

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

September 10th, 2014

MINUTES

A. CALL TO ORDER

The meeting was called to order at 407 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: Assistant Chief John Shields

Guests: Meg Olson – All Point Bulletin
 Pat Harper
 Shannon Tomson
 Jollena Tylor
 Robert Milne

B. PUBLIC COMMENT

None

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of August 13th, 2014

MOTION: Commissioner Riffle moved to accept the Minutes of the August 13th, 2014 meeting as read. The motion was seconded by Commissioner Wilmot.
Motion passed 3 – 0

C.2 Amendment To July 9th, 2014 Minutes

MOTION: Commissioner Riffle moved to accept the Amendment to the July 9th, 2014 Minutes. This Amendment was to state that all the Commissioners approved their pay increase from \$104.00 to \$114.00. The motion was seconded by Commissioner Wilmot. **Motion passed 3 -0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

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

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Riffle moved to accept the Vouchers for September, 2014 in the amount of \$37,001.96 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 \$12,869.67 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3– 0.**

D.4 Budget Update

There was no discussion on the Budget.

E. CORRESPONDENCE

A Thank You note was received from the Point Roberts Senior Association thanking the Department for coming to doing blood pressures. This is a great service to the seniors of Point Roberts.

F. CHIEF'S REPORT

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

G. UNFINISHED BUSINESS

G.1 Term Insurance

The Commissioners discussed Term Insurance for the Volunteers. Chief Carlton will continue to explore other options available to the Department and present his findings at a future meeting.

H. NEW BUSINESS

H.1 Mt Baker Roofing, Inc. – Roofing Estimate

The Commissioners reviewed the estimate from Mt. Baker Roofing, Inc. to replace sections of the roof. Chief Carleton will ask Steve, from Mt. Baker Roofing, Inc. to come back and bring more in-depth information so he can present it to the Board. They are interested in the type of shingle to be used and what definitely needs to be repaired.

I. ADJOURNMENT

As there was no further business, Commissioner Wilmot moved to adjourn the meeting at 5:12 p.m. The motion was seconded by Commissioner Riffle.

The next Regular Meeting of the Board of Commissioners will be October 8th, 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 \$37,001.96 which includes a few items to point out:

Volunteer payouts that are included in warrants total \$3936.00. This reflects August activity.

Shell Oil \$1178, US Bancorp \$3887, McNeil Insurance \$22253.00

Payroll for June totals \$12869.67. 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, and the secretary had one meeting. Volunteer payouts for August total \$5,634 in payroll. I did add \$10 to each commissioner pay for missing the increase in July.

I have printed the financials for August and put in your paperwork.

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

SuzAnne Kinsey, Financial Admn.

Whatcom County Fire District 5

Chief Officer Report

September 2014

For August 2014

Point Of Information

1. U5802 will need some work due to leaks
2. Letters sent to Senator Ericksen and Congresswoman DelBene regarding Canadian EMT certification expiration
3. Open House success
4. CPR Training success
5. ESIP Transition (District Insurance)

Apparatus

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

Member Roster

45 Members (32 Canadian / 7 Point Roberts / 7 County)

- 4 Paramedics
- 16 EMTs (4 AEMT)
- 3 Ambassadors
- 39 Firefighters (4 Point Roberts)

Volunteer Hours 2561

Volunteer Payroll 10520

Combined Chief Hours (Chief 188 /// Asst. Chief 85) Total Chief Hours = 273

Incidents

Total Calls (20)

EMS Calls (11)

<u>Transports:</u>	Saint Joseph Hospital (2)	Whatcom Medic One (1)
	Airlift Northwest (1)	North Whatcom Fire Rescue (0)
	No Transport (7)	Ferndale Fire Department (0)

Public Service (0)

Agency Assist (0)

Fire Classification (8) 5 Unauthorized Burn / 1 Commercial / 2 Fire Alarm

Other (1) Wrong address