

**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**

July 10<sup>th</sup>, 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  
Chief Christopher Carleton  
Recording Secretary Linda Hughes  
Financial Manager Patty Markel via teleconference

Guests: Assistant Chief John Shields  
Pat Grubb  
Deputy Sheriff James Allen  
Tony Kelly  
Heidi Baxter

**B. PUBLIC COMMENT**

None

**C. BOARD ACTION**

**C. Approval of the Minutes of the Regular Meeting of June 12<sup>th</sup>, 2019**

**MOTION:** Commissioner Harper moved to accept the Minutes of the Regular Meeting of June 12<sup>th</sup>, 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 Newmen moved to accept the Vouchers in the amount of \$27,420.56 for payment. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

### D.3 Approval of Fire District Payroll

**MOTION:** Commissioner Newmen moved that the payroll in the amount of \$18,475.00 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

### D.4 Budget Update

Financial Manager Markel reported the budget update, as of June 30, 2019, has 59.03% remaining in the budget compared with 58.03% remaining at the end of June last year.

Chief Carleton commented that the unusually high credit card charges this month were partly due to the renovations being undertaken upstairs. As reported earlier the renovations are to repair damages incurred, and claimed on insurance, where two insurances payouts were received toward those repairs. Additionally 8 new tires were purchased for Engine 58.

## **E. CORRESPONDENCE**

None.

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

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

Chief encourages participation in the upcoming Volunteer Firefighters Association Charity Golf Tournament on July 20, to benefit the Point Roberts Dollars for Scholars, the Point Roberts Food Bank and Canuck Place.

Chief also encourages participation in this year's Hot Diggity 5km Walk/Run for charity, also sponsored by the Volunteer Firefighters Association. Funds raised at this event will be shared by the Firefighters Association and the local school Parent Teacher Organization, although he noted that at last year's event the Firefighters Association donated its' share of the proceeds to the PTO.

Chief wanted to take a moment to thank the Helen and Jose Colton Foundation for their recent campaign of philanthropy in Point Roberts. Among the grants given in our community is one for \$60,000 to our Fire District toward the purchase of new LifePak equipment to replace the aging LifePak and AED equipment. Other grants provided by this Foundation were to the Point Roberts Circle of Care, who received \$55,000 toward the purchase of a wheelchair accessible van, and others to the Food Bank, PREP, and the Seniors' Center.

Chief Carleton also thanks Meredith, a local resident and member of the Foundation Board, who introduced the Helen and Jose Colton Foundation to the community of Point Roberts and a number of the worthy grant recipients.

Chief also reported that he implemented a pay raise to Assistant Chief John Shields, who has served this District for decades with dedication and commitment to our community. The pay raise was a \$1,500 increase, from \$35,500 to \$37,000.

Raye Newmen commented that he applauded the pay raise and thanked Assistant Chief Shields for his service.

## **G. UNFINISHED BUSINESS**

None

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## H. NEW BUSINESS

Chief Carleton asked Tony Kelly to make his annual insurance policy renewal presentation to the Commissioners, noting that last year the Commissioners had asked Mr. Kelly to make his presentation in July to give the Commissioners more time to review the entire policy for approval before its renewal due date in September.

Mr. Kelly summarized the overall coverage including the building, its contents, vehicles, portable equipment and the Commissioners' liability coverage.

There was some discussion about the difference between the CIAW "pooling" insurance that the District used to have, but now has ESIP policy coverage, which essentially is insurance wholly owned by the District. With pooled insurance, in the event of catastrophic loss there was the possibility that insurance funds would be exhausted in larger communities before any insurance benefits would ever reach Point Roberts. Mr. Kelly discussed the items which have guaranteed replacement coverage and the vehicles which have regular vehicular insurance.

This year's total insurance premium is \$28,567.00, up approximately \$1,100.00 from last year's premium, which Mr. Kelly indicated is inflation for the guaranteed replacement costs.

**MOTION:** Commissioner Newmen moved that the insurance premium of \$28,567.00 be approved for payment in September, and the policy be accepted as presented. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

Chief Carleton reported on the mass migration meeting he attended in Delta with a number of government bodies, on procedures to be implemented in the event of a major emergency such as a Tsunami or Wildland Fire. In the event of a wildland fire in Point Roberts, he says that the community of Delta is well aware of the dangers to their community as our close neighbor and further discussions will be needed to plan effective implementation of resources. For local residents, the best advice is to head toward water, a fairly close resource of safety in our small community naturally surrounded by water on three sides.

Chief also reported that he has been in contact with the local Park Districts to discuss a potential ban on smoking in parks during full burn ban periods. He reported that it is not his intention to impede liberties, but the risk of wildland fire in Point Roberts is too great during full burn ban periods when the forests are particularly vulnerable to fire. He will continue to work with the Park Districts on implementing smoking bans on Park trails.

