

*Whatcom County Fire District #5*

Point Roberts Fire Department

2030 Benson Road, Suite A  
Point Roberts, Washington, 98281

**Special Meeting of the Board of Commissioners**

**April 15<sup>th</sup>, 2015**

**MINUTES**

**A. CALL TO ORDER**

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

In Attendance:            Commissioner William Meursing  
                                  Commissioner Stanley Riffle  
                                  Commissioner Jeffery Wilmot  
                                  Chief Christopher Carleton  
                                  Recording Secretary Linda Hughes

Absent:                      None

Guests:                     Assistant Chief John Shields  
                                  Jody Engels  
                                  John Sulentich  
                                  Pat Grubb – All Point Bulletin  
                                  Jollena Tylor  
                                  Pamela Saulnier  
                                  Julie Iddon  
                                  Judy Ross  
                                  Al Conahan  
                                  Savilla Kress  
                                  Jeanette Meursing  
                                  Ed Lester  
                                  Virginia Lester  
                                  Rhiannon Allen  
                                  Pat Birchall  
                                  Laura Birchall

**B. CHIEF CARLETON'S EMPLOYMENT CONTRACT REVIEW**

Commissioner Meursing opened the meeting by asking Chief Carleton to review the proposed Employment Contract, with comments from each Commissioner to follow.

Chief Carleton reviewed the proposed Employment Contract, clause by clause, highlighting the proposed changes and noting where the contract remained identical to his current employment contract with the District.

---

When the Chief completed his run-through, each Commissioner provided comments and questions regarding the proposed employment contract. Discussion about the Chief's salary resulted in agreement for it to remain at current level, open to review in the future, and on the Commissioners' direction the Chief will begin to implement annual CPI increases to his base salary.

**MOTION:** Commissioner Riffle moved to accept the proposed Employment Contract with Chief Carleton as presented.

Commissioner Wilmot asked whether the proposed contract had been provided to the District's legal counsel for comment. Commissioner Meursing confirmed that it had.

The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

**RECESS:** 5:24 pm to allow Chief Carleton time to print the new Employment Contract for signature.

**RECONVENE** 5:36.

The Contract was circulated among the Commissioners, Recording Secretary and Chief Carleton for date and signatures.

Commissioner Riffle commented that employment matters are usually conducted within an Executive Session but in the case of Chief Carleton's proposed employment contract, Commissioner Meursing had called a Special Meeting open to the public, for transparency reasons.

### C. ADJOURNMENT

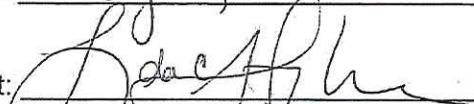
As there was no further business, Commissioner Riffle moved to adjourn the meeting at 5:43 p.m. Commissioner Wilmot seconded the motion. **Motion passed 3 – 0.**

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

  
\_\_\_\_\_  
Commissioner Stanley Riffle

  
\_\_\_\_\_  
Commissioner Jeffrey Wilmot

Dated May 13, 2015

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