

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 13th, 2019

MINUTES

A. CALL TO ORDER

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

In Attendance: Commissioner Virginia Lester
 Commissioner Pat Harper
 Commissioner Raye Newmen
 Chief Christopher Carleton
 Recording Secretary Linda Hughes
 Financial Manager Patty Markel

Guests: Assistant Chief John Shields
 Bruno Moras
 Andrew Grubb

B. PUBLIC COMMENT

None

C. BOARD ACTION

C. Approval of the Minutes of the Regular Meeting of February 13th, 2019

MOTION: Commissioner Harper moved to accept the Minutes of the Regular Meeting of February 13th, 2019 as presented. The motion was seconded by Commissioner Lester. **Motion passed 3-0.**

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 \$16,962.27 for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Harper moved that the payroll in the amount of \$17,638.33 be approved for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

D.4 Budget Update

Financial Manager Markel reported the budget update, as of February 28, 2019 has 84.92% remaining in the budget, compared with 86.18% remaining in the same period last year.

E. CORRESPONDENCE

None

F. CHIEF'S REPORT

Chief Carleton's Chief Officer Report was read and submitted.

One particular highlight is that the burn pile that was created after the widespread storm damage in December is scheduled to be attended to by District volunteer firefighters over the three day period (if necessary) of March 22, 23 and 24, 2019.

Additionally, the Darley mini-pumper is still being outfitted with equipment and is expected to be in service in April, after which a dedication ceremony will be scheduled and advertised.

Chief also reported that the upstairs renovations are expected to commence very soon. A check has been received from the insurance company in the amount of \$6,800 from the flooding damage that occurred in the bathroom. There are potential additional contingency funds available from the insurance company if necessary. The chosen contractor will be asked if he is willing to accept volunteer labor for the renovation process from the District volunteer firefighters in hopes of keeping costs contained.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

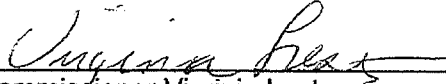
Chief announced that PROBUS organization has invited the Chief to speak to its members on Wednesday, March 20th, at the Coast Hotel in Tsawwassen. It is anticipated that 50 to 100 Canadian retirees and business people will be in attendance to hear the Chief talk about emergency response details in Point Roberts.

Commissioner Lester thanked Chief Carleton for the Education Day provided to the members of PREP. She remarked that 18 attendees was the largest attendance ever and she felt there was good value in the event.

I. 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 April 10th, 2019, at 4:00 p.m.



Commissioner Virginia Lester

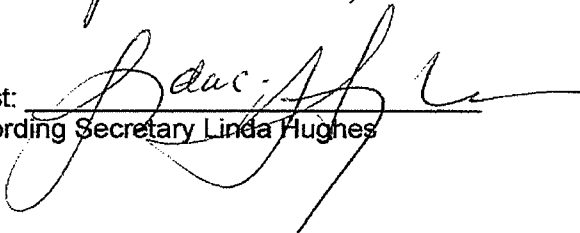


Commissioner Pat Harper



Commissioner Raye Newmen

Dated April 10, 2019

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
March 13, 2019

**WHATCOM COUNTY
FIRE DISTRICT 5**

March warrants total \$16,962.27. The total for payroll is \$17,638.33, 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 \$11,192.00.

The February financial statements are in your meeting books for review.

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

Respectfully,

Patty Markel
Finance Manager

2018 Budget Remaining – 2/28/19	
Legislative	94.68 %
Administrative	82.29 %
Suppression	83.82 %
Suppression Training	100.00 %
Maintenance	79.41 %
Vol. FF EMS	83.30 %
EMS Training	90.80 %
Total Budget Remaining:	84.92 %
<i>2/28/18 Budget Comparison:</i>	<i>86.18 %</i>

Warrants – Items over \$1,000 ~	
US Bancorp (Credit Card)	\$ 9,147.57
<i>Includes:</i>	
Blue Card Command	\$ 1,732.50
Ideation Design Group	\$ 1,837.03
Puget Sound Energy	\$ 1,000.00

Whatcom County Fire District 5

Chief Officer Report

March 2019

For February 2019

Point Of Information

1. Burn Pile March 22/23/24
2. Finishing up on Mini Pumper April 2019
3. Upstairs Bathroom repair

Apparatus

E58	No Report	E5802	No Report	E5803	No Report
B58	No Report	U5802	No Report		
A58	No Report	A5802	No Report		
C58	No Report				

Member Roster

44 Members (28 Canadian / 9 Point Roberts / 7 County)

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

Volunteer Hours 2729

Volunteer Payroll 12935

Combined Chief Hours (Chief 133 (40hrs VAC) /// Asst. Chief 160) Total Chief Hours = 293

Incidents

Total Calls (33)

EMS Calls (5)

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

EMS CARES/MIHC (22) ----- Agency Assist (0) -----Public Service (2)

Fire Classification (4)

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