

# ***Whatcom County Fire District #5***

**Point Roberts Fire Department**

2030 Benson Road, Suite A  
Point Roberts, Washington, 98281

## **Agenda**

### **Regular Fire Commissioners' Meeting**

June 14<sup>th</sup>, 2017  
4:00 pm

**A. Call to Order**

**B. Public Comment**

**C. Approval of the Minutes**

C.1 Approval of the Minutes from the Regular Meeting of May 16<sup>th</sup>, 2017

**D. Financial Manager's Report**

- D.1 Financial Manager's Report
- D.2 Approval of Fire District Vouchers
- D.3 Approval of Fire District Payroll
- D.4 Budget Update

**E. Correspondence**

**F. Chief's Report**

**G. Unfinished Business**

**H. New Business**

**I. Executive Session**

I.1 Fire Chief's Contract

**J. Adjournment**

# ***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 14<sup>th</sup>, 2017**

### **MINUTES**

#### **A. CALL TO ORDER**

The meeting was called to order at 4:14 p.m. by Commissioner Meursing.

In Attendance:	Commissioner William Meursing Commissioner Shannon Tomsen Assistant Chief John Shields Recording Secretary Linda Hughes Financial Manager Patty Markel (via teleconference)
Absent:	Commissioner Stan Riffle Chief Christopher Carleton

Guests:	Vic Riley Robin Nault Pat Harper Richard Foreman Bruno Moras Margaret Moras Marg Knowles Pat Grubb Donna Gillespie Brad Lutz
---------	---

#### **B. PUBLIC COMMENT**

Bruno Moras said he recently learned that a friend's grandson had received training in WCFD#5 and had accepted a full-time position with a Canadian Fire District. He further commented that it was remarkable how our small District could provide such exceptional training, commending Chief Carleton, the Commissioners and Members. He also commented that he has been reading press coverage of Fire District activities while away for the winter and felt it was clearly not favorable, recommending that such press be disregarded.

Commissioner Meursing thanked Mr. Moras for his remarks.

Richard Foreman reiterated his gratitude on behalf of the "weekend warriors of Maple Beach," for the service this District provides to this community, but in particular for a recent medical incident that occurred in the Maple Beach area, with a textbook response by the members of WCFD5. He also mentioned that it is time to renew his home insurance and, once again, experienced a savings of approximately \$100.00 due to the upgraded service and the rating this District now holds.

Commissioner Meursing read aloud a letter submitted by Commissioner Riffle, resigning his position as Commissioner, effective immediately. Commissioner Meursing thanked Mr. Riffle for his valuable service to this community and to this Fire District from even before he was a Commissioner, as Mr. Riffle had shared his architectural experience guiding some of the renovation process, the new roof, and in re-designing the parking lot.

Commissioners Meursing and Tomsen consulted on convenient dates and agreed to hold a Special Meeting on Wednesday, June 21<sup>st</sup>, for the purpose of discussing the mechanics of appointing a new Commissioner to the position vacated by Mr. Riffle.

## **C. BOARD ACTION**

### C.1 Approval of the Minutes of the Regular Meeting of May 16<sup>th</sup>, 2017

**MOTION:** Commissioner Tomsen moved to accept the Minutes of the Regular Meeting of May 16<sup>th</sup>, 2017 as presented. The motion was seconded by Commissioner Meursing. **Motion passed 2-0.**

## **D. FINANCIAL MANAGER'S REPORT**

### D.1 Financial Report

Financial Manager Markel presented the financial report as submitted.

Commissioner Tomsen asked for clarification of invoices over \$1,000.00, to which Financial Manager Markel and Assistant Chief Shields responded with clarification of those invoices.

### D.2 Approval of Fire District Vouchers

**MOTION:** Commissioner Tomsen moved to accept the Vouchers in the amount of \$24,356.13 for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0**

### D.3 Approval of Fire District Payroll

**MOTION:** Commissioner Tomsen moved that the payroll in the amount of \$17,820.34 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0**

### D.5 Budget Update

Financial Manager Markel reported the budget update for 2017, as of May 31<sup>st</sup> shows 61.15% remaining in the budget. Commissioner Meursing asked for a comparison to last year and Financial Manager Markel reported that the remaining budget was very close to the May 31<sup>st</sup>, 2016 amount, being 61.85%.

