

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 9th, 2014

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 Stanley Riffle
Commissioner Jeffery Wilmot
Financial Manager SuzAnne Kinsey
Chief Christopher Carleton
Recording Secretary Michelle Starrs

Absent: None

Guests: Assistant Chief John Shields
Meg Olson – All Point Bulletin
Pat Birchall
Pat Harper
Shannon Tomson
Michael Burtoff

B. PUBLIC COMMENT

None

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of June 11th, 2014

MOTION: Commissioner Wilmot moved to accept the Minutes of the June 11th, 2014 meeting as read. The motion was seconded by Commissioner Riffle.
Motion passed 3 – 0

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Kinsey will e-mail the completed reports for June.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Riffle moved to accept the Vouchers for July, 2014 in the amount of \$18,236.93 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Riffle moved that the payroll in the amount of \$12,408.47 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3– 0.**

D.4 Cancel Warrant

MOTION: Commissioner Riffle moved to approve the Cancellation of Warrant #946352 in the amount of \$485.00. It was paid to the wrong Vendor No.

D.5 Budget Update

Funds are to be transferred from the Capital Fund to the Expense Fund to cover the cost of upgrades to the fire hall.

E. CORRESPONDENCE

None

F. CHIEF'S REPORT

Chief Carleton provided an overview of the Chief Officer Report as attached and scanned.

G. UNFINISHED BUSINESS

G.1

None

H. NEW BUSINESS

H.1 Executive Session – Review the Performance of Chief Carleton

Commissioner Meursing called an Executive Session at 4:20 p.m. The session is for 20 minutes and will end at 4:40 p.m. The session is to discuss the performance of Chief Carleton. No decisions will be made in Executive Session.

The session was extended another 5 minutes to 4:45. p.m.

The Commissioners returned to the regular meeting at 4:45 p.m.

Commissioner Meursing informed the public that Chief Carleton does not want a COLA increase or change in current salary. This will be reviewed in another year.

H.2 Discrimination and Harassment Policy

CIAW and Canfield Solutions conducted a class on Discrimination and Harassment on June 12th, which was well presented and received.

A Conflict Resolution Class was presented on June 19th.

H.3 Surplus of District Items

A Resolution will be presented at the next meeting to Declare Items Surplus.

I. ADJOURNMENT

As there was no further business, Commissioner Riffle moved to adjourn the meeting at 4:54 p.m. The motion was seconded by Commissioner Wilmot.

The next Regular Meeting of the Board of Commissioners will be August 13th, 2014.

Commissioner William Meursing

Commissioner Stanley Riffle

Commissioner Jeffrey Wilmot

Dated _____

Attest: _____
Recording Secretary Michelle Starrs

WHATCOM COUNTY FIRE DISTRICT 5

Current month payables total \$18236.83 which includes a few items to point out:

Volunteer payouts that are included in warrants total \$2707.00. This reflects June 2014 activity.

There is a payment to Municipal Emergency Services for 1296.58, payment to US Bancorp for \$4346.08 (our credit card) which includes a charge from Sleep Country for \$2250, a payment to M&W Carpet Cleaning for \$1017.80, payment to LN Curtis for \$1874.77 for turn out coat and pants.

Payroll for July totals \$12408.47. This represents 1 month salary for Chief Carleton in the amount of \$4166.67, one month's salary for Asst Chief Shields in the amount of \$2583.00. There was one meeting for three commissioners, The secretary had one meeting and 1 hour clerical. Volunteer payouts total \$5210 in payroll for a total payout of volunteers of \$7917.00.

I have a request to void a warrant - #946352 in the amount of \$485.00 paid to the wrong vendor.

We require motions to approve: Warrant request covering current month vouchers and current month payroll and a request to void warrant.

SuzAnne Kinsey, Financial Admn.

Whatcom County Fire District 5

Chief Officer Report

July 2014

For June 2014

Point Of Information

1. Retirement of William Skinner.
2. Conducted (Sexual) Harassment training on June 12th – CIAW/Canfield Solutions
3. Conducted Conflict Resolution training on June 19th – CIAW/Canfield Solutions

Apparatus

E58	No report
E5802	No report
B58	No report
U5802	No report
A58	Front AC unit needing repair
A5802	No report
C58	No report

Member Roster

41 Members (29 Canadian / 6 Point Roberts / 6 County)

- 3 Paramedics
- 11 EMTs
- 1 Advanced EMT

Volunteer Hours 3029

Volunteer Payroll 9325

Combined Chief Hours (Chief 214 /// Asst. Chief 128) Total Chief Hours = 342

Incidents

Total Calls (20)

EMS Calls (9)

<u>Transports:</u>	Saint Joseph Hospital (0)	Whatcom Medic One (0)
	Airlift Northwest (2)	North Whatcom Fire Rescue (0)
	No Transport (7)	

Public Service (0)

Agency Assist (0)

Fire Classification (11) 10 Unauthorized Burn / 1 Power Lines

Other (0)