

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

May 13th, 2015

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:21 p.m. by Commissioner Meursing.

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

Guests: Assistant Chief John Shields
Meg Olson – All Point Bulletin
Suzanne Kinsey
Pamela Saulnier
Margaret Knowles
Bruno Moras
Jollena Tylor
Jeannette Meursing
John Shields, Sr.

B. PUBLIC COMMENT

Mr. Bruno Moras commented that he has lived in Point Roberts a long while and wanted to thank this Board of Commissioners for their service, adding that this is the best the District has been run, and the fact that we have an excellent Chief is likely due to the professionalism and efficiency of the Board of Commissioners. He closed with "keep up the good work."

Commissioner Wilmot suggested that the start time of the meetings be added to the Agenda in the future.

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of April 8th, 2015

MOTION: Commissioner Riffle moved to accept the Minutes of the April 8th 2015 meeting as read. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

MOTION: Commissioner Riffle moved to accept the Minutes of the Special Meeting of April 15th 2015 meeting as read. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

C.2 Resolution 2015-01

Upon presentation of Resolution 2015-01, questions were raised by Commissioner Wilmot to which he received responses from Patty Markel and Suzanne Kinsey, clarifying check writing authority.

MOTION: Commissioner Wilmot moved to accept Resolution 2015-01 as presented. The motion was seconded by Commissioner Riffle. **Motion passed 3 - 0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

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

D. 2 Approval of Fire District Vouchers

Commissioner Riffle asked for a review of the US Bancorp credit card expenditures.

MOTION: Commissioner Riffle moved to accept the Vouchers for April, 2015 in the amount of \$17,549.97 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 \$14,562.67 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0**

D.4 Budget Update

There is no update at this time. Financial Manager Markel advised that she would be transferring approximately \$45,000 into investment later this week.

E. CORRESPONDENCE

A documents request was received from the All Point Bulletin. The documents have now been collected and the Chief has contacted the All Point Bulletin to schedule a mutually convenient time for a representative of the All Point Bulletin and the District Secretary to meet in the Training Room at the Fire Station for the purposes of viewing the documents. If any copies of those documents are required by All Point Bulletin, a separate documents request is required to be submitted and processed in advance of any copies being made.

F. CHIEF'S REPORT

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

The Chief provided an overview of the various agreements he has been negotiating toward the implementation of the new emergency communications plan. He is optimistic that the plan is moving forward and he hopes to have the new system in operation by the end of June of this year.

The Chief discussed the current ISO Rating review. WCFD5 currently holds a rating of 6. A few tasks are required, such as the weighing of the apparatus vehicles. Chief will ask Tony Kelley, the District's insurance representative, if a change in the District's rating could possibly affect homeowners insurance. The next ISO Rating visit is not expected until 2020.

The Chief also reviewed a new program, recently undertaken in collaboration with North West Regional Council on Aging and Disability, to provide home visits to patients with the intention to follow up transported patients when they return home from the hospital. This outreach program is intended to monitor the condition of a returning patient and make sure they have the necessary resources to get well soon. Only one home visit has been conducted since the implementation of the program.

G. UNFINISHED BUSINESS

Suzanne Kinsey reported that the State Auditor's Annual Report for the District is due on May 30 and that she will be working on it over the course of the next couple of weeks to complete the report for review by the Chief and Chairman before filing it online.

H. NEW BUSINESS

H.1 District Counsel Memorandum

Chief Carleton posted an overhead projection of a Memorandum received from Brian Snure, Counsel for the District, addressing a number of issues that were raised after the Chief's new employment contract was adopted and signed at the Special Meeting of April 15, 2015.

Commissioner Wilmot commented that after reading the Memorandum of Counsel Snure, he had a greater comfort level with the contract than he had expressed earlier.

MOTION: Commissioner Meursing moved to accept the Memorandum of Snure, and to attach it to the original Employment Contract marked as Exhibit C. The motion was seconded by Commissioner Riffle. **Motion passed 3 – 0.**

I. ADJOURNMENT

As there was no further business, Commissioner Meursing moved to adjourn the meeting at 5:23 p.m. Commissioner Riffle seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be June 10th, 2015.



Commissioner William Meursing




Commissioner Stanley Riffle

attended by telephone June 10

Commissioner Jeffrey Wilmot

Dated June 10, 2015

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
May 13, 2015

WHATCOM COUNTY
FIRE DISTRICT 5

Warrants total \$17,549.97. Items to mention (over \$1,000): US Bancorp (credit card) \$5,170.05, Snure Law Office \$1,540, NW Communications \$1,139.25 and Shell \$1,283.89. Volunteer payroll included in Warrants total \$4,628.00.

Payroll totals \$14,562.67. Chief Carleton's salary \$4,166.67, Asst Chief Shield's pay \$2,667.00, there were two events for each commissioner and one for the secretary. The volunteer portion totaled \$5,971.00.

The total payout for volunteers (warrants included) \$10,599

Your April financial statements are on your tables.

We need motions to approve the warrants for \$ 17,549.97 and payroll in the amount of \$14,562.67.

Respectfully,

Patty Markel
Financial Administrator

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

Point Of Information

1. Emergency Communications DHS/CBP MOU
2. Washington State Rating Bureau Visit Complete

Apparatus

| | |
|-------|-----------|
| E58 | No report |
| E5802 | No report |
| B58 | No report |
| U5802 | No report |
| A58 | Service |
| A5802 | Service |
| 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 2395

Volunteer Payroll 11359

Combined Chief Hours (Chief 171.5 /// Asst. Chief 145.0) Total Chief Hours = 316.5

Incidents

Total Calls (16)

EMS Calls (9)

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

Public Service (1)

Agency Assist (0)

Fire Classification (5) -- (1) Outdoor Burns (2) Smoke invest. (2) False Alarms

Other (1) Wrong Address