

Whatcom County Fire District #5

Point Roberts Fire Department

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

Special Meeting of the Board of Commissioners
In lieu of the regular scheduled Meeting September 14, 2016

September 13th, 2016

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:03 p.m. by Commissioner Meursing.

In Attendance: Commissioner William Meursing
Commissioner Stanley Riffle
Commissioner Shannon Tomsen
Chief Christopher Carleton
Financial Manager Patty Markel (via teleconference)
Recording Secretary Linda Hughes

Guests: Victor Riley
Virginia Lester
Tony Kelly
Richard Foreman
Bernadette Maher
Jonathan Oliveira
Leslie Duke
Meg Olson
Assistant Chief John Shields

B. PUBLIC COMMENT

None

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of August 10th, 2016

MOTION: Commissioner Riffle moved to accept the Minutes of the August 10th, 2016 regular meeting 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 provided her financial report as submitted.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Riffle moved to accept the Vouchers for in the amount of \$46,482.42 for payment. The motion was seconded by Commissioner Tomsen. **Motion passed 3 – 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Riffle moved that the payroll in the amount of \$17,155.50 be approved for payment. The motion was seconded by Commissioner Tomsen. **Motion passed 3 – 0**

D.4 Budget Update

Financial Manager Markel indicated that 43.88% of the budget is remaining as of August 31st. She also indicated that she and Chief Carleton would be meeting soon to begin preparation of the 2017 budget.

Commissioner Meursing asked Financial Manager Markel when we expected the State Auditor to begin the expected audits, what was intended to be audited, and the expected cost of the audit. Financial Manager Markel indicated the auditing process is expected to begin in the next month or two; that 2013, 2014 and 2015 were to be audited, and she reminded Commissioners that it often takes some time to complete but believed it would be completed by year-end, meaning we should receive the Auditor's invoice in time to be included in this year's budget. She further indicated that the District had budgeted the audit as a line item in the amount of \$9,500.00 and, in collaboration with Chief Carleton, felt that amount would be sufficient.

Financial Manager Markel indicated that she would be in attendance for the budget meeting in November.

E. CORRESPONDENCE

Chief Carleton reported there was no correspondence this month.

F. CHIEF'S REPORT

The Chief continues to remind homeowners to contact their insurance companies to seek potential savings related to the District's improved ISO rating. He received a telephone call this month from one resident who reported a savings of over \$200.00 on their homeowner policy.

The Chief reported that the Assistance to Firefighters Grant (FEMA) in the amount of \$162,000 for SCBA equipment has now been accepted, indicating the funds should be available soon. This represents a significant savings to taxpayers as the equipment is really needed.

Chief Carleton reviewed the status of current training, reporting that the District has a new Advanced EMT and one new EMT on the roster, and he expects to have 3 new AEMT's certified by the end of November. He then reviewed the balance of his report which is attached to these Minutes.

G. UNFINISHED BUSINESS

G.1 Ground floor Kitchen Renovation

Chief Carleton and Commissioner Tomsen shared reporting on the main floor kitchen renovation which has now begun. As it is a public access area, is used for District functions, and will be used in case of emergencies, it really needed updating. There will be a new stove, new refrigerators, new microwave and a dishwasher. It will also have new countertops and flooring.

G.2 Interior Painting

Commissioner Meursing asked about the status of the interior painting and Chief Carleton responded that he had not yet moved forward with that task, concentrating first on the kitchen renovation. Commissioner Tomsen mentioned that she would be visiting a paint store in the near future and intended to seek advice on paint that works well with fluorescent lighting.

Commissioner Meursing asked for an anticipated budget for the kitchen remodel. Chief Carleton responded that he expected \$15,000.00 would cover the renovation, including new appliances.

