

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 12th, 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
Assistant Chief John Shields
Recording Secretary Linda Hughes
Financial Manager Patty Markel via teleconference

Absent: Chief Christopher Carleton

Guests: Pat Grubb

B. PUBLIC COMMENT

None

C. BOARD ACTION

C. Approval of the Minutes of the Regular Meeting of May 8th, 2019

MOTION: Commissioner Harper moved to accept the Minutes of the Regular Meeting of May 8th, 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 \$28,218.24 for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Harper moved that the payroll in the amount of \$20,874.33 be approved for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

Commissioner Newmen asked about the District credit card, for which expenses it is used, and protocol for use. Assistant Chief Shields replied that the card is used for expenses such as training class tuitions, Delta Cable, Verizon, Puget Power, training manuals and other expenses. He explained the use of Vendor numbers to pay most service providers to taxing districts, and added that sometimes service providers do not have a Vendor number and the credit card is used to facilitate payment of those expenses. He also noted that the Chief has a spending limit on the District's credit card, and that the card earns cash back points with use.

D.4 Budget Update

Financial Manager Markel reported the budget update, as of May 31, 2019, has 67.79% remaining in the budget compared with 65.55% remaining in the same period last year.

E. CORRESPONDENCE

None.

F. CHIEF'S REPORT

Chief Carleton's Chief Officer Report was read and submitted by Assistant Chief Shields.

G. UNFINISHED BUSINESS

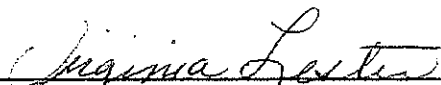
H. NEW BUSINESS

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 July 10th, 2019, at 4:00 p.m.



Commissioner Virginia Lester

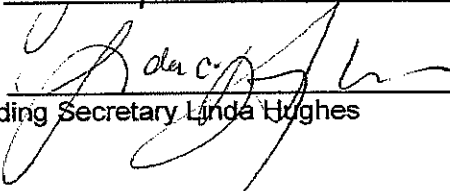


Commissioner Pat Harper



Commissioner Raye Newmen

Dated July 10, 2019

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
June 12, 2019

**WHATCOM COUNTY
FIRE DISTRICT 5**

June warrants total \$28,218.24. The total for payroll is \$20,874.33, 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 \$16,557.00.

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

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

Respectfully,

Patty Markel
Finance Manager

2019 Budget Remaining – 5/31/19	
Legislative	89.34 %
Administrative	62.03 %
Suppression	67.66 %
Suppression Training	78.76 %
Maintenance	52.35 %
Vol. FF EMS	66.10 %
EMS Training	87.87 %
Total Budget Remaining:	67.79 %
<i>5/31/18 Budget Comparison:</i>	<i>65.55 %</i>

Warrants – Items over \$1,000 ~	
Pt. Roberts Marketplace	\$ 1,260.22
Whidbey Telecom – Tower Rental	\$ 5,245.09
WEX - fuel	\$ 1,506.75
LN Curtiss	\$ 1,057.88
US Bancorp (Credit Card)	\$ 8,157.72
<i>Includes:</i>	
Avis Rental Car –Alabama Fire Trg	\$ 1,340.07
Country Inn & Suites	\$ 1,181.95
Blue Card Command	\$ 2,000.00

Whatcom County Fire District 5

Chief Officer Report

June 2019

For May 2019

Point Of Information

1. Golf Tournament July 20 – Benefit Charities

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 3012

Volunteer Payroll 19916

Combined Chief Hours (Chief 167 /// Asst. Chief 152.5) Total Chief Hours = 319.5

Incidents

Total Calls (31)

EMS Calls (6)

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

EMS CARES/MIHC (16) ----- Agency Assist (0) -----Public Service (0)

Fire Classification (9)

(1/4*) Outdoor Burns - permit/illegal* /// (2) Smoke invest. /// (0) False Alarms /// (0) Vehicle Fire
(2) 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
(0) Hazmat /// (0) Wrong Address /// (0) Public Service Smoke Detector Program