

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 14th, 2014

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
 Commissioner Jeffery Wilmot
 Financial Manager SuzAnne Kinsey
 Recording Secretary Michelle Starrs

Absent: Chief Christopher Carleton

Guests: Assistant Chief John Shields
 Meg Olson – All Point Bulletin
 Pat Birchall
 Judy Ross
 Jollena Tylor
 Jesse Mann
 John Martin

B. PUBLIC COMMENT

Jesse Mann and John Martin from J.S.P. Productions, New York City, N.Y.
Judy Ross

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of April 9th, 2014

MOTION: Commissioner Riffle moved to accept the Minutes of the April 9th, 2014 Regular Meeting as read. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0**

C.2 Approval of the Minutes of the Special Meeting of April 15th, 2014

MOTION: Commissioner Wilmot moved to accept the Minutes of the Special Meeting of April 15th, 2014 as read. The motion was seconded by Commissioner Riffle. **Motion passed 2 - 0**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Kinsey will e-mail the completed reports for April.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Riffle moved to accept the Vouchers for May, 2014 in the amount of \$41,577.71 be approved 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 \$12,672.27 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0**

D.4 Void Warrant

Commissioner Riffle moved to void warrant no. 941304 in the amount of \$25.00. It was made out to the wrong vendor. Commissioner Wilmot seconded the motion. **Motion passed 3 - 0**

E. CORRESPONDENCE

None

F. CHIEF'S REPORT

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

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

H.1 Park's Department Tree Watering

The Park's Department would like to use water from the fire district to water newly planted trees and pay for the amount of water used. It has been suggested that a meter be installed to monitor the amount of usage by the Park's Department. This would insure that they pay for the exact amount of water used. Chief Carleton will look into this matter further.

H.2 Agenda Item

From now on an item will be added to the Agenda for Budget Update. It will be headed under Finance as D.4.

I. ADJOURNMENT

As there was no further business, Commissioner Riffle moved to adjourn the meeting at 4:40 p.m.

The next Regular Meeting of the Board of Commissioners will be June 11th, 2014.

Commissioner William Meursing

Commissioner Stanley Riffle

Commissioner Jeffrey Wilmot

Dated _____

Attest: _____
Recording Secretary Michelle Starrs

WHATCOM COUNTY FIRE DISTRICT 5

Current month payables total \$41,577.71 which includes a few items to point out:

Volunteer payouts that are included in warrants total \$3723.00. This reflects April 2014 activity.

There is a payment to the Board of Volunteer FF and Reserve for \$2430.00, payment to Shell Oil for \$1694.50, Puget Sound for 1580.56, Ludtke Pacific Trucking for \$3759.30, North Whatcom Fire & Rescue for \$1066.00, US Bancorp for \$5638.09, West Coast Construction for \$16,009.79 and Dr. McBean for \$2000.00.

Payroll for May totals \$12,672.27. This represents 1 month salary for Chief Carleton in the amount of \$4166.67, one month's salary for Asst Chief Shields in the amount of \$2583.00. There was one meeting for one commissioner, two meetings for one commissioner and 2 meetings for Mr. Wilmot as he was not paid last month. The secretary had two meetings and 2 hours clerical. Volunteer payouts total \$5129 in payroll for a total payout of volunteers of \$8852.00.

I have a request to void a warrant - #941304 in the amount of \$25.00 paid to the wrong vendor.

We require motions to approve: Warrant request covering current month vouchers and current month payroll and a request to void warrant.

SuzAnne Kinsey, Financial Admn.

Whatcom County Fire District 5

Chief Officer Report

May 2014

For April 2014

Point Of Information

1. Station projects have been completed (kitchen, bathrooms and windows)

Apparatus

E58	Replaced transmission control unit
E5802	No report
B58	Completed body work from previous accident (Hit on Gulf Rd)
U5802	No report
A58	No report
A5802	Replaced radiator
C58	No report

Member Roster

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

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

Volunteer Hours 2304

Volunteer Payroll 10326

Combined Chief Hours (Chief 151 /// Asst. Chief 153.75) Total Chief Hours = 304.75

Incidents

Total Calls (8)

EMS Calls (2)

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

Public Service (0)

Agency Assist (0)

Fire Classification (6) 4 Unauthorized Burn / 1 Gas Leak / 1 Chimney Fire

Other (0)