

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 13th, 2018

MINUTES

A. CALL TO ORDER

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

In Attendance: Commissioner William Meursing
 Commissioner Virginia Lester
 Commissioner Pat Harper
 Chief Christopher Carleton
 Financial Manager Patty Markel, via teleconference
 Recording Secretary Linda Hughes

Guests: Richard Foreman
 Gina Fiorillo
 Vic Riley
 Assistant Chief John Shields

B. PUBLIC COMMENT

Vic Riley asked Chief Carleton and Commissioner Lester how many patients are currently enrolled in the CARES program. Chief Carleton responded that there are currently four patients being attended to that had contacted the District after reading about the program in the newspaper. Chief mentioned he intends to begin advertising the program soon.

Vic Riley further commented that he recalled that back in January, the Chief had offered to advocate for the local Clinic and asked whether there is any formal collaboration with the Hospital District in the works now. Chief responded that although there is nothing formal yet, he recently met with Hospital District Superintendent Barb Wayland and reported that it was a very good conversation, and included discussion of collaborative efforts between the Clinic, Circle of Care and the Fire District. Chief continued to say that it is important to him that the CARES program becomes a valuable resource for this community, and wants the message to be clear that it may not be necessary to leave Point Roberts as Seniors age. He envisions the evolution of this program to include in-home care, outreach, hospice care, and assistance to family members caring for a home-bound loved one.

Vic Riley further asked Commissioner Harper if he felt he was in a unique position to assist in encouraging collaboration between the Fire District and the Hospital District, as his wife serves as a current Commissioner on the Hospital District board. Commissioner Harper responded saying that he and his wife do not talk much on these subjects as some information is privileged. Commissioner

Harper indicated that he is aware that Unity Care is currently considering whether or not to renew the contract with the Point Roberts Wellness Clinic, saying that decision is expected in June (this month).

Chief added that it is an important goal of the CARES program to implement collaboration with other organizations to offer services, within the Fire District budget, and reiterated that he definitely wants to implement some further outreach, with flyers, etc.

Vic Riley commented that former Superintendent of the Hospital District, Elaine Komusi, had remarked that she saw the Fire District program as a threat to the Clinic, and further, in Mr. Riley's assessment of the general reaction to his application to re-serve as a Commissioner on the Hospital District board, there appears to be some over-reaction response indicating a misguided interpretation of what the CARES program is intended to accomplish for this community. Mr. Riley feels the program is valuable and wants the District's outreach to result in collaboration with the Clinic.

Chief Carleton responded that he too wants to accomplish collaboration with the Hospital District and a variety of other services. He also said that the Fire District is not the first organization to offer this type of service, as was well reported in a recent article published by Pat Grubb.

Commissioner Lester added that this program could benefit the Hospital District in so many ways, saying that this is not a competition. She added that it would be very helpful if the Clinic would also be supportive of this initiative.

Chairman Meursing added that the program is a good endeavor, and he hoped that this detailed conversation would be a turning point in the misunderstandings of some, and hopefully the program will become collaborative and very successful. He then called for approval of the Minutes of the meeting of May 9th.

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of May 9, 2018

MOTION: Commissioner Lester moved to accept the Minutes of the Regular Meeting of May 9, 2018 as presented. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Markel presented the monthly financial report as submitted.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Lester moved to accept the Vouchers in the amount of \$25,521.83 for payment. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Lester moved that payroll in the amount of \$16,225.37 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

Commissioner Lester inquired as to the identification of miscellaneous income. Financial Manager Markel named a few examples of income that would be allocated as miscellaneous income, to include items such as rebates from the US Bank VISA, insurance recovery, and reimbursement from a former member who did not complete his term agreement with the District and, as contracted, reimbursed the District for expenses paid for his training while he was a member.

D.4 Budget Update

There remains in the budget 65.66%, as compared with 61.15% budget remaining for the same period last year.

E. CORRESPONDENCE

Chief reported receiving correspondence last month from the ham radio operators of Point Roberts, resulting in District members volunteering to assist with the installation of a new antenna on the top of the Community Center, and communication from a Point Roberts Park District Commissioner asking about whether a separate Fire Protection agreement will be necessary for the new library building. This launched a discussion about the existence of fire protection agreements, here and elsewhere, and Chief's clarification that this District will respond to any emergency whether required on the land, buildings, or EMS needs within Point Roberts.

F. CHIEF'S REPORT

Chief Carleton presented his Chief Officer Report, which was read and submitted.

Chief reported that AFG should be rolling out their grants very soon and stated that the District has not yet received any denials to the applications submitted.

Chief reported that the engine had failed in apparatus 858, but that it was now repaired and fully operational.

