

# *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

July 8<sup>th</sup>, 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  
Chief Christopher Carleton  
Financial Manager Patty Markel (by telephone)  
Recording Secretary Linda Hughes

Guests: Margaret Knowles  
Jollena Tylor  
Virginia Lester  
Shannon Tomsen  
Christina Tersakian  
Asst. Chief John Shields  
Cynthia Fraser

### B. PUBLIC COMMENT

None.

### C. BOARD ACTION

#### C.1 Approval of the Minutes of the Regular Meeting of June 10<sup>th</sup>, 2015

**MOTION:** Commissioner Riffle moved to accept the Minutes of the June 10<sup>th</sup>, 2015 meeting as read. The motion was seconded by Commissioner Meursing. **Motion passed 2-0.**

### 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 June, 2015 in the amount of \$21,679.27 for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0**

#### D.3 Approval of Fire District Payroll

**MOTION:** Commissioner Riffle moved that the payroll in the amount of \$14,485.67 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0**

#### D.4 Resolution 2015-02

Financial Manager Markel presented Resolution 2015-02, and provided her summary of a number of un-cashed warrants totaling \$174.30 that require cancellation as they have been outstanding in excess of a year. One of the warrants, in the amount of \$82.00, is to be re-issued.

**MOTION:** Commissioner Riffle moved to accept Resolution 2015-02 as presented. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0**

#### D.5 Budget Update

There is no update at this time. Financial Manager Markel indicated that she would have a budget update available next week.

Commissioner Riffle and Commissioner Meursing expressed interest in receiving hard copies in order to review and make notations, and Chief Carleton indicated he would provide them with hard copies.

Commissioner Meursing and Commissioner Riffle indicated their preference to keep the new binders in their own possession each month for the purpose of reviewing the financial reports at their convenience. The binders will be returned prior to each meeting and either Chief Carleton or Patty Markel will update them with each month's financial reports.

### **E. CORRESPONDENCE**

Email correspondence has been received from residents with burn concerns. Another email contained an extension of the previous public document request from the All Point Bulletin. The update regarding that document request is that neither Commissioner present, nor the Chief, has received the requested telephone records from Whidbey Telecom. If they have not been provided by July 10, the Chief will contact Mr. Grubb of the All Point Bulletin to advise the status and select another potential date for contact.

A card was also received from former Financial Manager Suzanne Kinsey.

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

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

The Chief extended his thanks to the public for adhering to the current burn ban. The members of WCFD5 are taking extra measures during this ban, including regular fire watch rotations, often late into the night.

Chief Carleton also reviewed a cardiac save that recently occurred at the border. A patient had a heart attack at the moment of crossing the border. A CPB agent commenced CPR until the EMT's arrived. The patient was airlifted to St. Joseph's hospital, where he stayed for a little more than a week and is now resting comfortably at home in West Vancouver, Canada. This was a great example of inter-agency co-operation resulting in a saved life.

The Chief is planning a recognition event on August 12, 2015, which will be attended by Congresswoman DelBene, the cardiac patient and his family, and the multiple agencies who participated.

## **G. UNFINISHED BUSINESS**

Commissioner Riffle wanted to note for the record in response to the All Point Bulletin's publicized reference to non-compliance of the Open Public Meetings Act certification, that all three WCFD5 Commissioners had in fact received the training and certification, and now the new Secretary has complied as well. Commissioner Meursing pointed out that all three Commissioners had complied in 2014, he and Commissioner Riffle by the summer of 2014, and Commissioner Wilmot shortly thereafter.

Chief Carleton pointed out that the Secretary was required to receive the training as a new member of WCFD5 within a certain time period from being hired and that training was completed within that specified time frame.

## **H. NEW BUSINESS**

A member of the public asked if protocol allowed for new business topics from the gallery.

Commissioner Meursing indicated that public comment is encouraged at the beginning of each meeting where it is scheduled on the Agenda, but would permit the gallery member to address the Board at this time.

Cynthia Fraser thanked the Board for the opportunity to address the Board at this time. She wants to help coordinate support and services for victims of domestic violence and sexual assault in Point Roberts. She would like to begin by coordinating the presence of a Bellingham based support organization at the upcoming WCFD5 Open House on August 15<sup>th</sup>. She envisions training for WCFD5 members, the local health clinic staff and law enforcement agencies on basic response and care when attending or confronted with a domestic violence incident. She wondered if the station could be a resource for victims as it is staffed with medical personnel. She would like to initiate conversations involving the local

law enforcement and emergency response agencies seeking ways to support victims/survivors as a Community.

