

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 11th, 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, via teleconference

Guests: Assistant Chief John Shields
Pat Grubb
Bill Meursing
Bruno Mars
Michelle Fisher

B. PUBLIC COMMENT

Secretary Linda Hughes remembered Battalion Chief Charles Kaspar for his service and sacrifice in New York City 18 years ago, and extended gratitude to first responders everywhere; especially here at home where our Fire District 5 members protect and serve our community.

C. BOARD ACTION

C. Approval of the Minutes of the Regular Meeting of August 14th, 2019

MOTION: Commissioner Harper moved to accept the Minutes of the Regular Meeting of August 14th, 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 \$24,616.22 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 \$20,383.83 be approved for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

D.4 Budget Update

Financial Manager Merkel reported the budget update, as of August 31st, 2019, with 46.36% remaining in the budget compared with 39.28% remaining at the end of August last year.

Chief Carleton reported that the spending is basically the same as last year, however the insurance premium has not yet been paid for this year, and so that budget gap will be closed by next month, after that payment has been made.

E. CORRESPONDENCE

Chief reported having received a few Thank You cards from members of the community.

F. CHIEF'S REPORT

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

Chief reported on the various memorials that were held in our community, throughout the County, and all across the Country to honor the victims; the EMT's, police officers, firefighters and civilians lost on September 11, 2001.

Chief reported that there were 60 calls in July, an all-time record, including 20 EMS Cares calls, 22 EMS calls, and others, saying that over 3,000 hours of volunteer time was served by volunteers to our community during this very busy month.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

Chief reported that a \$43,000 grant from the Jose and Helen Colton Foundation was utilized to purchase much needed cardiac monitors and defibrillation equipment for the District. The equipment we had was aging and nearing the point when the manufacturers will no longer service the equipment. Chief feels that we will be able to share some of the equipment with other organizations in town as the equipment is still operational but can no longer be updated or serviced. He also reported negotiating a \$20,000 discount on the new equipment, making the most of the grant funds.

Bill Meursing asked how the Chief negotiated such a great discount, and Chief replied that he used the leverage of negotiating the terms of the annual service agreement and purchase of new equipment to bring the retail price down.

Bill Meursing thanked the Chief for his dollar-saving efforts.

Commissioner Harper said that he had heard of people who can no longer obtain fire insurance in Whatcom County, and wondered if the Chief had heard similar stories within the County. Chief replied that he had not heard of any trend to reduce the availability of fire insurance in the County.

Commissioner Lester asked if the District still had EKG equipment on loan to the Clinic. Chief replied that there is equipment loaned to the Clinic and thought that with the purchase of the new equipment that the District might be able to increase the loan of equipment to the Clinic, noting that the District will not incur any expenses for maintenance of any loaned equipment.

Bill Meursing asked if the outdated equipment will be surplussed and Chief replied that he would rather keep the equipment within the District as backup, and have the capability of loaning it where necessary.

I. EXECUTIVE SESSION – Chief Carleton salary review

MOTION: Commissioner Lester moved to enter Executive Session for the purpose of discussing Chief Carleton's proposed salary revision, for the anticipated time of 20 minutes. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

Upon return to the meeting at 16:40, Commissioner Lester asked each of her fellow Commissioners to present their thoughts on the matter of Chief Carleton's salary.

Commissioner Harper proposed a 3.3% increase in Chief Carleton's salary.

Commissioner Newmen had thought that a 3 to 3.3% range was appropriate, but upon learning that Chief Carleton had not had a salary increase in two years, and in consideration of all that Chief brings to the District in training and expertise, and increased value to the community, he feels that a 3.5% increase is more appropriate.

Discussion then ensued over the timing of the budget, and timing of the effective date of an increase if approved.

Commissioner Lester noted that Chief Carleton's accomplishments in this District are innumerable and suggests a 3.5% increase in salary, to be effective in the new year for budget logistics.

MOTION: Commissioner Harper moved to increase Chief Carleton's salary by 3.5%, effective January 1, 2020. The motion was seconded by Commissioner Newmen. **Motion passed 3 – 0**

Bill Meursing said that a 3.5% increase is not even enough to keep up with increases in cost of living and the Commissioners should reconsider a higher salary increase for Chief Carleton. He reminded them that last year's budget carry-over was near \$80,000 and a \$2,000 per year raise would hardly impact the District budget. He reiterated a number of Chief Carleton's accomplishments and said that this community is lucky to have such a dedicated and valuable fire chief.

Michelle Fisher asked if there is another reason than oversight that Chief Carleton was not given a salary increase for the last two years; and if not, also feels that the salary increase should be in the range of 5% to 6% to catch up with inflation, and that does not take into consideration the many accomplishments of Chief Carleton.

