

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 8th, 2017

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 Stanley Riffle
Commissioner Shannon Tomsen
Assistant Chief John Shields
Recording Secretary Linda Hughes
Financial Manager Patty Markel (via teleconference)

Absent: Chief Christopher Carleton

Guests: Virginia Lester
Ed Lester
Adam Rozyskie
Tom Mayer
Judson Meraw
Robin Nault
Kristi Steinberger

B. PUBLIC COMMENT

None

C. BOARD ACTION

C. Approval of the Minutes of the Regular Meeting of January 11th, 2017

MOTION: Commissioner Riffle moved to accept the Minutes of the Regular Meeting of January 11th, 2017 as presented. The motion was seconded by Commissioner Tomsen. **Motion passed 3-0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Markel presented the financial report as submitted.

Commissioner Riffle reported that he had been speaking with Chief Carleton about the inclusion of all payroll expenditures with the monthly Commissioner packet. Financial Manager Markel responded that she was unaware of that request and would include it in future financial packets for the Commissioners. She provided the current regular payroll list and a description of the payroll breakdown.

Commissioner Tomsen reviewed a number of line items in the warrant list and Financial Manager Markel identified the expenditures.

Commissioner Riffle also wanted clarification of a number of line items in the warrant list and Financial Manager Markel identified the expenditures.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Riffle moved to accept the Vouchers in the amount of \$27,404.00 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 \$15,620.84 be approved for payment. The motion was seconded by Commissioner Tomsen.
Motion passed 3 – 0

D.4 Budget Update

Financial Manager Markel reported the budget update for 2017, as of January 31, 2017 has 90.34% remaining in the budget.

She reported the year-end budget update for 2016, advising the Commissioners to refer to the budget update documents included in their packets to see the overview of budget line items, and reported a \$67,650.20 carry over into 2017. She then reminded the Commissioners that these funds would be available for investment into the Capital Fund.

The Commissioners discussed the carry over and agreed to direct Financial Manager Markel to invest the carry over funds in the District's Capital Fund.

D.5 Resolution 2017-01: Credit Card Resolution

Commissioner Riffle asked whether the Chief reviews the invoices with the credit card statement each month, and Financial Manager Markel responded that he does, and then codes them for her to properly allocate the expenses to the appropriate line items of the budget.

MOTION: Commissioner Riffle moved to adopt Resolution 2017-01. The motion was seconded by Commissioner Tomsen. **Motion passed 3 – 0**

Commissioner Meursing 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

Commissioner Meursing asked if the draft invoice included with the Commissioner packet was for the same amount as last year and also if it were the same amount in 2015. Financial Manager Markel confirmed that it was the same for the last two years, and also confirmed that the Lease with the Hospital District runs from May 1st to April 30th each year.

Discussion ensued amongst the Commissioners about the current lease rate, the option to implement an increase, and a review of various CPI increases in other districts in the State.

Commissioner Tomsen commented that a CPI increase should be levied, suggesting a 2.5% rate, to keep the budget from falling behind, as the District is now doing with taxation. Commissioner Tomsen also inquired as to why the Hospital District lease was being reviewed so early in the year, and Commissioner Meursing responded that it was necessary to start early due to the lag times between meetings when minutes become ratified and documents signed for both the Fire District and the Hospital District.

Commissioners unanimously agreed that a 2.5% CPI increase should be added to the Hospital District lease rate and directed Financial Manager Markel to prepare a revised lease agreement for the Hospital District. Financial Manager Markel confirmed she would prepare a revised lease agreement and forward it to the Hospital District with a note reminding them of the CPI increase clause in section 3.2 of the agreement.

E. CORRESPONDENCE

Assistant Chief Shields reported that there was no correspondence this month.

F. CHIEF'S REPORT

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

Commissioner Riffle asked if the Fire District calls the County when snowfall levels require plowing and sanding of the roads in Point Roberts. Assistant Chief Shields indicated that this is not current protocol of the District and there was some discussion whether it should be. Assistant Chief Shields said that he would make inquiries among his contacts to find out who to call.

Commissioner Riffle also mentioned his observation of outsourced snow-plowing services for the District parking lot and voiced his approval. Assistant John Shields reported that he had been out of town during the first snowfall and subsequently the district members have undergone snowplow equipment installation training. He estimated that 90% of the members now have the knowledge and ability to operate the District's snow plow equipment.

G. UNFINISHED BUSINESS

Commissioner Tomsen produced a handout for review, with a recent All Point Bulletin article regarding the Hospital District. She said that as the Fire District liaison to the Hospital District, and her regular attendance at their meetings, she was surprised to see an article claiming that the Hospital District wants deeper dialogue with the Fire District. She said that she believes the sign issue should be put to bed once and for all, and she stands by the decision of the District to prohibit the use of public property for commercial advertising.

Commissioner Tomsen added that she could not find updated proof of insurance from the Hospital District in her file, as is required in the lease agreement.

Commissioner Riffle concurred with Commissioner Tomsen's position on putting the sign issue to bed, saying that he too did not want to talk about it anymore, but he also stands by the decision of the District to decline the request of the Clinic to put up a Unity Care sign, for the same reasons that

the District does not allow its roofers, cleaning company, fire truck maintenance, or snow plow service providers to advertise their businesses.

Commissioner Tomsen referred to the handout she shared, with copies of several emails between Hospital District Superintendent Elaine Komusi and herself, as evidence of a great deal of communication between the Districts.

