

# ***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 14<sup>th</sup>, 2018**

### **MINUTES**

#### **A. CALL TO ORDER**

The meeting was called to order at 4:02 p.m. by Chairman Meursing.

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

Guests:                             Assistant Chief John Shields  
    Rhiannen Allen  
    Andrew Grubb  
    Marg Knowles

#### **B. PUBLIC COMMENT**

None

#### **C. BOARD ACTION**

##### **C.1 Approval of the Minutes of the Regular Meeting of February 14, 2018**

**MOTION:** Commissioner Harper moved to accept the Minutes of the Regular Meeting of February 14, 2018 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 monthly financial report as submitted.

##### **D.2 Approval of Fire District Vouchers**

**MOTION:** Commissioner Lester moved to accept the Vouchers in the amount of \$21,959.52 for payment. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

### D.3 Approval of Fire District Payroll

**MOTION:** Commissioner Lester moved that payroll in the amount of \$20,067.37 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

Commissioner Lester inquired about the payment to Training Division and Chief responded that this is an online training, three-year subscription, that we pay in declining increments for the three-year period.

Commissioner Lester inquired about the payment to Life Assist and Chief responded that the expense is for medical supplies, including medications.

### D.4 Budget Update

There remains in the budget 86.18%, as compared with 82.66% budget remaining for the same period last year.

Chairman Meursing asked whether the Hospital District had received their annual lease invoice yet. Financial Manager Markel had already been excused from the meeting via teleconference and Chief Carleton said that he would confirm with her that it had.

## **E. CORRESPONDENCE**

Chief reported that general emails had been received in February, but nothing noteworthy of reporting.

Chief reported that progress is being made on the establishment of the community paramedic care program, a free-to-users program to provide home checks, basic care, assistance with insurance, and liaise with primary care providers. The Chief is working with our district's attorney, Brian Snure, to develop a Resolution for Commissioner approval that will allow Commissioner Lester to work with the program as a Nurse Practitioner.

Chief talked about the vision to include the services of nurses, doctors, physician assistant, Circle of Care organization, and others that may be beneficial to patients who may need home care for a period of time.

Commissioner Lester pointed out this program will not replace Clinic services. It will be basic care only, and often a liaison between patients and their primary care giver as needed.

Commissioner Harper asked if the costs of the program will be borne by WCFD5. Chief responded yes, but he did not anticipate the expenses to be high; perhaps some wound dressings, etc.

Chairman Meursing commented that he felt the entire board supported such a program in our community and said that Chief Carleton should be commended for his efforts in initiating this program for residents and visitors alike.

## **F. CHIEF'S REPORT**

Chief Carleton's presented his Chief Officer Report, which was read and submitted, including a review of regional grant applications recently submitted.

He also provided an update on the district's free smoke detector program, which had been so successful that there were only a few remaining smoke detectors from the 100 provided by the State. Chief Carleton will be looking into grant funding to replenish the supply of smoke detectors and he plans to launch a smoke detector campaign this summer.

**G. UNFINISHED BUSINESS**

None

**H. NEW BUSINESS**

None

**I. EXECUTIVE SESSION**

I.1. Job Performance Review, Fire Chief position

**MOTION:** Commissioner Lester moved to Executive Session to discuss the Job Performance Review of the Fire Chief for a period of 20 minutes. Motion was seconded by Commissioner Harper. **Motion passed 3 – 0**


Session Resumed at 5:00 p.m.

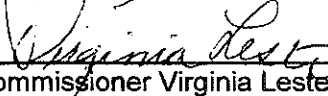
Commissioner Meursing reported that the Executive Session was a discussion of job performance of the District's Fire Chief, and that no action had been taken. He also reported that it was the general consensus that the board is pretty happy with Chief Carleton's performance.

**ADJOURNMENT**

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

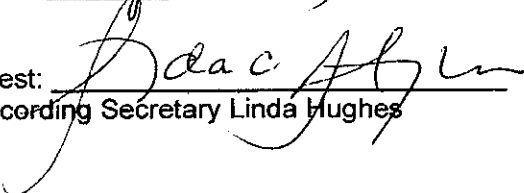
The next Regular Meeting of the Board of Commissioners will be April 11<sup>th</sup>, 2018, at 4:00 p.m.

  
\_\_\_\_\_  
Commissioner William Meursing

  
\_\_\_\_\_  
Commissioner Virginia Lester

*absent*  
\_\_\_\_\_  
Commissioner Pat Harper

Dated April 11, 2018

Attest:   
\_\_\_\_\_  
Recording Secretary Linda Hughes

**FINANCIAL REPORT**  
March 14, 2018

**WHATCOM COUNTY  
FIRE DISTRICT 5**

March warrants total \$21,959.53. The total for payroll is \$20,067.33, 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 \$14,536.00.

The February financial statements are in your meeting books.

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

Respectfully,

Patty Markel  
Finance Manager

<b>2018 Budget Remaining – 2/28/18</b>	
Legislative	92.13 %
Administrative	83.65 %
Suppression	88.56 %
Suppression Training	92.83 %
Maintenance	87.25 %
Vol. FF EMS	84.26 %
EMS Training	79.71 %
<b>Total Budget Remaining:</b>	<b>86.18 %</b>
<i>2/28/17 Budget Comparison:</i>	<i>82.66 %</i>

<b>Warrants – Items over \$1,000 ~</b>	
Shell - fuel	\$ 1,175.61
US Bancorp (Credit Card)	
<b><i>Includes:</i></b>	<b>\$ 12,537.59</b>
Puget Sound Energy	\$ 2,100.00
Life Assist Inc	\$ 1,012.14
Training Vision	\$ 4,147.00

# *Whatcom County Fire District 5*

## Chief Officer Report

March 2018

For February 2018

### Point Of Information

1. AFG submitted Regional Cardiac Monitor and SCBA Fit Tester
2. Looking into Red Cross Smoke Detector Program and Prevention Grant

### 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 (25 Canadian / 11 Point Roberts / 9 County)

- 4 Paramedics / 13 EMTs (7 AEMT) / 3 Ambassadors / 36 Firefighters

Volunteer Hours 2261

Volunteer Payroll 15081

Combined Chief Hours (Chief 114.00 /// Asst. Chief 139.00) Total Chief Hours = 253

### Incidents

Total Calls (11)

EMS Calls (8)

<u>Transports:</u>	Saint Joseph Hospital (5)	Bellingham FD Medic (0)
	Airlift Northwest (0)	North Whatcom Fire Rescue (0)
	No Transport (1)	Ferndale FD Medic (1)
	Home Visit (1)	Other (0)

Public Service (0)

Agency Assist (1) LE

Fire Classification (2)

(1/0\*) Outdoor Burns - permit/illegal\* /// (0) Smoke invest. /// (1) 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