G.3 Carpet Replacement

Chief Carleton then discussed the anticipated new flooring in the training room, mindful of the need to maintain reasonable acoustics in the room. He is looking into Armor Tuff rubber-type flooring, but will check into the acoustics of it before deciding whether it can be used or whether the carpeting will have to be replaced. One advantage to Armor Tuff flooring is that we will be able to have our District logo imprinted on it.

H. NEW BUSINESS

H.1 Insurance

The floor was turned over to Tony Kelley, from Kelley Insurance, who presented an updated insurance policy proposal to each of the Commissioners and the Chief for consideration. He also mentioned that he really enjoyed being part of the District Open House last month.

After reviewing a number of increased valuations and other insurance considerations, including his recommendation to increase coverage for cyber-crime, he reported that in essence, this policy proposal was the same as last year's policy.

Commissioner Meursing thanked Mr. Kelley for his presentation and indicated he thought the Commissioners would need some time to review the proposal and asked for confirmation that the start date of the policy is September 1st, which Tony Kelley confirmed.

H.2 Commissioner Newsletter update

Commissioner Tomsen then reviewed the inaugural Commissioners' Newsletter which was produced in August. She said that she received a lot of positive feedback from members of the community, and also received email from one concerned citizen that the Newsletter indicated it was signed by all three Commissioners, and the citizen wanted to know how the Newsletter could be produced by the three Commissioners without breaching the Open Meetings Act. Commissioner Tomsen explained that the process of preparing the Newsletter had been discussed and approved at the Regular Meeting of the Commissioners in August.

Both Commissioners Meursing and Riffle expressed their appreciation for the Newsletter, indicating that they felt it was personable, informative and not stuffy like some government issued publications. The published format was discussed and Chief Carleton mentioned that PAWS prefers receiving content in Word format over PDF, and that he will contact the PAWS staff to request that in future they retain the formatting of the Newsletter.

Commissioner Tomsen reviewed the process of creating the Newsletter, beginning with the receipt of the Draft Minutes of each meeting as prepared and forwarded by the District Secretary, preparation of the Newsletter, vetting by Chief Carleton, and then forwarded to Point-Interface for publication. She also discussed her hope that it could also be produced in paper format and circulated in the community. She voiced concern that a Motion might be required to formalize this process. Commissioner Meursing felt that a Motion was not necessary in this regard, commenting that the District has reached a "summit" in transparency.

Chief Carleton commented that he agreed with the Commissioners that their Newsletter was another great tool for maintaining transparency and communicating with the public. He has been producing a Fireside Chat newsletter for a long time and he feels these types of communications offer great value to the community. He reminded everyone that the District also publishes videos of every meeting online, the Budget is available online, and he attends the Point Roberts Taxpayer meetings twice a year to provide information, updates and transparency to the public.

H.3 Surplus of District Property

Chief Carleton discussed his request to surplus 4 refrigerators, a microwave oven and a stove. The Commissioners discussed how the refrigerators should be disposed of and it was agreed that they should be given away for free, with a request for donation to the Food Bank.

Richard Foreman asked if the District was eligible to take advantage of the current PSE promotion for free replacement of old appliances. Commissioner Tomsen said that the District was not, that the PSE promotional offer was for households only.

MOTION: Commissioner Riffle moved to surplus 4 refrigerators, 1 microwave oven, and a stove, and to dispose of those appliances by offering them to community members with a donation to the local Food Bank. Commissioner Meursing seconded the Motion. **Motion passed 3-0.**

H.4 Town Hall Meeting

Chief Carleton discussed the upcoming Town Hall meeting scheduled for September 26th, indicating that it will be treated as a Special Meeting. Minutes will be taken, it will be videotaped as all the District meetings, and the Agenda will reflect that it will be an open forum to encourage questions and participation by the public.

Commissioner Meursing asked if refreshments will be provided and Chief Carleton indicated that he would arrange to have coffee, tea and cookies, but the kitchen renovations will not be completed so it will be unavailable to do much more than that.

