

# 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

April 10<sup>th</sup>, 2019

### MINUTES

#### A. CALL TO ORDER

The meeting was called to order at 4:01 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 (via teleconference)

Guests: Assistant Chief John Shields  
Ms. Fisher  
Pat Grubb

#### B. PUBLIC COMMENT

None

#### C. BOARD ACTION

##### C. Approval of the Minutes of the Regular Meeting of March 13<sup>th</sup>, 2019

**MOTION:** Commissioner Harper moved to accept the Minutes of the Regular Meeting of March 13<sup>th</sup>, 2019 as presented. The motion was seconded by Commissioner Newmen. **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 \$16,934.72 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 \$16,458.33 be approved for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

Commissioner Lester asked about the absence of the usual breakdown of the District credit card expenses, and Chief Carleton explained that only expenses over \$1,000 are separated for consideration in the Commissioners' reports, but in this month's credit card expenses there were none over \$1,000.

### D.4 Budget Update

Financial Manager Markel reported the budget update, as of March, 2019 has 78.64% remaining in the budget, compared with 78.52% remaining in the same period last year.

## **E. CORRESPONDENCE**

Chief Carleton reported that the correspondence received this month was all from community residents who were thankful for the burn pile organized and supervised by the Fire District, and for the opportunity to bring storm debris to the centralized burn pile.

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

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

The burn pile that was created after the widespread storm damage in December was a great success, having been contributed to by a significant number of community residents. The burn was managed around the clock by District firefighter volunteers. It burned for two days and then was put out, but on the 3<sup>rd</sup> day some hot coals required further attention. This burn offered valuable training experience to our firefighters. There are two very large stumps which could not be burned but there is a plan to have them moved, in collaboration with Seabright Cottage Farms, to their property as they have a stump splitter and are planning a large burn in the Spring. If this arrangement cannot be followed through, the plan would be to drag the stumps to the corner of the field lot they are currently sitting on.

The Darley mini-pumper is still being outfitted with equipment, and is expected to be in service in May. The necessary training is ongoing at this time. Once the apparatus is commissioned into active service it will be named Engine 58 and the current apparatus known as Engine 58 will become 5803. The Chief is planning a public dedication ceremony, which will be scheduled and advertised, hopefully in May.

Chief reported that the upstairs renovations are expected to commence very soon. All general contractors listed on the District's approved Small Works Roster were called and Chief reports that a few of those will consider the job. Only one local contractor has provided a quote for the anticipated renovations and an attempt was made to contact a second local contractor whose number was out of service. The District requires three quotes for a job this size as it is expected to be in the \$25,000 to \$30,000 range.

New flooring has been chosen for the Training Room (this meeting room) which was displayed. The flooring is a durable carpet like material that comes in individual tile lengths of approximately 4 feet by 2 feet, which are individually replaceable should one or more become damaged. Paint color

choosing is progressing, and a few patches have been painted onto the walls for consideration. The current favorite is a light grey. The plan is for the ceiling and the baseboards to be painted white, the walls grey, and the flooring is a dark grey/black pattern. Chief hopes that some of the volunteers will be able to assist with the installation of the flooring, and with other improvements planned for the training room, including the possible addition of the WCFD5 logo into the center of the floor. The improvements in the training room are part of the Capital Improvement Plan that was approved last year. The training room is available for rent by the public (for only \$25) and is used for many purposes by the District throughout the year.

Commissioner Newmen asked if acoustic tiles had been considered for installation on the ceiling. Commissioner Lester replied that she thought they were very expensive. Chief Carleton replied that although the acoustics may not be ideal in the room, there have never been complaints about the sound quality being a detriment to events being held there, and so it had not been part of his considerations in planning the room's updating.

Commissioner Harper asked if any consideration had been given to changing the light fixtures. Chief Carleton, with the assistance of Assistant Chief Shields, recalled the occasion when Puget Sound Energy changed all the lights and ballasts in the building, and in the parking lot as well, as part of an energy saving campaign. It was noted that all of the windows in the building were also changed at that time for further energy conservation.

Chief reminds all residents that the outdoor burn season will soon be here, and that all types of burning requires a permit. A correction notice was recently issued to a person with an illegal burn of construction debris. He warned that repeated infractions can result in very steep fines and incarceration.

