

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 8th, 2019

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Commissioner Lester.

In Attendance: Commissioner Virginia Lester
Commissioner Pat Harper
Commissioner Raye Newmen
Chief Christopher Carleton
Recording Secretary Linda Hughes
Financial Manager Patty Markel

Guests: Assistant Chief John Shields
Bill Meursing
Richard Foreman
Pat Grubb

B. PUBLIC COMMENT

Bill Meursing: It's nice to see you all again. Richard Foreman: Same, glad to be back in Point Roberts and see you all again; and really wants to commend the Chief and District for the response to the environmental damage caused by the storm in late December.

The Chief responded that the team worked really hard to restore safety to roadways and areas of Point Roberts that were greatly affected, and despite the disaster, it was a valuable learning experience for his team.

Richard Foreman responded that the Maple Beach taxpayers continue to be impressed by the Chief's leadership.

C. BOARD ACTION

C. Approval of the Minutes of the Regular Meeting of April 10th, 2019

MOTION: Commissioner Harper moved to accept the Minutes of the Regular Meeting of April 10th, 2019 as presented. The motion was seconded by Commissioner Newmen. **Motion passed 3-0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Markel presented the financial report as submitted.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Harper moved to accept the Vouchers in the amount of \$24,905.27 for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

D.3 Approval of Fire District Payroll

Commissioner Newmen noted that his name was missing from the District Payroll list, although he had received payment for services.

Financial Manager Markel noted that the error was an oversight; she corrected it right away, resulting in an amended total amount for the District Payroll.

MOTION: Commissioner Harper moved that the payroll in the amount of \$15,559.33 be approved for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

D.4 Budget Update

Financial Manager Markel reported the budget update, as of April 30, 2019, has 72.6% remaining in the budget compared with 71.56% remaining in the same period last year.

E. CORRESPONDENCE

None.

F. CHIEF'S REPORT

Chief Carleton's Chief Officer Report was read and submitted.

The Darley mini-pumper is now in service as the District's primary response vehicle, and named Engine 58. A public dedication ceremony will be scheduled for some time during the summer when more of our seasonal residents will be available to attend. Engine 58 will be the first responder at EMS and Fire calls, along with ancillary response vehicles as needed, and is outfitted with wildland firefighting hose and foam.

Chief talked about illegal burns, noting a particular incident on Greenwood Drive where a property owner was illegally dumping and burning refuse onto an adjacent empty lot. The person has been given a formal warning, and the Chief contacted the property owner of the empty lot to report the activity on his property. That property owner acknowledged that this problem has been ongoing for years with that neighbor.

Commissioner Harper asked the Chief if any calls had been received about fires on Rex Road. The Chief replied that calls had been attended in that area, but all fires attended there had been legal ones. Chief noted that even a legal fire can be forced to be put out if it is deemed to be a nuisance,

excessively smoky, or smoke drifting into a neighbor's home can be reason to demand it be extinguished.

Chief reported that the Training Room renovations are complete, pointing out the new flooring and painted walls and ceiling. The upstairs renovations are expected to begin soon. Two insurance payouts have been received for the water damage sustained upstairs.

Bill Meursing asked if any mold had been detected upstairs. Chief replied that a black substance had been discovered and he had asked Kelley Insurance to send a team to check for mold and test the air quality. Bill Meursing asked if an unsafe environment was discovered, would the firefighters continue to reside upstairs? Chief replied that the plan would be to move the overnight firefighters downstairs, onto sleeping cots, and utilize the showers and bathrooms on the main floor, if it was determined that an unsafe environment exists upstairs.

Bill Meursing asked who had been contacted for the renovation work? Chief responded that four general contractors listed on the District's approved Small Works Roster were called and none were interested. Chief said that two others had then been contacted, including 1 from Point Roberts. He also mentioned that all demolition required would be done by the members of the District to save taxpayer money on the cost of the renovations. The Chief said he had two quotes in hand which he felt were both too high and he was awaiting receipt of a third quote which he hoped would be more reasonable.

Chief discussed the Capital Facilities Plan, and how some changes may need to be made to vehicle refurbishment instead of replacement as had been planned for.

Chief announced the District Blood Drive scheduled for June 1st between 10:00 am and 4:00 pm, lunch included. He said the event was quite successful last year with about 30 donors participating.

Chief mentioned that the District had hosted a very successful Fire Academy in April, titled "Shaping the Future." Commissioner Lester had participated in the Academy and said that it was well orchestrated and emphasized planning for the future very well. Chief said that more classes are being planned for this summer.

