

**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 14<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

Guests: Assistant Chief John Shields  
Pat Grubb  
Bill Meursing

**B. PUBLIC COMMENT**

Bill Meursing asked how long the Chief had been with the District. Chief replied that he started in August of 2012. Bill Meursing thought that the Chief's starting salary was around \$50,000 and noted that he recollected the Chief had received two raises since he started and that his salary is somewhere around \$60,000 now, further noting that this salary is for a part-time position although the Chief works full-time hours for the District. With that in mind Bill Meursing asked the Commissioners to amend their Agenda today to include consideration of a salary raise for Chief Carleton.

**C. BOARD ACTION**

C. Approval of the Minutes of the Regular Meeting of July 10<sup>th</sup>, 2019

**MOTION:** Commissioner Harper moved to accept the Minutes of the Regular Meeting of July 10<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 Harper moved to accept the Vouchers in the amount of \$23,344.64 for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

D.3 Approval of Fire District Payroll

**MOTION:** Commissioner Harper moved that the payroll in the amount of \$16,053.33 be approved for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

D.4 Resolution 2019-01 Void old outstanding warrants

Financial Manager Markel presented Resolution 2019-01 to void any outstanding warrants issued prior to July 1, 2018.

**MOTION:** Commissioner Newmen moved that Resolution 2019-01 to void old outstanding warrants be approved. The Motion was seconded by Commissioner Harper. **Motion passed 3-0**

**MOTION:** Commissioner Harper moved to approve the reissuance of the voided warrant payable to Linda Hughes. The Motion was seconded by Commissioner Newmen. **Motion passed 3-0**

D.5 Budget Update

Financial Manager Markel reported the budget update, as of July 30, 2019, has 51.94% remaining in the budget compared with 51.33% remaining at the end of June last year.

**E. CORRESPONDENCE**

None.

**F. CHIEF'S REPORT**

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

Chief reported that the 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, was a great success and that photos will soon be made available to the All Point Bulletin of the various check presentations.

Chief also reviewed the success of the Hot Diggety Jog, another charity event hosted by the Volunteer Firefighters' Association, in conjunction with and in support of the local school PTO.

Chief thanked the Helen and Jose Colton Foundation for their recent campaign of philanthropy in Point Roberts, in particular for the \$60,000 grant provided to our Fire District toward the purchase of new LifePak equipment to replace the aging LifePak and AED equipment. Our older AED equipment is no longer able to be maintained so this grant really could not have come at a better time. Chief plans to surplus the older equipment some time in the future.

Chief reported that there were 40 calls in July and 13 EMC Cares visits.

He reported on a grass fire at the local air strip which had been sparked by a lawn mower. Luckily the onsite water source was sufficient to suppress the fire quickly and when the Fire District arrived, it was already mostly contained. The owner of the air strip is now prohibiting mowing of the

perimeter and only keeping the landing strip itself maintained; at least until the fire danger from summer weather had passed.

Chief also reported that the new owner of the air strip has offered the house on that property to the Fire District for training purposes. The house will not be burned down, due to its close proximity to trees that are intended to be saved, but there are many other opportunities for training in the house and the Chief is grateful to the property owner for the opportunity.

**G. UNFINISHED BUSINESS**

None

**H. NEW BUSINESS**

**MOTION:** Commissioner Lester moved to enter Executive Session for the purpose of discussing Chief Carleton's proposed salary revision. The motion was seconded by Commissioner Harper.  
**Motion passed 3 – 0**

Upon return to the meeting at 16:40, Commissioner Lester reported that the discussion they had in Executive Session warranted the necessity for further input on CPI increases, which will be sought from the District's legal counsel, and this matter will be re-visited at another time when more information is available.

**I. ADJOURNMENT**

Before adjournment, Commissioner Lester thanked Chief Carleton for a wonderful Open House, which was well-attended and lots of fun.

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

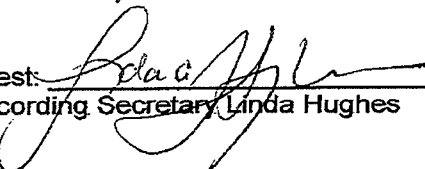
The next Regular Meeting of the Board of Commissioners will be September 11<sup>th</sup>, 2019, at 4:00 p.m.

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

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

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

Dated Sept. 11, 2019

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

**FINANCIAL REPORT**  
August 14, 2019

**WHATCOM COUNTY  
FIRE DISTRICT 5**

August warrants total \$22,319.64. The total for payroll is \$16,053.33, 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 \$7,834.00.

The July financial statements are in your meeting books for review.

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

Respectfully,

Patty Markel  
Finance Manager

<b>2019 Budget Remaining – 7/31/19</b>	
Legislative	86.37 %
Administrative	42.80 %
Suppression	51.06 %
Suppression Training	63.60 %
Maintenance	39.66 %
Vol. FF EMS	48.07 %
EMS Training	87.87 %
<b>Total Budget Remaining:</b>	<b>51.94 %</b>
<i>7/31/18 Budget Comparison:</i>	<i>51.33 %</i>

<b>Warrants – Items over \$1,000 ~</b>	
WEX - fuel	\$ 1,424.81
Optimum Contracting Inc	\$ 4,797.76
US Bancorp (Credit Card)	\$ 9,518.48
<b><i>Includes:</i></b>	
End of the Roll Surrey	\$ 1,909.47
HYVIZ Inc	\$ 1,180.48
Life Assist Inc	\$ 2,552.07

**Whatcom County Fire District 5**  
**Chief Officer Report**  
**August 2019**  
For July 2019

**Point Of Information**

1. Gulf Tournament July 20 success
2. School Hot Diggity Jog 5K July 27 success
3. Helen and Jose Colton Foundation Grant Update

**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** 2640

**Volunteer Payroll** 10834

**Combined Chief Hours** (Chief 199.5 /// Asst. Chief 122.5) Total Chief Hours = 322

**Incidents**

Total Calls (40)

EMS Calls (18)

<u>Transports:</u>	Saint Joseph Hospital (3)	Bellingham FD Medic (0)
	Airlift Northwest (1)	North Whatcom Fire Rescue (1)
	No Transport (12)	Ferndale FD Medic (1)

EMS CARES/MIHC (13) ----- Agency Assist (0) -----Public Service (2)

Fire Classification (7)

(2/1\*) Outdoor Burns - permit/illegal\* /// (0) Smoke invest. /// (2) False Alarms /// (0) Vehicle Fire  
(0) Power Lines Down /// (0) Structure /// (0) Water Problems /// (0) Boat /// (0) Animal Rescue ///  
(0) Chimney Fires /// (2) Grass Fire /// (0) Gas Leak /// (0) Down Tree /// (0) Plane Emergency  
(0) Hazmat /// (0) Wrong Address /// (0) Public Service Smoke Detector Program