energy	\$ 1,000.00

Whatcom County Fire District 5

Chief Officer Report

February 2019

For January 2019

Point Of Information

1. Storm Preparations
2. Mini Pumper Dedication March 2

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 2556

Volunteer Payroll 12040

Combined Chief Hours (Chief 172 /// Asst. Chief 174.5) Total Chief Hours = 346.5

Incidents

Total Calls (26)

EMS Calls (11)

<u>Transports:</u>	Saint Joseph Hospital (2)	Bellingham FD Medic (0)
	Airlift Northwest (1)	North Whatcom Fire Rescue (1)
	No Transport (6)	Ferndale FD Medic (1)

EMS CARES/MIHC (11) ----- Agency Assist (0) -----Public Service (3)

Fire Classification (1)

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