

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

August 10th, 2016

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:06 p.m. by Commissioner Meursing.

In Attendance: Commissioner William Meursing
 Commissioner Stanley Riffle
 Commissioner Shannon Tomsen
 Chief Christopher Carleton
 Financial Manager Patty Markel
 Recording Secretary Linda Hughes

Guests: Victor Riley
 Jeannette Meursing
 Bruno Moras
 Margaret Moras
 Virginia Lester
 Assistant Chief John Shields

B. PUBLIC COMMENT

Bruno Moras commented that he really appreciates the job that the Commissioners are doing and thanked everyone for their time and efforts on behalf of the fire district. He further noted that the fact that there was hardly anyone in attendance at this meeting was a testament to their good work. Secondly, he posed a question about the legality of burning paper in his in-home wood stove.

Chief Carleton responded by saying that newsprint is often used as fire-starter, but the burning of any trash, whether in an in-home fireplace or an outdoor fire burning pit was illegal. He pointed out the toxins released when some paper is burned and noted that only aged wood is permitted in fireplaces and recreational fire pits. Any fresh cut wood is considered yard waste and a special fire permit is required for that type of burning. Propane fire pits are allowed year-round, even during burn ban times, as they do not produce sparks.

Commissioner Meursing thanked Mr. Moras for his kind words.

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of July 13th, 2016

Secretary Hughes clarified which Commissioner had volunteered to install the water spigot at the previous meeting, and revised the draft Minutes accordingly.

MOTION: Commissioner Meursing moved to accept the Minutes of the July 13th, 2016 regular meeting as amended. The motion was seconded by Commissioner Riffle. **Motion passed 3-0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Markel provided her financial report as submitted.

D.2 Approval of Fire District Vouchers

Commissioner Riffle asked for clarification of three charges in this month's vouchers, to Kent Bruce, Pacific Power and Security Systems NW. Assistant Chief Shields provided the clarification that Kent Bruce was a lighting provider and replacement bulbs had been purchased, Pacific Power was a service provider that performed the yearly maintenance on the generators, and Security Systems NW was for fire extinguisher servicing.

Commissioner Riffle asked for clarification of the charge codes on the voucher sheet and Financial Manager Markel clarified that the codes noted on the voucher sheet were for County use and did not reflect the various accounts in the Fire District budget where expenses are accounted for. For instance the 6630 code is the County code for services, 6635 is medical related expenses and 7190 is for purchases.

Commissioner Tomsen asked for clarification of the charge to Unity Care NW and Chief Carleton responded that those two charges were for physical examinations on two new hires.

MOTION: Commissioner Riffle moved to accept the Vouchers for in the amount of \$32,043.18 for payment. The motion was seconded by Commissioner Tomsen. **Motion passed 3 - 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Riffle moved that the payroll in the amount of \$16,254.50 be approved for payment. The motion was seconded by Commissioner Tomsen. **Motion passed 3 - 0**

D.4 Budget Update

Financial Manager Markel indicated that 49.11% of the budget is remaining and further commented that approximately 56% of the tax payments had been collected for this year.

Commissioner Meursing asked Financial Manager Markel to indicate whether still she felt we were on track to finish the year with a small carry-over. Financial Manager Markel responded it appeared that the year might finish up with approximately 10% of the budget remaining for carry-over.

E. CORRESPONDENCE

Chief Carleton reported there was no correspondence this month.

F. CHIEF'S REPORT

The Chief continues to remind homeowners to contact their insurance companies to seek potential savings related to the District's improved ISO rating.

The Chief reported that although the district has been awarded a number, indicating approval of an Assistance to Firefighters Grant (FEMA) in the amount of \$162,000 for SCBA equipment, we still have not received the congratulations letter confirming the award has been allocated.

Chief Carleton reviewed the balance of his report which is attached to these Minutes.

Commissioner Riffle asked for details on the two hazmat calls that were noted in the Chief's Report.

Chief Carleton responded that the first one was a 55 gallon drum that had washed ashore, which turned out to be a drum of lubricating oil that must have fallen from a ship. The owners of the drum were contacted and they responded very quickly to retrieve it.