Chief Carleton responded to Ms. Fraser that he is open to providing more outreach and services. He advised that the station is not staffed on a continuous basis and at any time may not be staffed if everyone is out on an emergency call. He indicated that he would welcome the addition of brochures and a presence at the WCFD5 Open House of the Bellingham based support service described by Ms. Fraser. He is also amenable to looking into potential training for the members of WCFD5, and indicated that he would partner with Ms. Fraser to look into ways to increase the availability of services and support to the community.

## I. ADJOURNMENT

As there was no further business, Commissioner Meursing moved to adjourn the meeting at 4:38 p.m. Commissioner Riffle seconded the motion. **Motion passed 2 – 0.**

The next Regular Meeting of the Board of Commissioners will be August 12<sup>th</sup>, 2015.

  
\_\_\_\_\_  
Commissioner William Meursing

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

\_\_\_\_\_  
Commissioner Jeffrey Wilmot

Dated August 12, 2015

Attest:   
\_\_\_\_\_  
Recording Secretary Linda Hughes

**FINANCIAL REPORT**

July 08, 2015

**WHATCOM COUNTY  
FIRE DISTRICT 5**

Warrants total \$ 21,679.27; Items to mention (over \$1,000): US Bancorp (credit card) \$3,864.67 and Shell \$1,147.51. Volunteer payroll included in Warrants total \$ 8,557.00.

Payroll totals \$ 14,485.67; Chief Carleton's salary \$4,166.67, Asst Chief Shield's pay \$2,667.00; there was one event for each commissioner and the secretary. The volunteer portion totaled \$ 6,236.00.

The total payout for volunteers (warrants included) \$14,793.00.

Your June financial statements are in your meeting book.

We need a motion to approve the warrants for \$ 21,679.27 and payroll in the amount of \$14,485.67.

Respectfully,

Patty Markel  
Financial Administrator



# ***Whatcom County Fire District 5***

## ***Chief Officer Report***

***July 2015***

For June 2015

### **Point Of Information**

1. Home owners should call their insurance company due to ISO change
2. Communication project underway
3. Member Christina Tersakian passed NREMT AEMT
4. Weekday Firefighters added due to fire danger

### **Apparatus**

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

### **Member Roster**

47 Members (35 Canadian / 7 Point Roberts / 5 County)

- 4 Paramedics
- 15 EMTs (4 AEMT)
- 3 Ambassadors
- 32 Firefighters

**Volunteer Hours**      2270

**Volunteer Payroll**      14940

**Combined Chief Hours**      (Chief 131.0 /// Asst. Chief 148.0)    Total Chief Hours = 279.0

### **Incidents**

Total Calls (11)

EMS Calls (7)

<u>Transports:</u>	Saint Joseph Hospital (0)	Bellingham FD Medic (0)
	Airlift Northwest (1)	North Whatcom Fire Rescue (2)
	No Transport (2)	Ferndale FD Medic (2)
	Home Visit (0)	

Public Service (0)

Agency Assist (0)

Fire Classification (3) -- (0) Outdoor Burns (2) Smoke invest. (1) False Alarms

Other (1) Wrong Address

**Whatcom County Fire District No. 5**  
2030 Benson Road \* Point Roberts, WA 98281 \* (360) 945-2580

**Resolution 2015-02**

**ORDERING THE CANCELLATION OF WARRANTS  
MORE THAN A YEAR OLD**

**WHEREAS**, the Revised Code of Washington, Section 36.22.100, states the County legislative authority shall cancel county warrants not presented within one year of the date of their issue; and

**WHEREAS**, the County's Administrative Services Department has provided a list of warrants that were issued prior to July 01, 2014 but never presented;


**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Whatcom County Fire District No. 5 hereby cancel the warrants listed in Exhibit A.

**APPROVED** this 8<sup>th</sup> day of July 2015.

Attested by:

  
Recording Secretary Linda Hughes

  
Commissioner William Meursing

  
Commissioner Stanley Riffle

\_\_\_\_\_  
Commissioner Jeffrey Wilmot