## **E. CORRESPONDENCE**

Chief Shields reported that there was no correspondence to share this month.

## **F. CHIEF'S REPORT**

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

Assistant Chief Shields reiterated Chief Carleton's report that the grant for the Lucas device, and the regional multi-district grant, had reached funding level.

Assistant Chief Shields also reiterated Chief Carleton's report that all three types of available burn permits are now issued directly from the fire station.

Commissioner Meursing asked if a new Resolution was necessary for the new residential burn permit validity period and Assistant Chief Shields responded that a Resolution was not necessary.

#### G. UNFINISHED BUSINESS

None

#### H. NEW BUSINESS

None

#### I. EXECUTIVE SESSION

##### I.1 Fire Chief's Contract

The Commissioners discussed and agreed to table this item to the July regular meeting, in order that Chief Carleton be in attendance.

#### J. ADJOURNMENT

As there was no further business, Commissioner Tomsen moved to adjourn the meeting. Commissioner Meursing seconded the motion. **Motion passed 2 – 0**

The next Regular Meeting of the Board of Commissioners will be July 12<sup>th</sup>, 2017, at 4:00 p.m.

  
\_\_\_\_\_  
Commissioner William Meursing  
\_\_\_\_\_  
Commissioner Shannon Tomsen

Dated July 12, 2017

Attest:   
\_\_\_\_\_  
Recording Secretary Linda Hughes

# FINANCIAL REPORT

June 14, 2017

## WHATCOM COUNTY FIRE DISTRICT 5

June warrants total \$24,356.13. The total for payroll is \$17,820.34 including Chief Carleton's salary of \$5,000.00 and Assistant Chief Shield's pay of \$2,833.34. There were two events for the commissioners and three for the secretary.

The total payout for volunteers (warrants included) is \$10,698.00.

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

2017 Budget Remaining – 5/31/2017		Warrants – Items over \$1,000 ~	
Legislative	68.75 %		
Administrative	58.62 %	NW Communications	\$ 4,565.40
Suppression	51.91 %		
Suppression Training	55.63 %	LN Curtis & Sons	\$ 1,235.52
Maintenance	72.86 %		
Vol. FF EMS	67.59 %		
EMS Training	87.88 %	US Bancorp (Credit Card)	\$ 9,269.96
		<i>Includes:</i>	
Total Budget Remaining:	61.15 %	EMT & Fire Training	\$ 4,000.00
		Puget Sound Energy	\$ 1,100.00

# ***Whatcom County Fire District 5***

## ***Chief Officer Report***

***June 2017***

For May

### **Point Of Information**

1. AFG Funding Update
2. Burn Permits
3. Fleet Restructure

### **Apparatus**

E58	No report
E5802	Tank Repair *
B58	No report
U5802	No report
A58	No report
A5802	No report
C58	No report

### **Member Roster**

41 Members (19 Canadian / 13 Point Roberts / 9 County)

- 5 Paramedics
- 16 EMTs (10 AEMT)
- 3 Ambassadors
- 33 Firefighters

**Volunteer Hours** 2201

**Volunteer Payroll** 13,131

**Combined Chief Hours** (Chief ~~177.5~~ 182.25 /// Asst. Chief 238.5) Total Chief Hours = ~~416.0~~ 420.75

### **Incidents**

Total Calls (27)

EMS Calls (13)

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

Public Service (7)

Agency Assist (0) Law Enforcement

Fire Classification (7) -- (2/0\*) Outdoor Burns - permit/illegal\* (0) Smoke invest. (1) False Alarms  
(0) Vehicle Fire (2) Power Lines Down (0) Structure (0) Hazmat  
(1) Gas Leak (1) Wrong Address (0) Chimney Fires