

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

June 10th, 2015

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:02 p.m. by Commissioner Meursing.

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

Guests: Margaret Knowles
Bruno Moras
Margaret Moras
Jollena Tylor
Jeannette Meursing
Pat Harper
Gina Fiorillo
Richard Foreman
Ed Lester
Virginia Lester
Shannon Tomsen
Gary Grennan

B. PUBLIC COMMENT

None.

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of May 13th, 2015

MOTION: Commissioner Wilmot moved to accept the Minutes of the May 13th, 2015 meeting as read. The motion was seconded by Commissioner Riffle. **Motion passed 3-0.**

Chairman Meursing announced a change to the Agenda to reflect the expected visit at 4:30 p.m. from Vicki Robertson, Notary Public, for the intended purpose of notarizing the signing of the contract with Whidbey Telecom for installation of WCFD5 communications relay equipment on Whidbey's local tower. Chairman Meursing then asked for discussion of the proposed contract from the Commissioners.

Commissioner Wilmot had no comments on the proposed contract with Whidbey Telecom.

Commissioner Riffle asked for clarification of the clause in the contract regarding additional rack space and the corresponding increased rate of \$500. Chief Carleton replied that this is a standard clause in these types of agreements, a similar clause exists in the agreement with Prospect, but he does not anticipate our ever needing any additional space beyond the 19-inch rack space allowed for in the contract.

Commissioner Riffle queried whether the District's insurance is enough to cover the new equipment. Chief Carleton confirmed that he had contacted the District's insurer to confirm that there is sufficient insurance coverage.

MOTION: Commissioner Riffle moved to approve the contract with Whidbey Telecom as presented, and to authorize Chief Carleton to sign the contract on behalf of WCFD5. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Markel provided an overview of her report referred to new binders she had provided for each of the Commissioners.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Riffle moved to accept the Vouchers for May, 2015 in the amount of \$21,648.33 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 \$14,231.67 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.

E. CORRESPONDENCE

Two cards have been received, one from a patient who received care during a medical call in May, and the second card from a patient who received care during a medical call in September 2014, with an update on that patient's current condition.

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 service equipment, policies and procedures that are considered during an ISO Rating review. WCFD5 has improved its rating to a 5 from a 6, and one local homeowner provided an email of thanks to the District as her insurance premium had been reduced by \$85. The Chief will continue to look into ways to further improve our ISO rating before the next review in 2020, such as implementation of fire safety inspections, vehicle weighing and consideration of apparatus upgrades.

The Chief reported on some recent vandalism to the Station, including the Clinic, and to the home of Assistant Chief Shields, reiterating earlier declared concerns about security at the Station and noting that once all of the communications issues are resolved that Station security will become a focus for attention. He anticipates that the communications equipment will be installed and operational by the end of July.

The meeting was then paused for a brief period while Chief Carleton executed the contract with Whidbey Telecom which was notarized by Vicki Robertson.

The Chief then completed presentation of his report.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

None.

I. ADJOURNMENT

As there was no further business, Commissioner Riffle moved to adjourn the meeting at 4:55 p.m. Commissioner Wilmot seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be July 8th, 2015.



Commissioner William Meursing



Commissioner Stanley Riffle

absent

Commissioner Jeffrey Wilmot

Dated July 8, 2015

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT

June 10, 2015

WHATCOM COUNTY FIRE DISTRICT 5

Warrants total \$21,648.33; Items to mention (over \$1,000): US Bancorp (credit card) \$8,020.41 and Shell \$1,127.22. Volunteer payroll included in Warrants total \$5,027.

Payroll totals \$14,231.67; Chief Carleton's salary \$4,166.67, Asst Chief Shield's pay \$2,667.00; there was one events for each commissioner and the secretary. The volunteer portion totaled \$5,982.00.

The total payout for volunteers (warrants included) \$11,009.

Your May financial statements are in your meeting book.

We need motions to approve the warrants for \$21,648.33 and payroll in the amount of \$14,231.67.

Respectfully,

Patty Markel
Financial Administrator

Whatcom County Fire District 5

Chief Officer Report

June 2015

For May 2015

Point Of Information

1. ISO Rating reduced to 5 from 6.
2. Vandalism to station and Asst. Chief's home.
3. Communication agreements in place.
4. Completed a new hire academy with 12 prospects.

Apparatus

E58	No report
E5802	No report
B58	No report
U5802	No report
A58	Replaced Fuel Filter bracket
A5802	Heater repair
C58	No report

Member Roster

39 Members (28 Canadian / 6 Point Roberts / 5 County)

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

Volunteer Hours 2749

Volunteer Payroll 11273

Combined Chief Hours (Chief 152.5 /// Asst. Chief 144.5) Total Chief Hours = 297

Incidents

Total Calls (19)

EMS Calls (11)

<u>Transports:</u>	Saint Joseph Hospital (2)	Bellingham FD Medic (0)
	Airlift Northwest (0)	North Whatcom Fire Rescue (1)
	No Transport (7)	Ferndale FD Medic (1)

Home Visit (3) Contacted by phone

Public Service (1)

Agency Assist (0)

Fire Classification (6) -- (1) Permitted (3) Smoke invest. (1) Odor invest. (1) Beach fire

Other (1) Wrong Address