Commissioner Newmen asked about the new Darley mini-pumper, recalling a comment made last month about the challenges of mounting equipment onto the body of the vehicle. Chief responded that yes, the mounting of equipment was a challenge but Assistant Chief Shields is very resourceful and handy with this type of problem. The Pro Track racking has been received and mounted into the frame of the truck and the equipment, radios, etc. is mounted onto it. The poly body of the truck could last indefinitely and even be transferred to a new chassis if it remains undamaged.

Chief reported that the Washington State Rating Bureau is coming again in July to re-rate the District based on a number of factors including equipment, apparatus, fire suppression ability, etc. Chief hopes to improve the rating slightly but not so much that it is impossible to maintain as equipment ages.

There was some discussion of fire hydrant placement around Point Roberts, and a few neighborhoods that simply do not have any hydrants. This developed into a discussion of hose lay standard procedures in such cases, and how wildland fires would have to be attacked.

Commissioner Harper asked if the Chief knew of any DNR grants that might be available for wildland fire prevention. Chief replied that he did not know of any; and that most of the property in Point Roberts is privately owned and DNR grants would likely not be available.

Chief reported that later this week he is scheduled to attend the first in a series of planned meetings with CBP, CBSA, Delta Police, RCMP, Delta Public Works, Whatcom County Sheriff's office and others on emergency evacuation planning. The border between USA and Canada at Point Roberts presents a great challenge in how to process evacuees entering Canada in the event of a mass exodus from Point Roberts. Additionally, once entered into Canada, there is the continued challenge of funneling those people, combined with evacuees residing in Tsawwassen, out of the area and safely away from danger.

**G. UNFINISHED BUSINESS**

None.

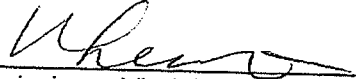
**H. NEW BUSINESS**

None

**I. ADJOURNMENT**

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

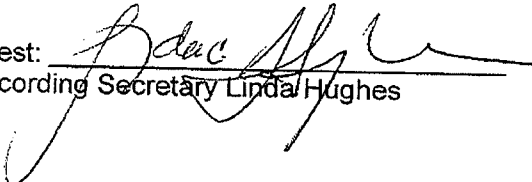
The next Regular Meeting of the Board of Commissioners will be May 8<sup>th</sup>, 2019, at 4:00 p.m.

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

  
\_\_\_\_\_  
Commissioner Pat Harper

  
\_\_\_\_\_  
Commissioner Raye Newmen

Dated May 8, 2019

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

**FINANCIAL REPORT**  
April 10, 2019

**WHATCOM COUNTY  
FIRE DISTRICT 5**

April warrants total \$16,934.72. The total for payroll is \$16,458.33, 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 \$10,776.00.

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

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

Respectfully,

Patty Markel  
Finance Manager

<b>2018 Budget Remaining – 3/31/19</b>	
Legislative	92.64 %
Administrative	75.36 %
Suppression	77.59 %
Suppression Training	90.19 %
Maintenance	71.83 %
Vol. FF EMS	76.78 %
EMS Training	88.54 %
<b>Total Budget Remaining:</b>	<b>78.64 %</b>
<i>3/31/18 Budget Comparison:</i>	<i>78.52 %</i>

<b>Warrants – Items over \$1,000 ~</b>	
Pt. Roberts Marketplace	\$ 1,222.23
LN Curtis & Sons – Various Purchases	\$ 3,752.29
WEX Bank - Fuel	\$ 1,315.64
US Bancorp (Credit Card)	\$ 3,441.58
<b><i>Includes:</i></b>	

# *Whatcom County Fire District 5*

## Chief Officer Report

April 2019

For March 2019

### Point Of Information

1. Burn Pile
2. Mini Pumper in service May
3. Station Projects – Training Room, Upstairs Kitchen/Bathroom, Office

### 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 2863

Volunteer Payroll 13090

Combined Chief Hours (Chief 214 /// Asst. Chief 159) Total Chief Hours = 373

### Incidents

Total Calls (39)

EMS Calls (12)

<u>Transports:</u>	Saint Joseph Hospital (1)	Bellingham FD Medic (0)
	Airlift Northwest (1)	North Whatcom Fire Rescue (1)
	No Transport (8)	Ferndale FD Medic (1)

EMS CARES/MIHC (17) ----- Agency Assist (0) -----Public Service (1)

Fire Classification (9)

(4/3\*) Outdoor Burns - permit/illegal\* /// (0) Smoke invest. /// (1) 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 /// (0) Down Tree /// (0) Plane Emergency  
(0) Hazmat /// (0) Wrong Address /// (0) Public Service Smoke Detector Program