

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 11th, 2018

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:07 p.m. by Chairman Meursing.

In Attendance: Commissioner William Meursing
Commissioner Virginia Lester
Chief Christopher Carleton
Financial Manager Patty Markel, via teleconference
Recording Secretary Linda Hughes

Absent: Commissioner Pat Harper

Guests: Assistant Chief John Shields
Pat Grubb
Marg Knowles
Shannon Tomsen

B. PUBLIC COMMENT

None

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of March 14, 2018

MOTION: Commissioner Lester moved to accept the Minutes of the Regular Meeting of March 14, 2018 as presented. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 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 \$27,348.76 for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Lester moved that payroll in the amount of \$19,244.33 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0**

Commissioners Lester and Meursing inquired about various payments to vendors, and Chief identified the goods and services provided for those payments.

Chief also discussed the 20% rule used to cap payments to members, which he described as being 20% of the top rate of remuneration paid to firefighters in Whatcom County, which currently is approximately \$80,000.00. Using the 20% rule, the maximum that a Point Roberts member can earn this year is \$16,000.00. As salaries increase annually, so does the corresponding 20% available to Point Roberts' members. That cap is applied to all member positions in Point Roberts regardless of position, be it Firefighter, EMT, AEMT or Paramedic. When a member is nearing the cap in any fiscal year, that member is cut back on available paid hours, but continued involvement as a volunteer for no stipend is welcomed.

D.4 Budget Update

There remains in the budget 78.52%, as compared with 75.39% budget remaining for the same period last year.

Commissioner Lester asked if the increased price of fuel was affecting the budget. Chief replied that the fuel costs are more than were anticipated at the time the budget was prepared, but that funds are available in other categories within the budget to remain on target, and that service to the community will not be impacted by fuel cost increases.

Commissioner Meursing asked whether the District is still receiving back taxes from the State and Financial Manager Markel responded that the District had recently received back taxes revenue, and noted that further back taxes are still owing to the District.

Financial Manager Markel will be in attendance at the regular meeting in May.

E. CORRESPONDENCE

None.

F. CHIEF'S REPORT

Chief Carleton's presented his Chief Officer Report, which was read and submitted.

Chief reported that the District had recently partnered with the American Red Cross to support the District's free smoke detector program, resulting in receipt of 24 new smoke detectors, two drill kits, and the offer of ladders if the district required any. Chief reported that the district is not in need of any ladders and that offer was declined.

Chief also noted an alert to the public regarding Kidde smoke alarms, advising everyone to check their home smoke detector, and replace it immediately if it is a Kidde model.

Chief asked Assistant Chief Shields to give a review of the Wide Area Search course that he had recently attended. He and Commissioner Lester had both taken the course and they reported that it was interesting and worthwhile. Since the course is designed for community involvement, there was

some discussion of possibly offering this course to the community sometime in the future as a measure of disaster preparedness.

Chief will be attending a Delta flood training event later this week.

Commissioner Lester asked how many of our AEMT's live in Point Roberts. Chief replied that 2 live here.

Commissioner Meursing asked how the Community Care project was progressing. Chief replied that he was still in discussions with key stakeholders, and hopefully in May will be ready to start publicizing the program. Already the District has been contacted by a couple of individuals who had heard about the program, and the District is providing initial outreach and basic care as needed to these individuals.

Commissioner Meursing asked if the Chief was intending to meet with Unity Care about the program. Chief replied that he has a meeting scheduled with the CEO and COO of Unity Care on May 16th to discuss this program. He also mentioned that he and Commissioner Lester had attended a recent Hospital District meeting and informed them of the program.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

None

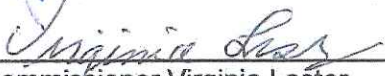
I. ADJOURNMENT

As there was no further business, Commissioner Lester moved to adjourn the meeting. Commissioner Meursing seconded the motion. **Motion passed 2 – 0**

The next Regular Meeting of the Board of Commissioners will be May 9th, 2018, at 4:00 p.m.



Commissioner William Meursing



Commissioner Virginia Lester

Dated May 9, 2018

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
April 11, 2018

**WHATCOM COUNTY
FIRE DISTRICT 5**

April warrants total \$27,348.76. The total for payroll is \$19,244.33, 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 \$13,966.00.

The March financial statements are in your meeting books.

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

Respectfully,

Patty Markel
Finance Manager

2018 Budget Remaining – 3/31/18	
Legislative	90.52 %
Administrative	76.48 %
Suppression	80.82 %
Suppression Training	75.58 %
Maintenance	72.70 %
Vol. FF EMS	76.67 %
EMS Training	73.65 %
Total Budget Remaining:	78.52 %
<i>3/31/17 Budget Comparison:</i>	<i>75.39%</i>

Warrants – Items over \$1,000 ~	
LN Curtis – Cap/PPE Gear	\$ 8,539.82
LN Curtis – Compressor Supplies	\$ 1,339.98
Shell - Fuel	\$ 1,196.72
US Bancorp (Credit Card)	\$ 6,517.75
<i>Includes:</i>	
Emergency Reporting	\$ 2,295.74

Whatcom County Fire District 5

Chief Officer Report

April 2018

For March 2018

Point Of Information

1. No word on AFG
2. Partnered with Red Cross for Smoke Detectors

Apparatus

E58	No report	E5802	No report
B58	No report	U5802	No report
A58	No report	A5802	No report
C58	No report		

Member Roster

42 Members (23 Canadian / 10 Point Roberts / 9 County)

- 4 Paramedics / 15 EMTs (7 AEMT) / 3 Ambassadors / 35 Firefighters

Volunteer Hours 2629

Volunteer Payroll 14776

Combined Chief Hours (Chief 182 /// Asst. Chief 182.5) Total Chief Hours = 364.5

Incidents

Total Calls (23)

EMS Calls (12)

<u>Transports:</u>	Saint Joseph Hospital (5)	Bellingham FD Medic (0)
	Airlift Northwest (2)	North Whatcom Fire Rescue (0)
	No Transport (4) 1-MVA	Ferndale FD Medic (0)
	Home Visit (1)	Other (0)

Public Service (2)

Agency Assist (0)

Fire Classification (9)

(2/4*) Outdoor Burns - permit/illegal* /// (0) Smoke invest. /// (1) False Alarms /// (0) Vehicle Fire
(0) Power Lines Down /// (1) Structure /// (0) Water Problems /// (0) Boat /// (0) Animal Rescue ///
(0) Chimney Fires /// (0) Grass Fire /// (0) Gas Leak /// (0) Down Tree /// (0) Plane Emergency
(1) Hazmat