

# ***Whatcom County Fire Distr***

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

## **Regular Meeting of the Board of Commissioners**

**September 11<sup>th</sup>, 2013**

### **MINUTES**

#### **A. CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Commissioner Meursing.

In Attendance:            Commissioner William Meursing  
                                  Commissioner Stanley Riffle  
                                  Commissioner Jeffery Wilmot  
                                  Chief Christopher Carleton  
                                  Financial Manager SuzAnne Kinsey  
                                  Recording Secretary Michelle Starrs

Absent:                      None

Guests:                     Assistant Chief John Shields  
                                  Pat Grubb - All Point Bulletin  
                                  Dan Bourks – Manager Point Roberts Water District  
                                  Anthony Kelley – Kelley Insurance Agency  
                                  Pat Birchall  
                                  Natalie Davidson  
                                  Judy Ross  
                                  R. Foreman  
                                  G. Fiorillo  
                                  Shane Johnson  
                                  Jeanette Meursing  
                                  Monica Zeilenger  
                                  Jollena Tylor  
                                  Mark Hobbs

## **B. PUBLIC COMMENTS**

R. Foreman

## **C. BOARD ACTION**

### C.1 Approval of Minutes for the Regular Meeting of August 14<sup>th</sup>, 2013

**MOTION:** Commissioner Riffle moved to accept the Minutes of the August 14<sup>th</sup>, 2013 meeting as corrected. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

### C.2 Approval of the Minutes from the Special Meeting of August 26<sup>th</sup>, 2013

**MOTION:** Commissioner Wilmot moved to accept the Minutes from the Special Meeting of August 26<sup>th</sup>, 2013 meeting as read. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 1 – Opposed Commissioner Riffle.**

## **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, 2013 in the amount of \$47,842.69 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 \$11,899.57 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

### D.4 Cancellation of Warrant

**MOTION:** Commissioner Riffle moved to accept the Cancellation of Warrant No. 922829 for \$50.00. This is for Assistant Chief Shields cell phone. The motion was seconded by Commissioner Wilmot. **Motion passed 3 - 0**

## **E. CORRESPONDENCE**

### **E.1 Letter**

A thank you letter was received from Erin and Steve Collingworth thanking the firemen for attending their son's birthday party.

## **F. CHIEF'S REPORT**

The Chief Officer Report as attached and scanned.

## **G. UNFINISHED BUSINESS**

### **G.1 Anthony Kelley – Kelley Insurance Agency**

**MOTION:** Commissioner Riffle moved to increase the insurance covering the fire station to \$2,000,000.00 replacement cost. The premium will be \$659.32 for the additional coverage. The motion was seconded by Commissioner Wilmot.  
**Motion passed 3 – 0.**

A copy of the renewal invoice is attached to the Minutes.

### **G.2 Overpayment of Firefighters**

Chief Carleton has sent e-mails to the firefighters who still have outstanding repayments to the District. Christopher Thompson is the only one who has responded and he requests more information on the \$200.00 that he has been requested to repay the District.

Chief Carleton will continue to send e-mails to try and collect from the remaining firefighters who have outstanding funds to repay.

This item will be removed from future Agendas and Chief Carleton will advise of any repayments as they occur.

## **H. NEW BUSINESS**

### **H.1 Septic System Replacement Costs**

**MOTION:** Commissioner Riffle moved to declare the replacement of the septic system as an emergency and follow the Emergency Procurement Process that is in place for the District. The motion was seconded by Commissioner Meursing.  
**Motion passed 2 – 1 – Opposed Commissioner Wilmot.**

There is an Estimate of Costs from Apollo Custom Construction that is attached to the Minutes.

## **I. ADJOURNMENT**

As there was no further business, Commissioner Riffle adjourned the meeting at 8:48 p.m. The motion was seconded by Commissioner Wilmot.

The next Regular Meeting of the Board of Commissioners will be October 9<sup>th</sup>, 2013.