The second one was to retrieve unexploded ordinance found on the beach after the 4th of July. The fireworks were retrieved and are currently being store under-water in a tank in the storage container, awaiting the retrieval and proper disposal by the Fire Marshall.

H. NEW BUSINESS

The Chief was asked to produce a list for future capital needs, which he presented, saying that although it may not be comprehensive, it was a good representation of some of the needs the District will be facing.

That list included bunker gear, a fire engine, brush apparatus, a gator-type ATV with wildland capability, an ambulance, extrication tools, firefighting hose, scene lighting, a nitrox unit, multi-gas detectors.

Commissioner Riffle asked for confirmation that this list includes some items approved for expenditure at last month's meeting, to which the Chief replied yes, confirming that no funds would be spent on any of these capital needs until the SCBA grant funding was in place.

Chief Carleton continued with a list of other capital requirements, including a number of improvements to the fire station including, interior painting, renovations of the upstairs area for firefighter bunking, bay flooring which is showing signs of age and cracking.

Commissioner Tomsen asked for an estimate of cost for bay flooring solutions. Chief Carleton felt a solution could be implemented for approximately \$10,000.00, but indicated the floor will still last for some time yet and this is not an urgent need, just one that we must keep in mind will be required in the future.

Commissioner Riffle felt that water collection in the bay area is likely highly restricted, and the Chief responded that every other district he has worked in has utilized simple floor drains, dispersing the water to the buildings curtain drains.

The Chief continued with the list of other building improvements that will become capital requirements in the future, being carpet replacement – or a different flooring option here in the training room, upstairs and eventually in the office. He added that the downstairs kitchen needs updating, he would like to obtain a two-story Class A training tower, exercise equipment including an elliptical, treadmill or stairmill, a bar for chin-ups/pull-ups and indicated that he would be looking into grants for that equipment. The district should also have an ambulance computer to allow medical personnel the ability to complete their complicated reports while on the road back from the hospital – and indicated that there was a possibility that if the EMT tax levy on the ballot this November is approved, then we might be provided with that type of equipment as the County is looking to move toward standardized reporting.

Commissioner Meursing asked for a cost estimate of such a computer and the Chief indicated probably \$2,000.00 to \$2,500.00.

Further discussion ensued to identify the Chief's priority wishes, which are asterisked on the list provided to the Commissioners. The Chief also indicated that he would be applying for additional grants for funds to be used in the purchase of a fire engine, saying that earlier grant applications for this purpose had been favorably considered.

In discussion of the Chief's building priorities, Commissioner Meursing commented that something should be done about the downstairs kitchen sooner rather than later, especially since the public often uses the facility and it is to be used as a community kitchen in the event of an emergency. It was decided to put this matter, along with interior painting and carpet replacement on next month's Agenda for discussion.

G. UNFINISHED BUSINESS

Commissioner Tomsen addressed the earlier discussion topic of a blog or some other avenue of providing the community with an objective overview of important milestones and the regular activities of the fire district, noting that there is no representative of the press in

attendance at today's meeting. She continued that even when the press is in attendance, there is very little objective reporting of the activities of the district and even less mention of some very newsworthy milestones. As an example, she pointed to a small article located near the back of the paper as an indication of the lack of importance the paper places on important news like the incredible accomplishment of Chief Carleton's in successfully procuring a \$160,000 grant, after three years of diligence, even though Meg was here for the previous meeting and heard the Chief speak at great length about the efforts that went into this grant application. Commissioner Tomsen noted that lots of ink was dedicated to the aftermath of the April 6th fire, even when they knew some of their information was inaccurate.

Discussion then ensued covering a variety of ways to capture the information from each meeting, with Commissioner Tomsen volunteering to write a monthly synopsis of each meeting, and then further discussion considered potential avenues of publication of the newsletter. It was decided that Commissioner Tomsen will compose a concise synopsis from the draft minutes of each month's meeting and have it distributed to the community via Point-Interface and then posted to the WCFD5 website in a Commissioner's Corner forum.