Chief Carleton offered a warning and heartfelt plea to the public to refrain from transporting excessive gas cans in a vehicle, especially notable after the tragic explosion and death that recently occurred at the Peace Arch border crossing. He urged the public to only carry what is needed, to use proper and safe gas cans, to avoid overfilling the cans, and keep the vehicle well-ventilated while transporting gas.

G. UNFINISHED BUSINESS

Chief reported that the Volunteer Firefighters Association are hosting a Charity Golf Tournament on July 20 and that corporate sponsorships are being sought to help raise funds for the Association, that has identified three charities to be the benefactors of the fundraising event; Canuck Place, Point Roberts Food Bank, and Point Roberts Dollars For Scholars.

Commissioner Lester said that the Chief and all the Volunteers deserve a big thank you for the work done to remodel the Training Room, noting that it took five days to complete and looks wonderful.

Pat Grubb thanked the District for their recent attendance to a downed tree on a roadway.

H. NEW BUSINESS

None

I. ADJOURNMENT

As there was no further business, Commissioner Newmen moved to adjourn the meeting. Commissioner Harper seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be June 12th, 2019, at 4:00 p.m.



Commissioner Virginia Lester

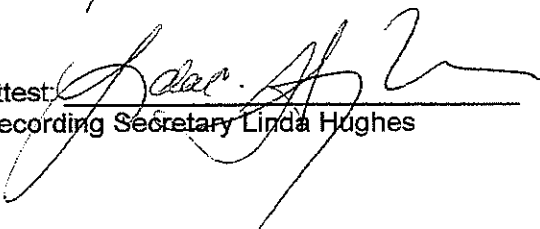


Commissioner Pat Harper



Commissioner Raye Newmen

Dated June 12, 2019

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
May 08, 2019

**WHATCOM COUNTY
FIRE DISTRICT 5**

May warrants total \$24,905.27. The total for payroll is \$15,431.33, including Chief Carleton’s salary of \$5,000.00 and Assistant Chief Shield’s pay of \$2,958.33. There was one event for the commissioners and the secretary.

The total payout for volunteers (warrants included) is \$7,628.00.

The April financial statements are in your meeting books for review.

We need a motion to approve the warrants and payroll for May as presented.

Respectfully,

Patty Markel
Finance Manager

2019 Budget Remaining – 4/30/19	
Legislative	91.15 %
Administrative	68.30 %
Suppression	70.28 %
Suppression Training	84.16 %
Maintenance	66.31 %
Vol. FF EMS	71.44 %
EMS Training	87.87 %
Total Budget Remaining:	72.62 %
<i>4/30/18 Budget Comparison:</i>	<i>71.56 %</i>

Warrants – Items over \$1,000 ~	
Pt. Roberts Marketplace	\$ 1,031.77
Municipal Emergency Services - (Capital – Thermal Cameras)	\$ 2,183.73
NW Comm – (Capital -Radio)	\$ 1,955.16
US Bancorp (Credit Card)	\$13,658.86
<i>Includes:</i>	
Puget Sound Energy - Power	\$ 1,241.50
Amazon-End of the Road - Station Carpet	\$ 6,983.29

Whatcom County Fire District 5

Chief Officer Report

May 2019

For April 2019

Point Of Information

1. Mini Pumper in service – Public dedication this summer
2. Station Projects – Upstairs Kitchen/Bathroom, Office
3. Blood Drive June 1st – 10am-4pm

Apparatus

E58	No Report	E5802	No Report	E5803	No Report
B58	No Report	U5802	No Report		
A58	No Report	A5802	No Report		
C58	No Report				

Member Roster

44 Members (28 Canadian / 9 Point Roberts / 7 County)

- 3 Paramedics / 10 EMTs (7 AEMT) / 3 Ambassadors / 38 Firefighters

Volunteer Hours 2610

Volunteer Payroll 10420

Combined Chief Hours (Chief 178.5 /// Asst. Chief 145) Total Chief Hours = 323.5

Incidents

Total Calls (26)

EMS Calls (7)

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

EMS CARES/MIHC (4) ----- Agency Assist (0) -----Public Service (3)

Fire Classification (12)

(3/3*) Outdoor Burns - permit/illegal* /// (0) Smoke invest. /// (3) False Alarms /// (0) Vehicle Fire
(1) Power Lines Down /// (0) Structure /// (0) Water Problems /// (0) Boat /// (0) Animal Rescue ///
(0) Chimney Fires /// (0) Grass Fire /// (0) Gas Leak /// (0) Down Tree /// (0) Plane Emergency
(1) Hazmat /// (1) Wrong Address /// (0) Public Service Smoke Detector Program