\_\_\_\_\_  
Commissioner William Meursing

\_\_\_\_\_  
Commissioner Stanley Riffle

\_\_\_\_\_  
Commissioner Jeffery Wilmot

Dated \_\_\_\_\_

Attest: \_\_\_\_\_  
Recording Secretary Michelle Starrs

## WHATCOM COUNTY FIRE DISTRICT 5

Current month payables total \$47,842.69 which includes a few items to point out:

There are payables to Apollo Construction for \$10,504.97, Kamps Painting for \$12,613.13, National Hose testing for \$2040.00, Puget Sound Energy for \$1100.71, Whalen Designs for \$3000, US Bancorp for \$5426.46 (this is made up of a number of different invoices) and Nielsons for \$4099.41.

Payroll for September totals \$11,899.57 This represents 1 month salary for Chief Carleton in the amount of \$3400.00, one months salary for Asst Chief Shields in the amount of \$2250.00. There were two meetings for three commissioners. The secretary had two meetings plus one hour of clerical work. Volunteer payouts for August total \$6017.00 in payroll and there are four payouts in the warrants for volunteers for \$1799 for a total volunteer payout of \$7816.00

Once again, the reimbursement for John Shields cell phone was made out to the incorrect vendor and must be voided. I have sorted the problem out with the county. We need a motion to cancel warrant 922829 in the amount of \$50.00

Both July and August financials have been emailed to you.

I would like to note that there has been no word from the State Auditors office.

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

SuzAnne Kinsey, Financial Admn.

***Whatcom County Fire District 5***  
***Chief Officer Report***  
***September 2013***  
For August 2013

**Point Of Information**

1. Open House
2. Hydrant Painting
3. Haunted House
4. Insurance

**Apparatus**

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

**Member Roster**

43 Members (32 Canadian / 5 Point Roberts / 6 County)

- 2 Paramedics
- 10 EMTs (including 2 EMT-A)

**Volunteer Hours**      2731

**Volunteer Payroll**    10688

**Combined Chief Hours**      (Chief 208.5    /// Asst. Chief    75.0)      Total Chief Hours = 283.5

**Incidents**

Total Calls (34)

EMS Calls (16)

<u>Transports:</u>	Saint Joseph Hospital (0)	Whatcom Medic One (5)
	Airlift Northwest (2)	North Whatcom Fire Rescue (0)
	No Transport (11)	

Public assist (0)

Fire Classification (18)    17 - Rubbish Fire Investigations and 1 - Electrical Problem

Other (0)



8067 Niska Road  
Blaine, WA 98230

# Estimate

Date	Estimate #
9/11/2013	13-260

Phone # 360-201-4348

Name / Address
WCFD #5 ATTN: Chief Christopher 2030 Benson Road Pt. Roberts, WA 98281

HUD Case #	Work Order Number	Project
		Whatcom Fire District #5 Department

Description	Qty	Rate	Total
Septic Permit & Design Costs			
Septic Permit Fee - Whatcom County Health Department	1	950.00	950.00T
Septic System Installation Costs			
Haul in equipment	1	1,500.00	1,500.00T
Pump Existing Septic Tanks for Decommission	1	450.00	450.00T
Remove Pavement in Drainfield and Reserve area (includes Saw Cut) Stock Pile for rubble training.	1	1,250.00	1,250.00T
Install Glendon Septic Mounds and Tanks (4 Pods, 2 - 1250 Gallon Tanks with Pumps, Parts, Control Panel, Etc.) - Price Installed	1	21,000.00	21,000.00T
Install Bio-Microbics MicroFAST .9 ATU Unit (ATU Unit, Tank, Blower, Control Panel, Parts, Etc.) - Price Installed	1	8,900.00	8,900.00T
Electrical Hook-up	1	1,500.00	1,500.00T
Barrier to keep vehicles from driving on field (railroad ties)	1	750.00	750.00T
Removal of Brush property line	1	150.00	150.00T
Item Subtotal			36,450.00

This price is based off the proposed septic design done by Whalen Designs that has not been approved. This septic permit has not been approved by Whatcom County Health Department and is subject to revision based on changes in design, sizing or conditions of final approval by the health insepector.

Owner Signature of Acceptance _____	<b>Subtotal</b>	\$36,450.00
	<b>Sales Tax (8.5%)</b>	\$3,098.25
	<b>Total</b>	<b>\$39,548.25</b>