

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

**Point Roberts Fire Department**

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

## **Agenda**

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

July 12<sup>th</sup>, 2017  
4:00 pm

- A. Call to Order**
- B. Executive Session**
  - B.1 Review of Commissioner applications
- C. Appointment of Commissioner**
- D. Approval of the Minutes**
  - D.1 Approval of the Minutes from the Regular Meeting of June 14<sup>th</sup>, 2017
  - D.2 Approval of the Minutes from the Special Meeting of June 21<sup>st</sup>, 2017
- E. Financial Manager's Report**
  - E.1 Financial Manager's Report
  - E.2 Approval of Fire District Vouchers
  - E.3 Approval of Fire District Payroll
  - E.4 Budget Update
- F. Correspondence**
- G. Chief's Report**
  - G.1 Chief's Report
- H. Unfinished Business**
- I. New Business**
- J. Executive Session**
  - J.1 Fire Chief's Contract
- K. Public Comment**
- L. 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**

**July 12<sup>th</sup>, 2017**

### **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 Shannon Tomsen  
Chief Christopher Carleton  
Recording Secretary Linda Hughes  
Financial Manager Patty Markel (via teleconference)

Guests:	Vic Riley	Ed Lester
	Robin Nault	Virginia Lester
	Pat Harper	John Hammell
	Richard Foreman	Rhiannon Allen
	Bruno Moras	Assistant Chief John Shields
	Margaret Moras	Donna Gillespie
	Marg Knowles	Kimberly Butts
	Andrew Grubb	

#### **B. EXECUTIVE SESSION, Review of Commissioner Applications**

Chairman Meursing announced that an Executive Session would be required to review the applications submitted for Commissioner #1 position on the board, due to the resignation of Commissioner Stanley Riffle. He asked applicant Donna Gillespie about her intentions if she were to be appointed to the position, given that she had already declared her candidacy for Commissioner position #3. Ms. Gillespie responded by saying if she were to be appointed to position #1 today, she would withdraw her candidacy for position #3.

**MOTION:** Commissioner Tomsen moved to enter Executive Session to discuss the three applications received from Kimberly Butts, Virginia Lester, and Donna Gillespie, for the vacant position on the Board after the resignation of Commissioner Stanley Riffle. The motion was seconded by Commissioner Meursing. **Motion passed 2-0.**

At 4:04 pm, the two commissioners entered into Executive Session.

At 4:20 pm, the two commissioners returned to the Regular Meeting.

Commissioner Meursing announced that after review of the applications for Commissioner position #1, and discussion with Commissioner Tomsen, he felt that the best candidate for the position at this time was Virginia Lester.

Commissioner Tomsen commented that she had disclosed her personal criteria for an ideal candidate at the Special Meeting of June 21<sup>st</sup> which included community service, and a background in finance or experience in reading and understanding financial reports, and after review of the three applications felt that Virginia Lester best exemplified the qualities she was looking for in a Fire District Commissioner.

### **C. APPOINTMENT OF COMMISSIONER**

**MOTION:** Commissioner Tomsen moved to appoint Virginia Lester to Whatcom County Fire District #5 Commissioner position #1. The motion was seconded by Commissioner Meursing. **Motion passed 2-0.**

After applause from the audience, Virginia Lester joined the Commissioners' table and began to complete the Oath of Office and Certificate of Appointment necessary to formalize the appointment, both of which documents will be forwarded to the State Auditor.

Commissioner Tomsen thanked applicants Kimberly Butts and Donna Gillespie for their willingness to serve this community, and congratulated Commissioner Lester on her appointment, noting that she has long been an unassailable pillar of this community, with involvement in PREP, CERT, Red Cross, the local Hospital District and as such has experience with financials, along with so much more.

Commissioner Lester commented that she felt "they were very big shoes to fill," thanking Commissioner Riffle for his service and for the very good job that he did while serving as Commissioner.

### **D. BOARD ACTION**

#### D.1 Approval of the Minutes of the Regular Meeting of June 14<sup>th</sup>, 2017

**MOTION:** Commissioner Tomsen moved to accept the Minutes of the Regular Meeting of June 14<sup>th</sup>, 2017 as presented. The motion was seconded by Commissioner Meursing. **Motion passed 2-0.** Commissioner Lester abstained.

#### D.2 Approval of the Minutes of the Special Meeting of June 21<sup>st</sup>, 2017

**MOTION:** Commissioner Tomsen moved to accept the Minutes of the Special Meeting of June 21<sup>st</sup>, 2017 as presented. The motion was seconded by Commissioner Meursing. **Motion passed 2-0.** Commissioner Lester abstained.

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

#### E.1 Financial Report

Financial Manager Markel presented the financial report as submitted.

Commissioner Tomsen asked for clarification of an amount payable to Brad Lutz. Chief Carleton responded that during the particularly dry heat of the summer that we have been experiencing lately,

it is his practice to keep extra firefighters on duty in case of an emergency and Brad Lutz had been the member who had stepped up and accepted a number of the additional shifts.

Commissioner Tomsen commented that Financial Manager Markel would spend some time with newly appointed Commissioner Lester next month to review the financial report in some depth.

