

***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 9<sup>th</sup>, 2014

**MINUTES**

**A. CALL TO ORDER**

The meeting was called to order at 6:58 p.m. by Commissioner Meursing.

In Attendance:            Commissioner William Meursing  
                                  Commissioner Stanley Riffle  
                                  Chief Christopher Carleton  
                                  Recording Secretary Michelle Starrs

Absent:                     Financial Manager SuzAnne Kinsey  
                                  Commissioner Jeffery Wilmot

Guests:                    Assistant Chief John Shields  
                                  Meg Olson – All Point Bulletin  
                                  Jollena Tylor  
                                  Rick Foreman  
                                  Gina Foreman  
                                  Ryan Pavlick  
                                  Tony Kelley – Kelley Insurance Agency  
                                  Shannon Tomson  
                                  Victor Riley  
                                  Monica Zeilinger  
                                  Jeanette Meursing

**B. PUBLIC COMMENT**

None

## **C. BOARD ACTION**

### C.1 Approval of the Minutes of the Regular Meeting of March 12<sup>th</sup>, 2014

**MOTION:** Commissioner Riffle moved to accept the Minutes of the March 12<sup>th</sup>, 2014 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 Kinsey will e-mail the completed reports for March.

### D.2 Approval of Fire District Vouchers

**MOTION:** Commissioner Riffle moved to accept the Vouchers for April, 2014 in the amount of \$25,178.22 be approved 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 \$11,849.67 be approved for payment. The motion was seconded by Commissioner Meursing **Motion passed 2– 0.**

## **E. CORRESPONDENCE**

The Blaine School District sent a letter thanking the department for doing snow removal at the school.

A thank you letter was received from PREP.

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

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

## **G. UNFINISHED BUSINESS**

### G.1 Insurance Coverage

Tony Kelley, from Kelley Insurance Agency came to answer any questions the Chief and Commissioners may have had regarding the four carriers who provided insurance information to the District.

It was determined that Enduris and VFIS would be removed from the final decisions.

CIAW is a pool of 110 Cities and 105 fire district's. All insurance limits would be raised to cover replacement costs for the District. The cost of coverage would be \$20,000.00 per year.

ESIP is a company that provides individual coverage. It is slightly more expensive being \$3,000.00 higher but guarantees coverage on the levels set. It provides coverage only to the District and does not draw its funds from a pool..

**NO MOTION IS NECESSARY**

Commissioner Riffle and Commissioner Meursing both approve ESIP as the best choice for the new insurance carrier for the District. When a final estimate is reached a decision will be made by Chief Carleton. Should anything further need to be brought to the attention of the Board, Chief Carleton will present it at a meeting.

## **H. NEW BUSINESS**

### H.1 Resolution 2014-01 – A Resolution To Change The Meeting Time

**MOTION:** Commissioner Riffle moved to accept Resolution 2014-01 to Change The Meeting Time. The Meeting will take place at 4:00 p.m. all year long. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0.**

### H.2 Resolution 2014-02 - A Resolution Ordering A Change In Transport Fees

**MOTION:** Commissioner Riffle moved to accept Resolution 2014-02 a Resolution Ordering A Change In Transfer Fees. This Resolution allows for future changes to be made to the Transfer Fees without needing a Resolution Of Change. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0.**

**I. ADJOURNMENT**

As there was no further business, Commissioner Riffle moved to adjourn the meeting at 8:07 p.m. Commissioner Meursing seconded the motion. **Motion passed 2 – 0.**

The next Regular Meeting of the Board of Commissioners will be May 14<sup>th</sup>, 2014.

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

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

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

Dated \_\_\_\_\_

Attest: \_\_\_\_\_  
Recording Secretary Michelle Starrs

FINANCIAL REPORT

APRIL 9<sup>TH</sup>, 2014

WHATCOM COUNTY FIRE DISTRICT #5

Current month payables total \$25,178.22

Payroll for April totals \$11,849.67.

Volunteer payouts that are included in the warrants total \$3,684.00. This reflects March's activity.

There is a payment to SuzAnne Kinsey for \$1,070.50, Pacific Power Generation for \$2,043.63, Shell for \$1,236.01, Puget Sound Energy for \$1,368.11 and U.S. Bancorp (our credit card) for \$3,100.76.

Payroll for April totals \$11,849.67. This represents one month salary for Chief Carleton in the amount of \$4,166.67, one month salary for Assistant Chief Shields in the amount of \$2,583.00. There was one meeting for 3 Commissioners and the Secretary had one meeting.

We require motions to approve: Warrant request covering current month vouchers and current month payables.

SuzAnne Kinsey/ Financial Administrator per Michelle Starrs

**Whatcom County Fire District 5**  
**Chief Officer Report**  
**April 2014**  
For March 2014

**Point Of Information**

1. Traveling to Tacoma for a two day Fire Dept. Administrative Workshop on internal investigations and firefighter discipline on May 1<sup>st</sup> and 2<sup>nd</sup>.
2. Traveling to Portland for Cross Border Symposium May 12<sup>th</sup> and continuing to Denver, CO for a Community Paramedic Conference. Chief Shields will be overseeing the meeting in May.
3. Work will start on the station projects next week (windows, kitchen and upstairs bathrooms).
4. Kamps Painting contacted and will be onsite sometime next week to review sealing and handicap pathways.

**Apparatus**

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

**Member Roster**

41 Members (29 Canadian / 7 Point Roberts / 5 County)

- 2 Paramedics
- 14 EMTs (including 2 EMT-A)

**Volunteer Hours**      2488

**Volunteer Payroll**    10099

**Combined Chief Hours**      (Chief 186 /// Asst. Chief 153.75) Total Chief Hours = 339.75

**Incidents**

Total Calls (11)

EMS Calls (5)

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

Public Service (1) Lost Party

Agency Assist (1) Object on beach

Fire Classification (4) 1 Unauthorized Burn / 1 Gas Leak / 1 Water Problem / 1 Power Line

Other (0)