

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 9th, 2015

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 Stanley Riffle
Commissioner Jeffery Wilmot
Chief Christopher Carleton
Financial Manager Patty Markel via conference call
Recording Secretary Linda Hughes

Guests: Jollena Tylor
Bruno Moras
Margaret Moras
Asst. Chief John Shields
Tony Kelley, Kelley Insurance

B. PUBLIC COMMENT

None

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of August 12th, 2015

MOTION: Commissioner Wilmot moved to accept the Minutes of the August 12th, 2015 meeting as read. The motion was seconded by Commissioner Riffle. **Motion passed 3-0.**

Commissioner Meursing wanted to add a clarification to the record, about a discrepancy during the meeting of August 12th, noting that Commissioner Wilmot had inadvertently signed the July Warrant sheets, despite having abstained from the vote to approve the warrants.

There was some discussion of the issue and it was determined that for clarity this notation should be made in these Minutes, and that no further action is necessary.

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Markel provided an overview of her report.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Riffle moved to accept the Vouchers for August, 2015 in the amount of \$44,951.56 for payment. The motion was seconded by Commissioner Wilmot.
Motion passed 2 – 0

D.3 Approval of Fire District Payroll

MOTION: Commissioner Riffle moved that the payroll in the amount of \$17,789.67 be approved for payment. The motion was seconded by Commissioner Wilmot.
Motion passed 2 – 0

D.5 Budget Update

No verbal budget update was provided at this time, but Commissioner Riffle thanked Financial Manager Markel for including a snapshot of the current budget status, together with a copy of the Claims Payment Request, as part of the packets she has been recently providing to Commissioners in advance of the meeting.

E. ANNUAL INSURANCE RENEWAL

Tony Kelley, Owner of Kelley Insurance Agency, approached the Board to review the annual insurance renewal. The overall premium is approximately \$2,300 higher than last year and he is here to provide clarification of the changes. He discussed a number of coverages that were in place in previous years, but had not been included in the annual premiums, including cyber attack protection and stop-gap coverage protecting firefighters and their families. Also there is a Terrorism Act premium that has been mandatory in the past but which coverage is now to be carried at the discretion of the Commissioners. He described further increases in the annual premium related to annual (inflation) rate increases. He answered Chief's inquiry about annual expectations for rate increases and Mr. Kelley suggested that increases of 5 to 8% could be expected annually.

Mr. Kelley provided printed comparisons, titled Premium Breakdown, for 2014 and 2015. He also provided a Vehicle and Location Schedule defining valuations, and the Insurance Binder, a temporary insurance contract for keeping on file in advance of receiving the actual policy.

Commissioner Meursing inquired about the cyber attack insurance premium. Mr. Kelley described the process of what happens in the event of a cyber attack. First there is a breach, requiring the hiring of a forensic expert to find the details of the compromised data, a mail room is opened to communicate with the victims of potential data theft, a credit monitoring system is implemented to assist the victims of the potential data theft, and finally

the problem, once identified, must be fixed. He admitted that the average cost to have these steps undertaken is probably similar to the cost of the premium.

There was discussion of the primary coverage and the umbrella coverage. Commissioner Wilmot inquired if the cyber attack coverage was consistent with the other risk amounts and Mr. Kelley said that cyber attack coverage has a lower cap than the million dollar per incident primary coverage for other risks. He indicated he would look into that cap and advise the Chief.

Discussion of the Terrorist Act coverage ensued with a description from Mr. Kelley indicating it is a line item premium of \$212.00 that can be waived if the District chooses not to participate in that federal program, which pays approximately 85% of building restoration costs if a terrorist event in our Region should result in \$100 Billion in damage. In the discussion, Commissioner Riffle indicated his preference to pay the premium and keep the coverage, not as a personal choice but in representation of the community needs. Commissioners Wilmot and Meursing did not agree that it was a worthy expenditure, and it was ultimately agreed to have the Chief look into waiving that line item premium next year.

F. ILS RATING

The Chief provided a description of the ILS (Intermediate Life Support) rating and his application to the State of Washington to obtain ILS verification certification and licensure for the District. The District has provided ILS coverage in Point Roberts in the past, but only occasionally when ILS personnel are available. As the number of ILS trained personnel has been increasing in our District, the Chief feels confident that ILS coverage can now be provided to the community 24/7. In order to do so, it is a State requirement to be licensed as an ILS provider. As part of the application process, the Chief will appear before Whatcom County Council to review max/min numbers regarding WCFD#5 ILS providers and seek their approval of the application to the State. Also, the application requires a letter of support from the Commissioners, indicating their approval and support of the application for ILS licensure. The Commissioners agreed to individually sign a letter of support for the application that will be prepared by the Chief.