#### E. 2 Approval of Fire District Vouchers

**MOTION:** Commissioner Tomsen moved to accept the Vouchers in the amount of \$13,765.15 for payment. The motion was seconded by Commissioner Meursing. **Motion passed 3 – 0**

#### E.3 Approval of Fire District Payroll

**MOTION:** Commissioner Tomsen moved that the payroll in the amount of \$19,362.34 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 3 – 0**

#### E.4 Budget Update

Financial Manager Markel reported the budget update for 2017, as of June 30<sup>th</sup> shows 54.31% remaining in the budget, compared to last year at this time when the budget was at 55.67%

### **F. CORRESPONDENCE**

Chief Carleton reported that there was no correspondence, but there were three telephone calls to share this month, all calls of thanks and appreciation from patients, and loved ones of patients, who were recently attended to and/or treated by members of this District.

Chief Carleton said that he tries to follow-up with every patient attended to by this District, and further mentioned a number of social organizations that are available to help with a wide variety of needs and afflictions including suicide hotlines, hoarder assistance, the CARES program, and wanted everyone in attendance to know that if they, or someone they know, is in need of food or clothing, or is suffering from senior or child neglect, or any other situation where help is needed, to please let Chief Carleton know so that he could assist with direction to CARES or other available assistance that may be needed.

### **G. CHIEF'S REPORT**

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

Chief Carleton reported that the grant for the Lucas device, and the regional multi-district grant, had reached funding level. He discussed the need for the Lucas device, how it worked, and reminded everyone that reaching funding level was no guarantee of funding, which depended on funds remaining as each grant application that reaches funding level is awarded funding.

Chief Carleton reported on the status of "big red" and the tank replacement, saying that there had been a slight delay from the manufacturer of the replacement tank but that the project was expected to be completed soon and Engine 5802 would soon return to service.

Chief Carleton also reported that there is a Burn Ban currently in effect for tree trimmings, yard waste, land clearing and that only recreational fires are allowed at this time, which must be fueled only by seasoned wood or charcoal and that paper or clippings may be used to start a fire but may not be the content of a recreational fire. He also reported that if the weather continued to remain dry,

that recreational fires would likely also be banned in the very near future. With regard to propane fires, if the unit is in the yard, it is considered a recreational fire and requires a permit, but if it is installed on a deck, it does not require a recreational burn permit. He also thanked the community for keeping illegal burns to a minimum, especially at this very dry, high risk, season.

Bruno Moras asked if propane weed burners are banned at this time and Chief Carleton responded that they were indeed banned at this time due to the very high risk of grass fire. Chief also reminded everyone to be extra careful with disposal of cigarette butts and proper dousing of recreational fires.

#### **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 August regular meeting.

There was some discussion about the insurance costs and the services of Airlift Northwest.


Richard Foreman, of the Maple Beach area, thanked Chief Carleton for providing another successful CPR instruction session with very little notice of interest, and noted that now 191 Maple Beach residents have received CPR training from this District in the last three years. Mr. Foreman also congratulated Commissioner Lester on her appointment and thanked her for her many years of service to this community and for her support of the Fire District.

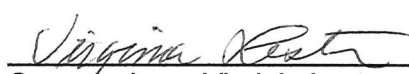
#### **J. ADJOURNMENT**

As there was no further business, Commissioner Tomsen 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 August 9<sup>th</sup>, 2017, at 4:00 p.m.

  
\_\_\_\_\_  
Commissioner William Meursing

  
\_\_\_\_\_  
Commissioner Shannon Tomsen

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

Dated August 9, 2017

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

**FINANCIAL REPORT**  
July 12, 2017

**WHATCOM COUNTY  
FIRE DISTRICT 5**

July warrants total \$13,765.15. The total for payroll is \$19,362.34 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 the secretary.

The total payout for volunteers (warrants included) is \$14,270.00.

The June financial statements are in your meeting books.

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

Respectfully,

Patty Markel  
Finance Manager

2017 Budget Remaining – 6/30/2017		Warrants – Items over \$1,000 ~	
Legislative	65.68 %		
Administrative	52.11 %	Shell - Fuel	\$ 1,035.39
Suppression	55.88 %		
Suppression Training	52.41 %	Brad Lutz - Volunteer	\$ 2, 588.00
Maintenance	62.87 %		
Vol. FF EMS	47.11 %		
EMS Training	63.91 %	US Bancorp (Credit Card)	\$ 3,552.84
Total Budget Remaining:	54.31 %		

# *Whatcom County Fire District 5*

## *Chief Officer Report*

*July 2017*

For June

### Point Of Information

1. AFG Funding Update
2. Burn Permits
3. School Artwork

### Apparatus

E58	No report
E5802	Tank Repair * Update
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 2907

Volunteer Payroll 16433

Combined Chief Hours (Chief 193.5 /// Asst. Chief 135.5) Total Chief Hours = 329

### Incidents

Total Calls (22)

EMS Calls (11)

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

Public Service (2)

Agency Assist (0) Law Enforcement

Fire Classification (9) -- (1/2\*) Outdoor Burns - permit/illegal\* (2) Smoke invest. (3) False Alarms  
(0) Vehicle Fire (0) Power Lines Down (0) Structure (0) Hazmat  
(0) Water Problems (1) Boat (0) Animal Rescue (0) Chimney Fires