## I. ADJOURNMENT

Heidi Baxter asked if she could be allowed to speak before Adjournment. She was advised that Public Comment session is scheduled at the beginning of each meeting which is typically where the public is invited to speak, as Commissioner Lester did at the beginning of this meeting. Commissioner Lester advised that an exception could be made for Heidi to share her comments.

Ms. Baxter outlined conversations and research she and others had embarked upon to protest the fireworks held on July 1<sup>st</sup>, Canada Day, as Whatcom County ordinance only allows for fireworks on July 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>. The Fire Marshall looked into her complaint and then advised Ms. Baxter that Canada Day has long been traditionally celebrated in Point Roberts, with the inclusion of fireworks, and that he would not enforce the ordinance against Point Roberts for holding them on the 1<sup>st</sup>.

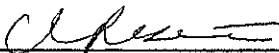
Ms. Baxter also spoke about her protest against the fireworks on both July 1<sup>st</sup> and 4<sup>th</sup>, as she and a group she is associated with, feel the distance between the fireworks and two local eagle nests was

too close. She said that they observed one nest being abandoned during the fireworks. She asked for the Fire Chief and the Sheriffs' office support in keeping future fireworks at least a mile from eagle nests, and to work together to engage the community in this support.

Commissioner Harper asked about the status of the abandoned nest, and Ms. Baxter replied that the eagle had returned to the nest and resumed normal feeding of the two eaglets, but feels that we can never know how much damage the fireworks caused them.

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

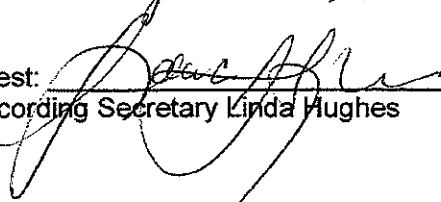
The next Regular Meeting of the Board of Commissioners will be August 14<sup>th</sup>, 2019, at 4:00 p.m.

  
\_\_\_\_\_  
Commissioner Virginia Lester

  
\_\_\_\_\_  
Commissioner Pat Harper

  
\_\_\_\_\_  
Commissioner Raye Newmen

Dated August 14, 2019

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

**FINANCIAL REPORT**  
July 10, 2019

**WHATCOM COUNTY  
FIRE DISTRICT 5**

July warrants total \$27,420.56. The total for payroll is \$18,475.33, including Chief Carleton’s salary of \$5,000.00 and Assistant Chief Shield’s pay of \$3,083.33. There was one event for the commissioners and the secretary.

The total payout for volunteers (warrants included) is \$10,515.00.

The June 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

<b>2019 Budget Remaining – 6/30/19</b>	
Legislative	87.65 %
Administrative	50.57 %
Suppression	59.84 %
Suppression Training	68.44 %
Maintenance	46.25 %
Vol. FF EMS	55.93 %
EMS Training	87.87 %
<b>Total Budget Remaining:</b>	<b>59.03 %</b>
<i>6/30/18 Budget Comparison:</i>	<i>58.03 %</i>

<b>Warrants – Items over \$1,000 ~</b>	
Pt. Roberts Marketplace	\$ 1,080.24
US Bancorp (Credit Card)	\$18,358.27
<b><i>Includes:</i></b>	
IKEA – Living Quarter Kitchen	\$ 6,500.79
Verizon – IPAD EMS Transports	\$ 1,389.12
GCR Ferndale – E5802 Tires	\$ 4,605.05
Premier Tents – Disaster Mgt Tent	\$ 1,194.60
Breakwater Bar & Grill –	6/30, 7/2, 7/5
Blue Card Training, Canada Day & Independence Day Coverage	\$1,269.28

# *Whatcom County Fire District 5*

## **Chief Officer Report**

**July 2019**

For June 2019

### **Point Of Information**

1. Golf Tournament July 20 – Benefit Charities
2. School Hot Diggity Jog 5K Run/Walk July 27
3. Helen and Jose Colton Foundation Grant

### **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** 2841

**Volunteer Payroll** 13210

**Combined Chief Hours** (Chief 162.5 /// Asst. Chief 138.5) Total Chief Hours = 301

### **Incidents**

Total Calls (37)

EMS Calls (14)

<u>Transports:</u>	Saint Joseph Hospital (3)	Bellingham FD Medic (0)
	Airlift Northwest (0)	North Whatcom Fire Rescue (2)
	No Transport (8)	Ferndale FD Medic (1)

EMS CARES/MIHC (16) ----- Agency Assist (1) -----Public Service (1)

Fire Classification (5)

(1/2\*) Outdoor Burns - permit/illegal\* /// (0) Smoke invest. /// (1) False Alarms /// (0) Vehicle Fire  
(0) Power Lines Down /// (0) Structure /// (0) Water Problems /// (1) 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