Commissioner Tomsen then commented that the Open House of August 27th was a smashing success. She offered kudos to Chief Carleton, indicating what a "really big deal" the event was for the community. She shared a story of speaking to a visitor at the event who told her that it was her young daughter's "highlight of the year."

Chief Carleton agreed that it was a successful event and shared his thanks to the Hospital District for sharing in the coordinating and collaborating on the variety of things to do at the event, such as the dental van, the blood drive and so much more. He also thanked the Vendors and all the visitors for making the event such a huge success.

Chief Carleton described what a thrill it was to have the Blackhawk and medi-vac helicopters here. He also mentioned what great fun the kids' obstacle course was and everyone agreed that it was so much fun that it should play a bigger role next year, maybe move it to the center and add bleachers for audience viewing.

Meg Olson asked what the purpose of the upcoming Town Hall meeting was. Commissioner Meursing responded that it was intended to engage more of the public in their meetings. He noted that not very many people attend our meetings so we hope to have a more informal format, not as rigid as our regular meetings, in hopes that it might encourage the public to attend and participate. He concluded that it was simply one more avenue of outreach to the community, but reiterated that it would still be structured with the formality of Minutes, rules of engagement, etc.

H.5 Clinic signage

As District Liaison with the Point Roberts Hospital District, Commissioner Tomsen reviewed an email request she had recently received from the Hospital District for approval of the erection of new signage on behalf of the Clinic. She provided copies of the proposed sign mock-up to everyone in attendance.

Commissioner Tomsen provided with her thoughts on the request, indicating that the Hospital District is a taxpayer-funded entity that has contracted for services with Unity Care, who employs the staff of the Clinic. The Hospital District is Unity Care's boss, per se, Unity Care is a Vendor of services. She continued that the Fire District owns the property and the Hospital District is our tenant. The District has no relationship with Unity Care. The District has been supportive of the Clinic since before its inception with representation in the Pioneer Group and sponsorship of the original grant application, and subsequent support of the Hospital District with which the District now enjoys a favorable lease agreement and working relationship. She said that the Hospital District has agreed to pay for the proposed new sign. She also shared the email request which outlined a number of reasons supporting the request for new signage.

Commissioner Tomsen continued with discussion of objective reasons she felt the request should be denied. She feels that the goals stated by the Hospital District could be achieved with advertising; there is no provision in our lease for any signage; the property is publicly owned; and Unity Care is a for-profit commercial venture. She feels strongly that a Unity Care sign on District property could imply support of a private corporation, which she feels is not in line with the District mandate.

Commissioner Meursing commented that he was flabbergasted at the request, saying that it was shameful for a for-profit company to attempt to use the publicly-funded Hospital District and public lands to further their commercial venture. He continued that it was disturbing to him that the good people who worked hard to establish the clinic are already no longer recognized for their efforts.

Commissioner Tomsen reminded everyone of the history of the clinic, reviewing the story of Ed Aydon collecting over \$35,000 worth of tin cans, and the establishment of the Pioneer Group. Those individuals worked tirelessly on efforts to provide a senior care facility in Point Roberts, which ultimately morphed into the establishment of the Clinic, funded by grant money obtained by the Pioneer Group. After operating a successful clinic for three years, a small group of dedicated volunteers began lobbying for the formation of a Hospital District which was overwhelmingly supported by local voters, transforming the clinic from a grant-based entity to the taxpayer-based one that it is today.

Commissioner Riffle expressed his dismay; not only at the current request for new signage, but that the original sign for the Ed Aydon Wellness Clinic had been replaced by the current sign. He felt that the Clinic should still be named the Ed Aydon Wellness Clinic. Commissioner Tomsen responded that at the time of the name change, the clinic operation was moving from the grant-based entity to the taxpayer-funded entity and it was felt that the new name, Point Roberts Wellness Clinic was more inclusive to the entire community.

Commissioner Tomsen recommends that the Commissioners decline the request for signage.

