

Whatcom County Fire District #5

Point Roberts Fire Department

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

Agenda

Regular Fire Commissioners' Meeting

August 9th, 2017
4:00 pm

- A. Call to Order**
- B. Public Comment**
- C. Approval of the Minutes**
 - C.1 Approval of the Minutes from the Regular Meeting of July 12th, 2017
- D. Financial Manager's Report**
 - D.1 Financial Manager's Report
 - D.2 Approval of Fire District Vouchers
 - D.3 Approval of Fire District Payroll
 - D.4 Budget Update
- E. Correspondence**
- F. Chief's Report**
 - G.1 Chief's Report
- G. Unfinished Business**
- H. New Business**
 - H.1 Renewal of Insurance, Tony Kelley
- I. Executive Session**
 - I.1 Fire Chief's Contract
- J. 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

August 9th, 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
 Commissioner Virginia Lester
 Chief Christopher Carleton
 Recording Secretary Linda Hughes
 Financial Manager Patty Markel

Guests: Vic Riley Ed Lester
 Robin Nault Tony Kelly
 Pat Harper David Armstrong
 Richard Foreman Jonquil Armstrong
 Bruno Moras Julie Iddon
 Margaret Moras Vina Restell
 Jennifer Urquhart Manfred Werner
 Jeff Wilmot Janet Drew
 Andrew Grubb Jay Drew
 Maureen Girard Fadi Samaha

B. PUBLIC COMMENT

None

Commissioner Meursing handed the floor to Chief Carleton, for a special presentation to former Commissioner Jeff Wilmot, with heartfelt thanks from the community for his service as a Commissioner.

Commissioner Meursing also offered his tribute and thanks to former Commissioner Wilmot for his service.

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of July 12th, 2017

MOTION: Commissioner Lester moved to accept the Minutes of the Regular Meeting of July 12th, 2017 as presented. The motion was seconded by Commissioner Tomsen. **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 Tomsen moved to accept the Vouchers in the amount of \$66,140.06 for payment. The motion was seconded by Commissioner Lester. **Motion passed 3 – 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Tomsen moved that the payroll in the amount of \$18,850.34 be approved for payment. The motion was seconded by Commissioner Lester. **Motion passed 3 – 0**

Commissioner Meursing reported that the warrants were higher this month than usual due to the replacement of the water tank in Engine 5802, in the amount of approximately \$28,000.00

Chief Carleton added that it also included an amount of \$1,700.00 toward the new CPR compression device, which had been acquired with an AFG grant of \$19,000.00.

F.4 Budget Update

Financial Manager Markel reported the budget update for 2017, as of July 31st, shows 48.27% remaining in the budget, trending about 1% over the same period last year.

E. CORRESPONDENCE

None to report

G. CHIEF'S REPORT

Chief Carleton's Chief Officer Report was read and submitted, including:

- Reiteration of the \$19,000.00 AFG grant used to purchase the Lucas Device
- The Lifepak 15 regional grant application is still in process.
- Full Burn Ban on now. Chief Carleton reported 4 calls to illegal fires had been attended. One was on the beach and had been left unattended by young men seen leaving the area. Chief reminded everyone how dangerous beach fires can be, and that absolutely no wood burning is allowed at this time. Only charcoal and propane, and only in BBQ's or home patio fireplace. Chief reported that another of the calls was a trash burn. Chief intends to report this incident to the Fire Marshall's office and perhaps North West Clean Air. He asked the public to please call 911 if they smell smoke.
- Open House, August 26 11:00 to 3:00 A great event and fun for the whole family
- Engine 5802 has now been repaired and is back in service

H. UNFINISHED BUSINESS

None

I. NEW BUSINESS

I.1 Renewal of District Insurance policy

Tony Kelley was invited to the floor to give a brief summary of the proposed insurance policy renewal.

Mr. Kelley handed out printed copies as needed, and referred to the proposed policy, highlighting the changes over last year's policy.

He reported that coverage included property, equipment, auto, and general liability in the amount of \$3,3241,341 for a policy premium of \$26,345.

Commissioner Tomsen asked Chief Carleton if he felt the insured value of the building and equipment was sufficient, to which he replied yes.

Commissioner Tomsen asked Mr. Kelley if the crime coverage included employee crime such as collusion, forgery, cash, and whether that coverage had a premium associated with it. Mr. Kelley replied that this coverage was included in the policy for no additional premium.

There was discussion of other coverages including underinsured motorist protection, and the need to sign certain documents if the Commissioners accepted the proposal from Kelley Insurance. Commissioners agreed to meet and sign the necessary documents to accept the policy.

