

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

August 14th, 2013

MINUTES

A. CALL TO ORDER

The meeting was called to order at 7:01 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
 Jollena Tylor
 Pat Birchall
 Anthony Kelley – Kelley Insurance Agency
 Mark Hobbs
 Robert Milne
 Jennifer Urquhart
 Jeanette Meursing

B. PUBLIC COMMENTS

C. BOARD ACTION

C.1 Approval of Minutes for the Regular Meeting of June 12th, 2013

MOTION: Commissioner Riffle moved to accept the Minutes of the June 12th, 2013 meeting as read. 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 July.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Riffle moved to accept the Vouchers for July, 2013 in the amount of \$23,796.10 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 \$11,350.00 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

E. CORRESPONDENCE

E.1 Letter from Denise Fitzsimmons

A letter of thanks was received from Denise, Jane and Mason Fitzsimmons

F. CHIEF'S REPORT

The Chief Officer Report as attached and scanned.

G. UNFINISHED BUSINESS

G.1 Overpayment Repay Report

Chief Carleton sent out e-mails to the firefighters who still need to pay back outstanding overpayments. One firefighter is requesting information on the \$230.00 he still has outstanding. One firefighter paid his \$535.00 in full and another declined to pay any of the funds outstanding. More e-mails will be sent out to try and collect the balance of the outstanding overpayments. The total is around \$3,000.00.

G.2 Septic System Update

The septic system repair has been completed. It is currently being monitored to see that it is working correctly and there are no further problems.

G.3 Resurfacing of the Parking Lot

Resurfacing of the parking lot will take place next Wednesday, August 21st, 2013.

G.2 Hospital Expansion Update

The Hospital District has not accepted any bids and no building permits have not been issued. They do plan to move ahead with their construction before long.

H. NEW BUSINESS

H.1 Toney Kelley from Kelley Insurance Agency

Anthony Kelley presented booklets to the Commissioners and Chief regarding insurance costs. The breakdown follows:

CIAW Annual Premium	\$14,929.00
Agency Fee	<u>1,492.90</u>
Total	\$16,421.90

Enduris Annual Premium	\$10,126.00
Agency Fee	<u>1,012.60</u>
Total	\$11,138.60

ESIP Annual Premium \$19,100.00

VFIS Annual Premium \$19,100.00

Anthony will return to next month's meeting to speak more about each policy.

H.2 Motion to Raise Commissioner and Secretary Pay from \$104 to \$114 per Meeting.

Commissioner Riffle moved to increase the Secretary pay to \$114.00 per meeting. The motion was seconded by Commissioner Wilmot. **Motion passed 3 - 0**

Commissioner Riffle moved not to accept the increase in pay for the Commissioners. The motion was seconded by Commissioner Wilmot. **Motion passed 3 - 0**

H.3 Executive Session – Review the Performance of Chief Carleton

Commissioner Meursing called an Executive Session at 8:10 p.m. The session is for 20 minutes and will end at 8:30 p.m. The session is to discuss the evaluation of Chief Carleton. No decisions will be made in Executive Session.

The Commissioners returned to the regular meeting at 8:30 p.m.

A discussion was held regarding future remuneration for Chief Carleton. This item could not be resolved at this meeting and will be scheduled for next month's meeting.

I. ADJOURNMENT

As there was no further business, Commissioner Meursing adjourned the meeting at 8:50 p.m.

The next Regular Meeting of the Board of Commissioners will be September 11th, 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 \$23796.10 which includes a few items to point out:

There are 7 invoices for Interfaith totaling \$1156.47. They are for the Wellness program; an invoice for Life Assist for \$2169.52 for medical supplies, Shell for \$1644.54, LN Curtis for fire domes, Overhead Door for the repairs to the door for \$1419.17 (which is being reimbursed by our insurance company). The credit card has two significant charges included: one for 1843.69 for Life Assist and one for Bergen in the amount of \$1816.13 for uniform items and last, an invoice for Richard Gist for travel expenses in the amount of \$1493.60. He performed the risk analysis and action plan for the AFG.

Payroll for August totals \$11,350.00. 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 was one meeting for three commissioners. The secretary had one meeting and one hour of clerical work. Volunteer payouts for July total \$5896.00 in payroll and there are three payouts in the warrants for volunteers for \$1067 for a total volunteer payout of \$6963.00.

July month end is not complete at this date. When I finish I will email as always.

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.

SuzAnne Kinsey, Financial Admn.

Whatcom County Fire District 5

Chief Officer Report

August 2013

For July 2013

Point Of Information

1. Septic/Drainage Work Completed
2. Open House August 24th
3. Community Hydrant Painting Large Participation

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 (35 Canadian / 5 Point Roberts / 5 County)
- 2 Paramedics
 - 11 EMTs (including 2 EMT-A)

Volunteer Hours 1864.67

Volunteer Payroll 9976

Combined Chief Hours (Chief 162.0 /// Asst. Chief 130.0) Total Chief Hours = 292

Incidents

Total Calls (36) Record

EMS Calls (18)

<u>Transports:</u>	Saint Joseph Hospital (0)	Whatcom Medic One (4)
	Airlift Northwest (1)	North Whatcom Fire Rescue (2)
	No Transport (11)	

Public assist (1)

Fire Classification (17) 15 Outside Fires -- 2 Electrical Fires