

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

March 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 Stanley Riffle
 Commissioner Jeffery Wilmot
 Chief Christopher Carleton
 Financial Manager SuzAnne Kinsey
 Recording Secretary Michelle Starrs

Absent: None

Guests: Assistant Chief John Shields
 Meg Olson – All Point Bulletin
 Pat Birchall
 Judy Ross
 Jollena Tylor
 Rick Foreman
 Gina Foreman
 Josh Martin

B. PUBLIC COMMENT

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of February 12th, 2014

MOTION: Commissioner Wilmot moved to accept the Minutes of the February 12th, 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 February.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Riffle moved to accept the Vouchers for March, 2014 in the amount of \$25,178.22 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Riffle moved that the payroll in the amount of \$11,950.67 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3– 0.**

E. CORRESPONDENCE

None

F. CHIEF'S REPORT

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

G. UNFINISHED BUSINESS

G.1 Insurance Coverage

This item will be added to the April Agenda so that Chief Carleton may have more time to contact all the providers.

H. NEW BUSINESS

H.1 Audit Report

The Auditor had no findings for the Audit 2010 – 2012. The Audit Report is available on the website for anyone who would like to read it in its entirety.

H.2 Final Financial Report

The Final Financial Report for 2013 is available on the District's website.

I. ADJOURNMENT

As there was no further business, Commissioner Riffle moved to adjourn the meeting at 4:55 p.m. Commissioner Wilmot seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be April 9th, 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 \$25178.22 which includes a few items to point out:

Volunteer payouts that are included in warrants total \$3569. This reflects February activity.

There is a payment to Shell Oil for \$1003.16, one to Puget Sound for \$1322.56, Washington Fire Commissioners Assn for \$1415.00, US Bancorp (our credit card) for \$1639.70, Life Assist for \$1630.54, North Whatcom Fire & Rescue for \$1270.00, the Washington State Auditor for \$4012.80 (our second invoice totaling over \$8000 for both), and a payment to Physio Control for \$4208.22.

Payroll for March totals \$11,950.67. 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 two commissioners, and the secretary had one meeting. Volunteer payouts for December total \$4879.00 in payroll for a total payout of volunteers of \$8448.00.

The audit is complete. I will let Chief Carleton give the report.

I attended training put on by the State Auditors on last Thursday which covered completing the annual report that is due at May 31st. The report has now gone online and the training was excellent. I feel I can do it! I did charge the department half of the costs of my attending and the other half to the Hospital District. It worked out to be 2.5 hours and 50 miles for each.

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

March 2014

For February 2014

Point Of Information

1. Conducted an AMLS Course (Advanced Medical Life Support) for District EMT's
2. EMT Student Skills weekend conducted at District 7 station 46
3. Search for Point Roberts General Contractors conducted for Fire Hall work
4. Conducted Live Burn training with District members at Britton Loop Training Facility

Apparatus

E58	No report
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 2482

Volunteer Payroll 8809

Combined Chief Hours (Chief 173 /// Asst. Chief 171) Total Chief Hours = 344

Incidents

Total Calls (9)

EMS Calls (3)

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

Public assist (1)

Fire Classification (5) 1 brush fire/ 4 power line incidents

Other (0)