

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 13th, 2016

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
Chief Christopher Carleton

Absent: Financial Manager Patty Markel
Recording Secretary Linda Hughes

Guests: Meg Olsen
Ed Lester
Virginia Lester
Gina Fiorillo
Richard Foreman
Jeannette Meursing
Judson Meraw
Patrick Harper
Adam Rozyskie
Shannon Tomsen
Margaret Knowles
Ken Calder
Allison Szabo
Alex Szabo
Paige Szabo
Assistant Chief John Shields

B. PUBLIC COMMENT

Richard Foreman, on behalf of a group referred to as the "weekend warriors" would like to thank the Chief, and the District, for their emergency services provided to the community to date this year, and further reports that many of their group report receiving significant savings of \$100 or more on their homeowner insurance premiums due to the improved ISO rating.

Judson Meraw thanks the Chief for following up on the request to look at ham radios for the district, and reports that several of their ham radio members have now joined the Delta Amateur Radio society and that they now have 17 members.

Ken Calder would like to thank the Chief, our district firefighters and the firefighters of the various districts, who attended the fire at the storage facility on April 6th and performed such an amazing job of containing the fire.

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of March 9th, 2016

MOTION: Commissioner Riffle moved to accept the Minutes of the March 9th, 2016 regular 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 Markel is absent and therefore the Chief read the financial report, as provided by Financial Manager Markel.

D.2 Approval of Fire District Vouchers

Commissioner Meursing asked the Chief for clarification of some of the larger expenses included in this month's expenses, specifically the expense to Arrow International, and for further clarification of some of the larger expenses included on this month's credit card bill.

The Chief described the purchase of intraosseous needles from Arrow International, a specialized needle used in emergency situations when a regular intravenous needle cannot be utilized, for instance when a vein is not accessible due to low blood pressure, as can happen during cardiac arrest. The Intraosseous needles are used with a drill tool to administer medication directly into the bone marrow.

The Chief also clarified some of the other larger expenses incurred, including firefighter training expenses.

MOTION: Commissioner Riffle moved to accept the Vouchers for March, 2016 in the amount of \$22,554.01 for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2 - 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Riffle moved that the payroll in the amount of \$16,313.50 be approved for payment. The motion was seconded by Commissioner Meursing.

Motion passed 2 – 0

D.4 Budget Update

As Financial Manager Markel is not in attendance to provide an overview of the current budget status, Commissioner Meursing reported that despite her absence at this meeting, Financial Manager Markel had provided updated reporting to the Commissioners and the packets of information provided by the Financial Manager are concise and appreciated.

E. CORRESPONDENCE

Chief Carleton reported receiving a card from Heidi Baxter, indicating the concern of the Friends of the Point Roberts Library (FOPRL) over the Chief's interest in acquiring the siren from the top of Julius Fire Hall for the purpose of emergency communications, as the FOPRL have included that siren in their design plans for the new Library and wish to retain the siren for their design purposes.

The Chief described the need for an effective communication tool with emergency response groups within Point Roberts, such as CERT and PrEP, as telephone trees and other forms of currently available emergency communications have proven to be ineffective and unreliable in times of emergency. He also suggests that he will seek other siren options to avoid conflict with the FOPRL in their desire to keep the emergency siren for esthetic purposes, and further comments that he hopes the District will be included in the interior design of the fire-station themed children's area in the proposed new library, as he would like to donate old helmets and other fire gear as part of the historical fire-station theme.

Commissioner Meursing asks the public to consider any influence they may have over members of the FOPRL to reconsider the matter of safety over esthetics, and allow the authentic siren to be returned to emergency communications service in this community, further commenting that he was confident the WCFD5 members could fabricate a duplicate siren for the proposed future library.

Stan Riffle indicated receiving an email from Ken Calder. Chief Carleton acknowledged that email as also having been received by himself and Commissioner Meursing, indicating that proper protocol of reporting correspondence is that all correspondence received in any month is reported during the following month's regular meeting, and specifically commented to Ken Calder that there was no intention to ignore the email received in April, noting that it is intended to be acknowledged at the May meeting.

At this time Commissioner Meursing confirmed the correspondence protocol as described by the Chief, and commented directly to Ken Calder that given the content of the email they had all received, he was somewhat surprised that Ken Calder had not raised his comments and concerns during the Public Comment period at the beginning of the meeting. Commissioner Meursing suggested to Ken Calder that his concerns outlined in that email correspondence were more appropriately a matter for discussion with the Chief and the Fire Marshall, and less a matter for consideration or action by commissioners. Ken Calder expressed his concern about the potential liability the District exposed itself to by hiring an unlicensed contractor to work on a non-life-threatening task and agreed that the would bring

his concerns to a meeting with the Chief, the Fire Marshall and appropriate law enforcement officials.