Once ILS certification is obtained, the Chief will make a presentation to the Community at the next regular meeting.

G. CORRESPONDENCE

Chief reports receiving several emails requesting information about burns, burn permits, etc.

H. CHIEF'S REPORT

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

The Chief reminded homeowners to contact their insurance companies to seek potential savings related to the ISO rating change from 6 to 5, stating that the average savings he has heard of is over \$100.00.

Chief Carleton provided an overview of the conference he attended in Atlanta with fire district chiefs from around the world, including becoming Chief 1 certified. He intends to attend next year and become Chief 2 certified.

I. UNFINISHED BUSINESS

None.

J. NEW BUSINESS

Commissioner Meursing reported that Commissioner Riffle had completed the annual Chief Performance Report and indicated that the next step is to have each Commissioner provide their individual comments to the report, after which it is to be filed in the Chief's personnel file. As Commissioner Wilmot has not yet reviewed the Performance Review, any further action has been deferred until the next regular meeting.

K. ADJOURNMENT

As there was no further business, Commissioner Riffle moved to adjourn the meeting at 5:07 p.m. Commissioner Wilmot seconded the motion. **Motion passed 3 – 0.**


The next Regular Meeting of the Board of Commissioners will be October 14th, 2015.



Commissioner William Meursing

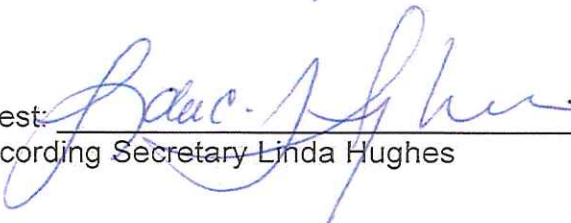


Commissioner Stanley Riffle



Commissioner Jeffrey Wilmot

Dated October 14, 2015

Attest: 

Recording Secretary Linda Hughes

**WHATCOM COUNTY
FIRE DISTRICT 5**

Warrants total \$44,951.56; Items to mention (over \$1,000): US Bancorp (credit card) \$7,147.25, Shell \$1,001.92, LN Curtis & Sons \$1,695.32 and McNeil & Co. \$24,554 (District Insurance). Volunteer payroll included in Warrants total \$4,383.

September payroll totals \$17,789.67; Chief Carleton's salary \$4,166.67, Asst Chief Shield's pay \$2,667.00; the volunteer portion totaled \$9,654. There was one event for each commissioner and the secretary; however I inadvertently processed a payment to Commissioner Wilmot of \$114 for the July meeting in which he was not in attendance. I will omit his August meeting payable on September 30th to correct the error.

The total payout for volunteers (warrants included) is \$14,037.

Your August financial statements are in your meeting book. There is a condensed budget below showing the remaining percentages in each category.

We need a motion to approve the warrants for \$44,951.56 and payroll in the amount of \$17,789.67.

Respectfully,

Patty Markel
Financial Administrator

2015 Budget Remaining – 8/31/15	
Legislative	63.30%
Administrative	30.62%
Suppression	28.13%
Suppression Training	51.02%
Maintenance	49.42%
Vol FF EMS	42.50%
EMS Training	57.69%
Total Budget Remaining:	38.40%

Whatcom County Fire District 5

Chief Officer Report

September 2015

For August 2015

Point Of Information

1. Home owners should call their insurance company due to ISO change
2. Communication work completed on Whidbey Tower
3. B58 going in for tires and full service in September
4. IAFC Professional Development Training
5. Two member have started AEMT and on member EMT

Apparatus

E58	No report
E5802	No report
B58	Going in for maintenance as above
U5802	No report
A58	No report
A5802	No report
C58	No report

Member Roster

46 Members (33 Canadian / 8 Point Roberts / 5 County)

- 4 Paramedics
- 14 EMTs (5 AEMT)
- 3 Ambassadors
- 40 Firefighters

Volunteer Hours 3067

Volunteer Payroll 14866

Combined Chief Hours (Chief 113.0 /// Asst. Chief 114.0) Total Chief Hours = 227

Incidents

Total Calls (26)

EMS Calls (10)

<u>Transports:</u>	Saint Joseph Hospital (3)	Bellingham FD Medic (0)
	Airlift Northwest (0)	North Whatcom Fire Rescue (0)
	No Transport (6)	Ferndale FD Medic (1)
	Home Visit (0)	

Public Service (0)

Agency Assist (0)

Fire Classification (16) -- (10) - 4 permit/6 illegal - Outdoor Burns (4) Smoke invest. (2) False Alarms

Other (0) Wrong Address