Commissioner Meursing asked if all of the Hospital District Commissioners are included in communications sent only to the Superintendent and Robin Nault, a Hospital District Commissioner in attendance, said that she was not cc'd on all of those emails, only some of them.

Commissioner Tomsen reported that she will obtain the email addresses of all of the Hospital District Commissioners and include them on all future communications she has with the District.

Commissioner Meursing asked Robin Nault if she had any questions for the Fire District Commissioners. A lengthy discussion ensued with Ms. Nault reviewing the history of the sign discussions and voicing the disappointment their members experienced over the sign decision, admitting that in hindsight perhaps their Board should have made a greater effort to communicate their sign request directly with the Fire District.

Commissioner Meursing asked who initiated the sign request and Ms. Nault confirmed that Unity Care had, as they were re-doing their signs at the time.

The discussion continued with Fire District Commissioners repeating their position on their stewardship of public property, denouncing any accusation that this decision was "personal", and Ms. Nault re-stating the Hospital District's position and ultimately "agreeing to disagree."

H. NEW BUSINESS

Adam Rozyskie asked if he could make comment at this point and Chairman Meursing acknowledged that he could. Mr. Rozyskie lives near the recent structure fire on Shady Glenn and reported his observations and concerns over which fire hydrant the District had used to fight the blaze. He was concerned that the fire hydrant which is located much closer to the fire, and his own home, may not be operational.

Assistant Fire Chief Shields responded that the hydrant located at Mill Road is operational, but that it was covered over by County roadway signs and was hidden from view.

Mr. Rozyskie was angry at the prospect that local firefighters might not be equipped with adequate maps of hydrant locations and his dismay that the fire ultimately consumed the entire structure due to firefighting delays.

Assistant John Shields provided a timeline of the call, the first one being received by e-com in Canada, and he said that it was a priority of Chief Carleton's to find ways to remind the public of the importance of calling 911 during an emergency and immediately reporting the location as Point Roberts Washington so those calls to e-com can be re-routed. He continued reporting that the initial call reported a small outside burn, after which a later call identified it as a structure fire. They were given a location in the 150 block of Shady Glen, which is much closer to the Johnson Road fire hydrant, which is why emergency responders went there first. He continued reporting that only minutes had passed between the time of the accurate call out and arrival of the 6 firefighter response team, 1 from Ferndale, 2 Canadians and 3 Point Roberts' firefighters.

Commissioners Riffle and Meursing thanked Mr. Rozyskie for bringing his concerns to the meeting.

Kristi Steingberger added that Chief Carleton has since spoken to all of the Engineers, advising that additional training for hydrant location will be mandatory, that a hidden hydrant situation will not happen again.

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 March 8th, 2017, at 4:00 p.m.



Commissioner William Meursing



Commissioner Stanley Riffle

ATTENDED VIA TELECONFERENCE

Commissioner Shannon Tomsen

Dated March 8, 2016

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
February 08, 2017

**WHATCOM COUNTY
FIRE DISTRICT 5**

February warrants total \$27,404.00. The total for payroll is \$15,620.84; including Chief Carleton's salary \$4,212.50 and Assistant Chief Shield's pay of \$2,833.34. There was one event for the commissioners and secretary.

The total payout for volunteers (warrants included) is \$9,014.00.

The January financial statements are in your meeting books.

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

Respectfully,

Patty Markel
Finance Manager

| 2017 Budget Remaining – 1/31/2017 | | Warrants – Items over \$1,000 ~ | |
|--|----------|--|-------------|
| Legislative | 89.44 % | | |
| Administrative | 85.56 % | Shell | \$ 1,067.67 |
| Suppression | 92.53 % | WA State Auditor's Office | \$ 5,641.86 |
| Suppression Training | 92.44 % | Medtronic Physio Control | \$ 1,268.61 |
| Maintenance | 94.70 % | WA Board for Volunteer FF's | \$ 3,000.00 |
| Vol. FF EMS | 93.30 % | | |
| EMS Training | 100.00 % | US Bancorp (Credit Card) | \$ 7,545.49 |
| | | <i>Includes:</i> | |
| Total Budget Remaining: | 90.43 % | ProFire | \$ 2,025.02 |
| | | Life Assist | \$ 1,583.55 |
| | | | |
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Whatcom County Fire District 5

Chief Officer Report

February 2017

For January

Point Of Information

1. SCBA Training scheduled for 3/16 and online by end of March

Apparatus

| | |
|-------|---------------|
| E58 | No report |
| E5802 | * Tank Repair |
| B58 | No report |
| U5802 | No report |
| A58 | No report |
| A5802 | No report |
| C58 | No report |

Member Roster

45 Members (25 Canadian / 11 Point Roberts / 9 County)

- 6 Paramedics
- 15 EMTs (8 AEMT)
- 3 Ambassadors
- 39 Firefighters

Volunteer Hours 2039

Volunteer Payroll 10391

Combined Chief Hours (Chief 152 /// Asst. Chief 154.50) Total Chief Hours = 306.5

Incidents

Total Calls (19)

EMS Calls (9)

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

Public Service (3) 1 Home Inspection

Agency Assist (0) Law Enforcement

Fire Classification (7) -- (1/4*) Outdoor Burns - permit/illegal* (0) Smoke invest. (0) False Alarms
(0) Vehicle Fire (0) Power Lines Down (2) Structure (0) Hazmat
(2) Water Problems