

***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**

**February 13<sup>th</sup>, 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  
   Meg Olson – All Point Bulletin  
   Paul Gott  
   Judy Ross  
   Jollena Tylor  
   Pat Birchall  
   Deb Shields  
   Patti Vopnford  
   Jeanette Meursing

**B. ELECTION OF OFFICERS**

**MOTION:** Commissioner Wilmot moved to nominate himself to the position of Chairman of the Board.

Commissioner Wilmot amended his motion for Commissioner Meursing to take the position of Chairman as long as it was not because of his years of experience in serving on the Board.

Commissioners Riffle and Meursing voted against the motion. **Motion did not pass 1 – 2.**

**MOTION:** Commissioner Riffle moved to keep the roster of officials the same as last year. Commissioner Meursing will be the Chairman and Commissioner Riffle will be Vice Chairman. The motion was seconded by Commissioner Meursing. **Motion passed 3 – 0.**

## **C. BOARD ACTION**

### C.1 Approval of the Minutes for the Regular Meeting of December 12<sup>th</sup>, 2012

**MOTION:** Commissioner Riffle moved to accept the Minutes of the Regular Meeting of December 12<sup>th</sup>, 2012 as read. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

### C.2 Approval of Minutes for the Regular Meeting of January 9<sup>th</sup>, 2013

**MOTION:** Commissioner Riffle moved to accept the Minutes of the January 9<sup>th</sup>, 2013 Regular 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 February.

### D.2 Approval of Fire District Vouchers

**MOTION:** Commissioner Riffle moved to accept the Vouchers for February, 2013 in the amount of \$33,972.45 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 \$22,604.00 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

## **E. CORRESPONDENCE**

### **E.1 Letter**

Chief Carleton had a letter from Delta Fire and Emergency Services which he read to the Board.

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

The Chief Officer Report as attached and scanned.

## **G. UNFINISHED BUSINESS**

### **G.1 Public Comments**

The Commissioners discussed the placement of Public Comments on the Agenda. It was agreed that the Public Comments will be moved to the beginning of the meeting.

### **G.2 Pledge of Allegiance**

**MOTION:** Commissioner Riffle moved not to recite the Pledge of Allegiance at the meetings. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 1.**

### **G.3 Water District Proposal**

The Water District Proposal to tie into the Fire District's septic system will be put on hold until the current septic system has been repaired. Once the septic system is working properly the proposal will be discussed again by the Board.

### **G.4 Elimination of Donation Funds to the Capital Fund**

The Commissioners discussed moving the Bingo money from the Donation Account to the Capital Fund. The current amount is \$60,000.00. Since both funds receive the same interest it was decided to leave the funds in the Donation Account.

**MOTION:** Commissioner Wilmot moved to purchase a plaque as a thank you to the Point Roberts Bingo for all their years of support to the Fire Department. The

plaque is to cost no more than \$300.00. The motion was seconded by Commissioner Riffle. **Motion passed 3 – 0.**

## **H. NEW BUSINESS**

### H.1 Hospital District Lease

The Hospital District is up for renewal by April 1<sup>st</sup>, 2013. There will be an increase in the rent of 1.7% for the coming year.

### H.2 Resolution 2013-01 - Surplus Items

**MOTION:** Commissioner Riffle moved to accept Resolution 2013-01. This is a Resolution to declare certain equipment owned by the District as surplus. Commissioner Wilmot seconded the motion. **Motion passed 3 – 0.**

### H.3 Systems Design

The Board discussed the contract with Systems Design for ambulance billing. It was agreed that the short contract will continue to be the one the District will use. This is the one the District has used for several years and it works well.

## **I. COMMENTS FROM THE PUBLIC**

## **J. ADJOURNMENT**

As there was no further business, Commissioner Meursing adjourned the meeting at 8:32 p.m.

The next Regular Meeting of the Board of Commissioners will be April 10<sup>th</sup>, 2013.

\_\_\_\_\_  
Commissioner William Merusing

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

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

Dated \_\_\_\_\_

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

## **WHATCOM COUNTY FIRE DISTRICT 5**

Current month payables total \$33,972.45 Items to note:

There are two invoices to Action Training Systems total \$8113.06, an invoice to BullEx for \$3300.00, reimbursement for Chief Carleton for \$2154.71 which were several items he paid on behalf of the Fire Dept – carpet, Medicare license etc. There is an invoice to National Exams for \$5630.00 , Service Master Cleaning for \$1990.20 and Vida Care for \$1625.73.

Payroll for February totals \$22,604.00. This represents 1 months salary for January 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 event for three commissioners, the secretary had 1 meetings plus extra time for clerical and attending training. The volunteer payouts total \$16486.00. Of that, \$15,247.00 are underpayments resulting from the payroll audit that Chief Carleton and Shields performed.

We require motions to approve: Warrant request covering current month vouchers in the amount of \$33972.45 and current month payroll totaling \$22604.00.

SuzAnne Kinsey, Financial Admn.

# *Whatcom County Fire District 5*

## *Chief Officer Report*

*February 2013*

For January 2013

### **General**

1. Internal Audit of Emergency Reporting entries and documentation
2. BVFF signature needed for injury payment on Kyle Whiteman from May 2011
3. Septic Field

### **Apparatus**

E58	No report
E5802	No report
B58	No report
U5802	No report
A58	No report
A5802	No report
C58	Battery issue being investigated

### **Member Roster**

44 Members (31 Canada / 5 Point Roberts / 8 County)

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

**Volunteer Hours**      2419

**Volunteer Payroll**    7350

**Combined Chief Hours**      (Chief 195 /// Asst. Chief 113.5)      308.5

### **Incidents**

Total Calls (6)

EMS Calls (5) Transports: SJH (0) WMO (3) ALNW (0) NT (2) NWFR (0)

Public assist (0)

Fire Classification (1) False Alarm