

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 11th, 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
 Chief Christopher Carleton
 Recording Secretary Michelle Starrs

Absent: None

Guests: Assistant Chief John Shields
 Pat Grubb – All Point Bulletin
 Pat Birchall
 Rhianon Allen
 Jollena Tylor
 Rick Foreman
 Gina Foreman
 Judy Ross
 Bruno Moras
 Deb Shields
 Fadi Samaha
 Savilla
 Marg – Coordinator Point Roberts Senior Center

B. PUBLIC COMMENT

Rick Foreman

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of May 14th, 2014

MOTION: Commissioner Riffle moved to accept the Minutes of the May 14th, 2014 meeting as read. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Kinsey presented the completed reports for May.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Riffle moved to accept the Vouchers for May, 2014 in the amount of \$19,045.16 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 \$12,605.67 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3– 0.**

D.4 Budget Update

The Commissioners had no comment on the Budget.

D.5 Resolution 2014-03 - Resolution to Cancel Warrants Over One Year

MOTION: Commissioner Riffle moved to accept Resolution 2014-03 to Cancel Warrants Over One Year. Commissioner Wilmot seconded the motion. **Motion passed 3 – 0.**

E. CORRESPONDENCE

There was one e-mail regarding the Financials.

F. CHIEF'S REPORT

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

G. UNFINISHED BUSINESS

G.1

None

H. NEW BUSINESS

H.1 Add to July Agenda

An Executive Session to review Chief Carleton's performance.

H.2 Open House

There will be an Open House for the Fire Department on August 23rd, 2014. Information is available on the website.

I. ADJOURNMENT

As there was no further business, Commissioner Riffle moved to adjourn the meeting at 4:35 p.m. The motion was seconded by Commissioner Wilmot.

The next Regular Meeting of the Board of Commissioners will be July 9th, 2014.

Commissioner William Meursing

Commissioner Stanley Riffle

Commissioner Jeffrey Wilmot

Dated _____

Attest: _____
Recording Secretary Michelle Starrs

Whatcom County Fire District #5

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WHATCOM COUNTY FIRE PROTECTION DISTRICT NO. 5 RESOLUTION NO. 2014-03

A Resolution Ordering The Cancellation Of Warrants More Than A Year Old

WHEREAS, the Revised Code of Washington, Section 36.22.100, states the County Legislative authority shall cancel County Warrants not presented within one year of the date of their issue; and

WHEREAS, the County's Administrative Services Department has provided a list of Warrants that were issued prior to July 1, 2013 but never presented;

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of Whatcom County Fire District No. 5 hereby cancel the Warrants listed in Exhibit A.

APPROVED at this Regular Meeting of the Board of Commissioners on June 11, 2014.

Commissioner William Meursing

Commissioner Stanley Riffle

Commissioner Jeffrey Wilmot

Secretary Michelle Starrs

EXHIBIT A

CANCELLATION OF WARRANTS OVER ONE YEAR OLD

| | | | | | |
|-----|--------|----------|----------|----------------------------|------------|
| 705 | 299204 | 04/30/13 | 04/30/13 | Segar, Wesley G. | \$(203.17) |
| 705 | 893701 | 08/21/12 | 08/21/12 | Cando Recycling & Disposal | \$(171.85) |
| 705 | 915630 | 05/32/24 | 05/21/13 | Delta Cablevision | \$(9.95) |

WHATCOM COUNTY FIRE DISTRICT 5

Current month payables total \$19045.16 which includes a few items to point out:

Volunteer payouts that are included in warrants total \$3726.00. This reflects May activity.

My bill for May is \$1113.00 – I completed the annual report which took me about 15 hours along with my regular work, a payable to Nielsons for \$1138.94 which is primarily the cost for the bunk beds, Shell Oil for \$1379.02, Gear Grid for \$1989.00, US Bankcorp credit card for \$2090, and Anex Construction for the building of the bunk beds for 1803.03.

Payroll for June totals \$12605.67. 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 three commissioners, and the secretary had one meeting. Volunteer payouts for May total \$5544 in payroll.

I have a request from the county to have a resolution passed to cancel warrants that are older than one year. Michelle has done the resolution.

I have printed the financials for May and put in your paperwork. I did them today and it was a little late to email them for you to see them before the meeting.

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

SuzAnne Kinsey, Financial Admn.

Whatcom County Fire District 5

Chief Officer Report

June 2014

For May 2014

Point Of Information

1. Participated in Internal Investigations and FF Discipline two day Conference in Lakewood, Wa
2. Traveled to Portland for Cross Border Conference
3. Traveled to Denver for Zoll Summit Conference on Community Paramedicine

Apparatus

| | |
|-------|-----------|
| E58 | No report |
| E5802 | No report |
| B58 | No report |
| U5802 | No report |
| A58 | No report |
| A5802 | No report |
| C58 | No report |

Member Roster

42 Members (29 Canadian / 7 Point Roberts / 6 County)

- 3 Paramedics
- 13 EMTs (including 2 EMT-A)

Volunteer Hours 2564

Volunteer Payroll 10440

Combined Chief Hours (Chief 125 /// Asst. Chief 160.50) Total Chief Hours = 285.5
* Fire Chief one week Colorado Conference
* Fire Chief two days Lakewood, WA Conference

Incidents

Total Calls (19)

EMS Calls (7)

| | | |
|--------------------|---------------------------|-------------------------------|
| <u>Transports:</u> | Saint Joseph Hospital (0) | Whatcom Medic One (1) |
| | Airlift Northwest (1) | North Whatcom Fire Rescue (0) |
| | No Transport (5) | |

Public Service (2)

Agency Assist (0)

Fire Classification (9) 6 Unauthorized Burn / 1 Power Lines / 1 Kitchen Fire / 1 False Alarm

Other (1) Incorrect Dispatch