Once Chief Carleton finished reading the stats on calls, Commissioner Harper asked what happens when the District attends at an illegal burn site? Chief Carleton explained that most offenders receive Correction Notices, basically a warning, and an education on what constitutes an illegal burn. He also reported that we do have habitual illegal burners in this community, and after attendance at more than one illegal burn, the Chief elevates the complaint to the Fire Marshall, and in the case where toxic materials are found in the burn site, to North West Clean Air for administration of the appropriate fines and penalties.

Chief also reported that our firefighters use every possible opportunity to educate the public on the nature of legal and illegal burns.

Commissioner Meursing asked who issues the Correction Notices, and Chief replied that the members who attend the illegal burn take photographs of the fire, including the surrounding property or properties if necessary, and issue the Correction Notice while onsite.

Chief wanted to also mention some upcoming events, a 5K run and a School run with the Primary School children to include a BBQ scheduled for July 28th; the 1st of July Canada Day festivities to be held at the Breakwaters property at the Marina which will feature a Navy Blackhawk helicopter and fireworks; and the 4th of July celebrations, also to be held at the Breakwaters Marina property to include fireworks, blood pressure tests, and fire hose demonstrations and fun soakings.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

Chairman Meursing stated that there will be a Special Meeting of the Commissioners of WCFD5, being a work session for the Capital Facilities Plan, tomorrow, June 14th, at 1:00 pm

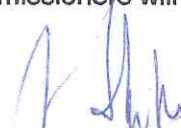
Chief Carleton explained another new business item, being the requirement for the District to appoint an Agent to Receive Claims, as directed by Whatcom County to all taxing districts that did not yet have an agent appointed. District counsel Brian Snure recommended that he was likely the most logical candidate to fill that role and the Chief presented Resolution 2018-01 to appoint Brian Snure as the District's Agent to Receive Claims.

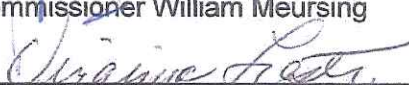
MOTION: Commissioner Lester moved to approve Resolution 2018-01 appointing Brian Snure as the District's Agent to Receive Claims. The motion was seconded by Commissioner Harper. **Motion passed 3 - 0**

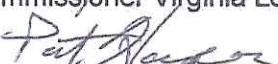
I. ADJOURNMENT

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

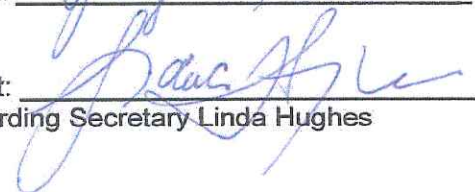
The next Regular Meeting of the Board of Commissioners will be Wednesday, July 11th, 2018, at 4:00 p.m.



Commissioner William Meursing


Commissioner Virginia Lester


Commissioner Pat Harper

Dated July 11, 2018
Attest: 
Recording Secretary Linda Hughes

FINANCIAL REPORT
June 13, 2018

**WHATCOM COUNTY
FIRE DISTRICT 5**

June warrants total \$25,521.83. The total for payroll is \$16,225.33, 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 \$10,861.00.

The May financial statements are in your meeting books.

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

Respectfully,

Patty Markel
Finance Manager

2018 Budget Remaining – 5/31/18	
Legislative	87.19 %
Administrative	61.47 %
Suppression	65.59 %
Suppression Training	78.85 %
Maintenance	53.13 %
Vol. FF EMS	63.95 %
EMS Training	59.27 %
Total Budget Remaining:	65.55 %
<i>5/31/17 Budget Comparison:</i>	<i>61.15%</i>

Warrants – Items over \$1,000 ~	
Shell	\$ 1,197.54
Martin Fowler – Fire Inst. 1	\$ 4,125.00
Whidbey Telecom	\$ 5,092.32
US Bancorp (Credit Card)	\$ 5,371.45

Whatcom County Fire District 5

Chief Officer Report

June 2018

For May 2018

Point Of Information

1. No word on AFG
2. A58 engine repaired

Apparatus

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

Member Roster

41 Members (23 Canadian / 10 Point Roberts / 8 County)

- 3 Paramedics / 15 EMTs (8 AEMT) / 3 Ambassadors / 35 Firefighters

Volunteer Hours 2783

Volunteer Payroll 11707

Combined Chief Hours (Chief 160 /// Asst. Chief 165.5) Total Chief Hours = 325.5

Incidents

Total Calls (34)

EMS Calls (17)

<u>Transports:</u>	Saint Joseph Hospital (2)	Bellingham FD Medic (0)
	Airlift Northwest (2)	North Whatcom Fire Rescue (2)
	No Transport (10)	Ferndale FD Medic (1)

Public Service (2) ----- CARES/MIHC (2) ----- Agency Assist (1) LE

Fire Classification (12)

(5/6*) Outdoor Burns - permit/illegal* /// (0) Smoke invest. /// (1) False Alarms /// (0) Vehicle Fire
(0) 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