MOTION: Commissioner Tomsen moved that the Hospital District's request for new signage be declined, allowing the retention of the current sign, or no sign at all. Commissioner Meursing seconded the Motion. **Motion passed 3-0**

Meg Olson asked if the current sign was approved by the Fire Commissioners and it was confirmed that they had approved the current sign, and the Hospital District had erected it.

Commissioner Tomsen will contact Elaine Komusi and Dick Williams of the Hospital District to relay the decision of the Commissioners to decline the request for new signage. Chief Carleton commented that he wanted to echo the sentiments presented by the Commissioners about the proposed sign. He said that he wants to maintain the very best relationship with the Clinic in that we essentially provide very similar services to our community. He shared his ultimate respect for Natalia, the Hospital District, the staff, and especially to all those who contributed to the establishment of the facility. He continued by saying that he felt the current sign at least reflects that our clinic is a hometown clinic and he would prefer that local ownership feeling be retained, unless voters decided otherwise.

Commissioner Meursing concluded by thanking Virginia Lester for all her efforts in infusing a true local flavor to the Clinic during her tenure as primary care giver to the community.

I. ADJOURNMENT

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

The next meeting will be a Special Meeting, known as the Town Hall Meeting, and will be held on Monday, September 26th beginning at 7:00 pm.

The next Regular Meeting of the Board of Commissioners will be October 12th, 2016.



Commissioner William Meursing



Commissioner Stanley Riffle



Commissioner Shannon Tomsen

Dated October 12, 2016

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
September 13, 2016

**WHATCOM COUNTY
FIRE DISTRICT 5**

September warrants total \$46,482.42. The total for payroll is \$17,155.50; including Chief Carleton's salary \$4,212.50 and Assistant Chief Shield's pay of \$2,750.00. There was one event for the commissioners and secretary.

The total payout for volunteers (warrants included) is \$11,457.00.

Your August financial statements are in your meeting books.

We need a motion to approve the warrants for \$46,482.42 and payroll in the amount of \$17,155.50.

Respectfully,

Patty Markel
Finance Manager

2016 Budget Remaining – 8/31/16		September Warrants – Items over \$1,000 ~	
Legislative	84.08 %	Cross Border Property Mgmt.	
Administrative	30.89 %	& Maint. (Paint Exterior of Station)	\$ 1,011.83
Suppression	44.91 %	M&W Carpet Cleaning	\$ 1,017.80
Suppression Training	11.34 %	US Bancorp (Credit Card)	\$ 9,348.19
Maintenance	36.49 %	McNeil & Co. (Dist. Insurance)	\$25,771.00
Vol. FF EMS	46.51 %	US Bancorp (Credit Card)	\$ 9,348.19
EMS Training	66.13 %	<i>Includes:</i>	
		Premier Tents Inc.	\$ 1,028.19
Total Budget Remaining:	43.88 %		

Whatcom County Fire District 5
Chief Officer Report
September 2016
For August 2016

Point Of Information

1. Home owners should call their insurance company due to ISO change
2. AFG SCBA funding accepted
3. Clinic Railing

Apparatus

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

Member Roster

45 Members (27 Canadian / 9 Point Roberts / 9 County)

- 6 Paramedics
- 16 EMTs (5 AEMT)
- 4 Ambassadors
- 36 Firefighters

Volunteer Hours 2691

Volunteer Payroll 12266

Combined Chief Hours (Chief 146 /// Asst. Chief 159) Total Chief Hours = 305

Incidents

Total Calls (19)

EMS Calls (6)

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

Public Service (1)

Agency Assist (0) Law Enforcement

Fire Classification (12) -- (1/7*) Outdoor Burns - permit/illegal* (0) Smoke invest. (2) False Alarms
(0) Vehicle Fire (0) Power Lines Down (0) Structure

Other (2) – (1) Wrong Address (1) Water Leak