Commissioner Riffle asked Chief Carleton for the status of the District's insurance and the Chief responded that he would invite Tony Kelley to the September meeting, indicating that he would review the policy beforehand to see if he felt any changes might be in order, but that he felt the District was covered by a strong policy. Insurance is to be added to the September meeting agenda.

Chief Carleton provided an overview of some of the events that will be included in the upcoming Open House, including a combat-style obstacle course for children, attendance by the medi-vac helicopters, the dental van, lots of food and home-baked goodies with an expectation of attendance by a couple hundred people.

Commissioner Riffle thanked Chief Carleton for the continued watering of the station's flowering plants, and also wanted to publicly thank Darlene Gibbs for her attentive service when some of the plants were in distress and required 'hospitalization.' Darlene took the plants to her nursery, cared for them, and returned them when they were in better condition.

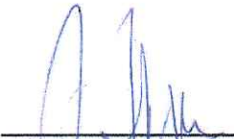
Commissioner Meursing asked Commissioner Tomsen if she would be interested in performing the Chief's Evaluation this year. She agreed and the Chief indicated that he would provide the necessary paperwork to Commissioner Tomsen.

Commissioner Meursing asked Chief Carleton to please add numbers to the newly painted doors. The Chief responded that he would be looking into adding numbers to the four doors, adding that it is a requirement that some of the decaling on the Ambulance be updated to comply with requirements of the recent district designation as an ILS provider. Chief Carleton pointed out that District 5 is the only one in the entire county to receive the Intermediate Life Support designation and an advanced life support provider.

I. ADJOURNMENT

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


The next Regular Meeting of the Board of Commissioners will be September 14th, 2016.



Commissioner William Meursing



Commissioner Stanley Riffle



Commissioner Shannon Tomsen

Dated September 13, 2016

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
August 10, 2016

**WHATCOM COUNTY
FIRE DISTRICT 5**

August warrants total \$32,043.18. The total for payroll is \$16,254.50; including Chief Carleton's salary \$4,212.50 and Assistant Chief Shield's pay of \$2,750.00. There was one event for the commissioners and secretary.

The total payout for volunteers (warrants included) is \$11,076.00.

Your July financial statements are in your meeting books.

We need a motion to approve the warrants for \$32,043.18 and payroll in the amount of \$16,254.50.

Respectfully,

Patty Markel
Finance Manager

2016 Budget Remaining – 7/31/16		August Warrants – Items over \$1,000 ~	
Legislative	85.17 %	Pacific Power Group	\$ 1,079.00
Administrative	36.90 %	(Generator Maintenance)	
Suppression	50.52 %		
Suppression Training	11.34 %	Cross Border Property Mgmt.	\$ 21,336.53
Maintenance	49.04 %	& Maint. (Paint Exterior of Station)	
Vol. FF EMS	52.43 %		
EMS Training	66.86 %	US Bancorp (Credit Card)	\$ 1,420.75
Total Budget Remaining:	49.11 %		

Whatcom County Fire District 5
Chief Officer Report
August 2016
For July 2016

Point Of Information

1. Home owners should call their insurance company due to ISO change
2. AFG Notification SCBA funding

Apparatus

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

Member Roster

45 Members (27 Canadian / 9 Point Roberts / 9 County)

- 6 Paramedics
- 16 EMTs (5 AEMT)
- 4 Ambassadors
- 36 Firefighters

Volunteer Hours 2749

Volunteer Payroll 12265

Combined Chief Hours (Chief 126.5 /// Asst. Chief 141) Total Chief Hours = 267.5

Incidents

Total Calls (28)

EMS Calls (11)

<u>Transports:</u>	Saint Joseph Hospital (3)	Bellingham FD Medic (0)
	Airlift Northwest (0)	North Whatcom Fire Rescue (1)
	No Transport (6)	Ferndale FD Medic (1)
	Home Visit (0)	

Public Service (1)

Agency Assist (0) Law Enforcement

Fire Classification (16) -- (4/3*) Outdoor Burns - permit/illegal* (0) Smoke invest. (3) False Alarms
(0) Vehicle Fire (1) Power Lines Down (1) Structure

Other (2) – Hazmat (2) Canceled