Chief thanked everyone for their kind comments but wants it known that if there is room in the budget for increased salary consideration that he would like to see Assistant Chief John Shields recognized for his service and commitment, and would also like to see more funds available for the volunteer incentives to honor their service as well. He also reminded the Commissioners that there will be an audit in 2020, at a cost of approximately \$15,000, and he can't help but consider District costs before more salary for himself.

Commissioner Lester said that this has been a valuable conversation and agrees that it would be good for the District to support the Chief. She suggests this topic be scheduled again for the beginning of the new year.

Commissioner Newmen said that one of the great characteristics that make Chief Carleton so valuable to this community is his care and consideration of others. He said that it is incumbent upon us Commissioners to consider the budget and undertake prudent and fair salary increases for both Chief Carleton and Assistant Chief Shields.

MOTION: Commissioner Lester moved to increase Chief Carleton's salary by 3.5%, effective October 1st, and the re-visit salary reviews in January. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

Bruno Moras said the cost of living is going up all over the country and added that Chief Carleton's ability to get another job elsewhere should be kept in mind. He said we do not want to lose our Chief to a higher offer, and he urged the Commissioners to keep the Chief's salary in the competitive range.

I. ADJOURNMENT

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

The next Regular Meeting of the Board of Commissioners will be October 9th, 2019, at 4:00 p.m.

Secretary Hughes reported that she will not be in attendance at the October meeting, but will prepare and circulate the Agenda for the meeting, and prepare the Minutes from the video recording.



Commissioner Virginia Lester

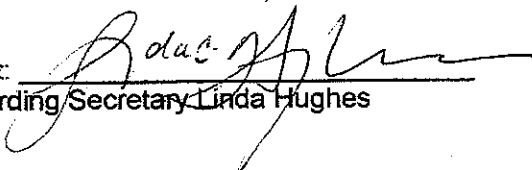


Commissioner Pat Harper



Commissioner Raye Newmen

Dated December 11, 2019

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
September 11, 2019

**WHATCOM COUNTY
FIRE DISTRICT 5**

September warrants total \$24,616.22. The total for payroll is \$20,383.83, 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 \$14,133.50.

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

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

Respectfully,

Patty Markel
Finance Manager

2019 Budget Remaining – 8/31/19	
Legislative	84.58 %
Administrative	35.80 %
Suppression	46.23 %
Suppression Training	63.60 %
Maintenance	33.14 %
Vol. FF EMS	40.78 %
EMS Training	83.92 %
Total Budget Remaining:	46.36 %
<i>8/31/18 Budget Comparison:</i>	<i>39.28 %</i>

Warrants – Items over \$1,000 ~	
Christopher Carleton – Trg Airfare	\$ 1,260.94
WEX - Fuel	\$ 1,272.02
Nielsons Building Supply	\$ 1,247.92
Pt. Roberts Marketplace	\$ 1,327.55
US Bancorp (Credit Card)	\$ 5,597.47
<i>Includes:</i>	
Randys Excel Tire Delta BC	\$ 1,950.15

Whatcom County Fire District 5

Chief Officer Report

September 2019

For August 2019

Point Of Information

1. September 11 Memorial
8 EMT/Paramedics / 60 LE / 343 FF / 2997 Civilians

Apparatus

E58	No Report	E5802	No Report	E5803	OOS
B58	No Report	U5802	No Report		
A58	No Report	A5802	No Report		
C58	No Report				

Member Roster

46 Members (30 Canadian / 9 Point Roberts / 7 County)

- 5 Paramedics / 10 EMTs (5 AEMT) / 3 Ambassadors / 37 Firefighters

Volunteer Hours 3393

Volunteer Payroll 17596

Combined Chief Hours (Chief 169 /// Asst. Chief 106) Total Chief Hours = 275

Incidents

Total Calls (60)

EMS Calls (22)

<u>Transports:</u>	Saint Joseph Hospital (7)	Bellingham FD Medic (0)
	Airlift Northwest (1)	North Whatcom Fire Rescue (1)
	No Transport (13)	Ferndale FD Medic (0)

EMS CARES/MIHC (20) ----- Agency Assist (0) -----Public Service (7)

Fire Classification (11)

(0/3*) Outdoor Burns - permit/illegal* /// (0) Smoke invest. /// (6) False Alarms /// (0) Vehicle Fire
(0) Power Lines Down /// (1) Structure /// (0) Water Problems /// (0) Boat /// (0) Animal Rescue ///
(0) Chimney Fires /// (0) Grass Fire /// (0) Gas Leak /// (0) Down Tree /// (0) Plane Emergency
(0) Hazmat /// (1) Wrong Address /// (0) Public Service Smoke Detector Program