

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 8th, 2015

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Commissioner Meursing. As it was known that the Recording Secretary would be absent from this meeting, Chief Carleton decided to augment the normal video taping of the meeting with an audio recording and Commissioner Meursing advised the public of this.

In Attendance: Commissioner William Meursing
Commissioner Stanley Riffle
Commissioner Jeffery Wilmot
Chief Christopher Carleton
Financial Manager SuzAnne Kinsey

Absent: Recording Secretary Linda Hughes

Guests: Assistant Chief John Shields
Meg Olson – All Point Bulletin
Patty Markel
Fadi Samaha
Margaret Knowles
Veronica Hughes

B. PUBLIC COMMENT

None

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of March 11th, 2015

MOTION: Commissioner Riffle moved to accept the Minutes of the March 11th 2015 meeting as read. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Kinsey provided an overview of her report and will e-mail the completed reports for March.

Financial Manager Kinsey's report included a request to cancel Warrant #965964 in the amount of \$1,900.00, which was the result of a double-payment that had been returned by the payee.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Riffle moved to accept the Vouchers for March, 2015 in the amount of \$36,185.94 for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Riffle moved that the payroll in the amount of \$13,637.84 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0**

D.4 Approval to Void a Warrant

MOTION: Commissioner Riffle moved to void Warrant number 965694 in the amount of \$1,900.00. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0**

D.5 Budget Update

There is no update at this time.

E. CORRESPONDENCE

None.

F. CHIEF'S REPORT

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

At the conclusion of the Chief's Report, Commissioner Riffle introduced the topic of the *Burn Ban* sign located at the entrance to Point Roberts just after the border crossing, as some community members have voiced the opinion that the sign may be in contravention of the community character plan. Chief Carleton acknowledged that the *Burn Ban* sign is more noticeable than the Whatcom County sign but reported that illegal burns are down by half since the implementation of the *Burn Ban* sign at that location.

Chief maintains that the sign is an imperative public safety service and will remain in place. After discussion it is agreed that all Commissioners are in favor of keeping the sign.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

H.1 Financial Manager Position

Patty Markel introduced herself. She has been the finance administrator for Whatcom County Fire District 7 for 16 years. She is indicating her interest in the position of Financial Manager for District 5, as Suzanne Kinsey has announced her retirement from the position. She is familiar with the programs and the style of reports that WCFD5 generates, and has experience with fire district audit process.

An employment contract was presented for consideration. Discussion ensued about experience, suitability of the candidate, contract structure and the District's attorney involvement.

MOTION: Commissioner Riffle moved to accept the Employment Contract with Patty Markel for the position of Finance Manager for WCFD5. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0**

Patty Markel was welcomed to the organization by all.

H.2

MOTION: Commissioner Riffle moved to install a faucet on the west end of the building for the purpose of facilitating the watering of plants on the mounds out back of the building, the cost of which should not exceed \$200.00.

After discussion the Motion failed to receive a second and the Motion was withdrawn.

H.3 Chief Carleton Employment Contract

Chief Carleton reviewed some proposed changes to his current 3-year employment contract, as it is nearing expiration.

Commissioner Meursing proposed a Special Meeting for the discussion of a renewed employment contract with Chief Carleton, to be held on Wednesday April 15, 2015 at 4:00 p.m. After discussion, it was agreed to hold the Special Meeting as proposed.

I. ADJOURNMENT

As there was no further business, Commissioner Riffle moved to adjourn the meeting at 5:15 p.m. Commissioner Wilmot seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be May 13th, 2015.


Commissioner William Meursing


Commissioner Stanley Riffle


Commissioner Jeffrey Wilmot

Dated May 13, 2015

Attest: 
Recording Secretary Linda Hughes

FINANCIAL REPORT
April 8, 2015

WHATCOM COUNTY FIRE DISTRICT 5

Warrants total \$36,185.94. Items to mention: US Bancorp (credit card) \$12,680.09, my invoice is \$1002, L.N. Curtis \$2298, Dr. Duncan McBean \$2000, MES, \$3133, NW Communications \$1763. Volunteer payroll included in Warrants total \$7030. There was one payout from 2014/15 for \$2473.00.

Payroll totals \$13637.84. Chief Carleton salary \$4166.67, Asst Chief Shields pay \$2667.00, there was one event for each commissioner and two secretaries. The volunteer portion totaled \$6234.

The total payout for volunteers (warrants included) \$13264.00

We have a authorization to void a warrant. The warrant number is 965694, payable to Gear Grid dated 2/24/15 in the amount of \$1900.00. I double paid the invoice and they sent the second check back to us.

Your March financial statements are on your desk.

We need motions to approve the warrants for \$36,185.94, payroll in the amount of \$13,637.84 and void a warrant in the amount of \$1900.00.

SuzAnne Kinsey, Financial Admn.

Whatcom County Fire District 5
Chief Officer Report
April 2015
For March 2015

Point Of Information

1. Emergency Communications
2. Washington State Rating Bureau

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 (33 Canadian / 7 Point Roberts / 5 County)

- 4 Paramedics
- 15 EMTs (4 AEMT)
- 3 Ambassadors
- 36 Firefighters

Volunteer Hours 2165

Volunteer Payroll 12077

Combined Chief Hours (Chief 139.5 /// Asst. Chief 140.0) Total Chief Hours = 279.5

Incidents

Total Calls (11)

EMS Calls (6)

<u>Transports:</u>	Saint Joseph Hospital (1)	Bellingham FD Medic (0)
	Airlift Northwest (0)	North Whatcom Fire Rescue (0)
	No Transport (3)	Ferndale FD Medic (2)

Public Service (0)

Agency Assist (0)

Fire Classification (5) -- (4) Outdoor Burns (1) Smoke invest.

Other (0)