I. EXECUTIVE SESSION

I.1 Fire Chief's Contract

MOTION: Commissioner Lester moved to enter Executive Session for the purpose of discussing Chief Carleton's employment contract. The motion was seconded by Commissioner Tomsen.
Motion passed 3 – 0

Commissioner Meursing reported that the Board will return at 4:40 pm.

Return to open session at 4:41

Commissioner Tomsen reported on three changes discussed to Chief Carleton's employment contract.

MOTION: Commissioner Tomsen moved to accept the employment contract as discussed. The motion was seconded by Commissioner Lester. **Motion passed 3–0.**

Chief Carleton requested that a date be set for the 2018 Budget Work Session in advance of the November regular meeting, and it was tentatively agreed to schedule Wednesday, October 25th at 4:00 p.m., barring any scheduling conflicts with the Commissioners. Chief will email the proposed date to all for consideration.

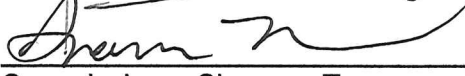
J. ADJOURNMENT

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 9th, 2017, at 4:00 p.m.



Commissioner William Meursing

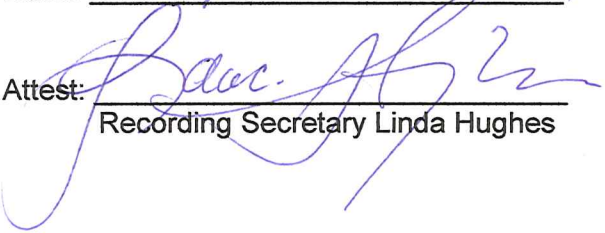


Commissioner Shannon Tomsen



Commissioner Virginia Lester

Dated September 13, 2017

Attest: 

Recording Secretary Linda Hughes

Whatcom County Fire District 5

Chief Officer Report

August 2017

For July

Point Of Information

1. AFG Funding Update
2. Burn Permits – Current Full Burn Ban
3. Open House

Apparatus

E58	No report	E5802	Tank Repaired – in service
B58	No report	U5802	No report
A58	No report	A5802	No report
C58	No report		

Member Roster

45 Members (23 Canadian / 13 Point Roberts / 9 County)

- 5 Paramedics
- 15 EMTs (9 AEMT)
- 3 Ambassadors
- 36 Firefighters

Volunteer Hours 2633

Volunteer Payroll 13494

Combined Chief Hours (Chief 215.75 /// Asst. Chief 196) Total Chief Hours = 411.75

Incidents

Total Calls (26)

EMS Calls (9)

<u>Transports:</u>	Saint Joseph Hospital (4)	Bellingham FD Medic (0)
	Airlift Northwest (0)	North Whatcom Fire Rescue (2)
	No Transport (3)	Ferndale FD Medic (0)
	Home Visit (0)	

Public Service (4)

Agency Assist (1) Law Enforcement

Fire Classification (12) -- (3/2*) Outdoor Burns - permit/illegal* (0) Smoke invest. (2) False Alarms
(0) Vehicle Fire (0) Power Lines Down (0) Structure (0) Hazmat
(1) Water Problems (1) Boat (0) Animal Rescue (0) Chimney Fires
(2) MVA (1) Grass Fire

FINANCIAL REPORT

August 09, 2017

**WHATCOM COUNTY
FIRE DISTRICT 5**

August warrants total \$66,140.06. The total for payroll is \$18,850.34 including Chief Carleton’s salary of \$5,000.00 and Assistant Chief Shield’s pay of \$2,833.34. There was one event for the commissioners and the secretary.

The total payout for volunteers (warrants included) is \$11,360.00.

The July financial statements are in your meeting books.

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

Respectfully,

Patty Markel
Finance Manager

2017 Budget Remaining – 7/31/2017		Warrants – Items over \$1,000 ~	
Legislative	63.79 %	Profire Emergency Equipment	\$ 28,683.38
Administrative	45.69 %	National Hose Testing	\$ 1,911.00
Suppression	47.84 %	Shell - Fuel	\$ 1,001.88
Suppression Training	51.19 %	Medtronic Physio Control	\$ 21,317.45
Maintenance	57.30 %	(Received Grant of \$ 19,578)	
Vol. FF EMS	39.93 %		
EMS Training	63.91 %	US Bancorp (Credit Card)	\$ 6,895.64
		Includes:	
Total Budget Remaining:	48.27 %	Life Assist	\$ 2,910.63