Allison Szabo suggested that the Chief obtain a list of appropriately licensed contractors for use by the District in future.

F. CHIEF'S REPORT

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

The Chief continues to remind homeowners to contact their insurance companies to seek potential savings related to the District's improved ISO rating.

The Chief described the status of the three outstanding grant applications for funds to support a variety of district expenditures.

The Chief reviewed the calls for the month, including yet another residential structure fire which had happened just the night before this meeting, and wanted to specifically thank the firefighters who attended the recent fires for their professional attention and fire suppression skills.

Chief Carleton discussed the BLS (Basic Life Support) certification of the District and his efforts to upgrade that certification to ILS (Intermediate Life Support), due to the high caliber of Advanced EMT service provided by District 5 members to this community, noting that we are the only community in Whatcom County that utilizes Advanced EMT's, and confirming that ongoing training will increase our number of Advanced EMT's to 10 by the end of this year.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

In the matter of the recent Commissioner vacancy, Commissioner Riffle indicated that three applications for appointment to the position number 3, vacated by former Commissioner Wilmot, had been received from Patrick Harper, Adam Rozyskie, and Shannon Tomsen. Commissioner Meursing called for an Executive Session to discuss the applications.

I. COMMISSIONER VACANCY

Upon return from the Executive Session, Commissioner Riffle opened discussion by thanking all three of the applicants for their interest in serving their community as a fire district commissioner, and nominates Shannon Tomsen to the open position. Commissioner Meursing also thanks the applicants for pursuing the open position and nominates Shannon Tomsen to the vacant position.

MOTION: Commissioner Meursing moved to appoint Shannon Tomsen to the position of Whatcom County Fire District #5, Commissioner #3. The motion was seconded by Commissioner Riffle.

Motion passed 2 – 0

Commissioner Meursing then asked Ms. Tomsen if she was willing to accept the appointment and upon receiving her affirmation, asked her to come forward to accept the appointment and take the Oath of Office. Ms. Tomsen did so and was sworn in to the position of Whatcom County Fire District #5, Commissioner #3.

J. ADJOURNMENT

As there was no further business, Commissioner Riffle 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 11th, 2016.



Commissioner William Meursing



Commissioner Stanley Riffle

Dated May 11, 2016.

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
April 13, 2016

WHATCOM COUNTY
FIRE DISTRICT 5

Warrants total \$22,554.01; Items to mention (over \$1,000): US Bancorp (credit card) \$12,629.62 and Arrow International \$1,010. Volunteer payroll included in Warrants total \$4,208.00.

April payroll totals \$16,313.50; Chief Carleton’s salary \$4,212.50, Asst Chief Shield’s pay \$2,750.00; the volunteer portion totaled \$8,033.00. There was one event for both commissioners and secretary.

The total payout for volunteers (warrants included) is \$12,241.00.

Your March financial statements are in your meeting book.

We need a motion to approve the warrants for \$22,554.01 and payroll in the amount of \$16,313.50.

Respectfully,

Patty Markel
Finance Manager

2016 Budget Remaining – 3/31/16	
Legislative	93.25%
Administrative	66.57%
Suppression	75.74%
Suppression Training	81.95%
Maintenance	73.12%
Vol. FF EMS	79.97%
EMS Training	87.43%
Total Budget Remaining:	76.21%

Whatcom County Fire District 5

Chief Officer Report

April 2016

For March 2016

Point Of Information

1. Home owners should call their insurance company due to ISO change
2. AFG Information
3. Multiple Fires

Apparatus

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

Member Roster

44 Members (27 Canadian / 8 Point Roberts / 9 County)

- 5 Paramedics
- 16 EMTs (6 AEMT)
- 3 Ambassadors
- 34 Firefighters

Volunteer Hours 2332

Volunteer Payroll 12056

Combined Chief Hours (Chief 160.0 /// Asst. Chief 155.5) Total Chief Hours = 315.5

Incidents

Total Calls (15)

EMS Calls (10)

<u>Transports:</u>	Saint Joseph Hospital (6)	Bellingham FD Medic (0)
	Airlift Northwest (0)	North Whatcom Fire Rescue (0)
	No Transport (4)	Ferndale FD Medic (0)
	Home Visit (0)	

Public Service (0)

Agency Assist (0) Law Enforcement

Fire Classification (2) -- (1*) Outdoor Burns - permit/illegal* (0) Smoke invest. (0) False Alarms
(0) Vehicle fire (0) Power Lines Down (1) Structure

Other (3) – (1) Propane Leak (2) Flooding Issues