

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

October 10th, 2012

MINUTES

A. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Commissioner Riffle.

In Attendance: Commissioner Stanley Riffle
 Commissioner Jeffrey Wilmot
 Chief Christopher Carleton
 Financial Manager SuzAnne Kinsey
 Recording Secretary Michelle Starrs

Absent: Commissioner William Meursing

Guests: Captain John Shields
 Meg Olson – All Point Bulletin
 Jollena Riffle
 Pat Birchall
 Fred & Monica Zeilenger
 Judy Ross
 Arthur Reber
 Joyce Kiniski
 Paul Gott
 Carol Fuegi
 Ginni Messervy

B. COMMENTS FROM THE PUBLIC

MOTION: Commissioner Wilmot moved to have the Public Comment period moved to the end of the meeting. Commissioner Riffle seconded the motion.
Motion passed 2 – 0.

C. BOARD ACTION

C.1 Approval of Minutes for the Special Meeting of September 25th, 2012

MOTION: Commissioner Wilmot moved to table the Minutes from the September 25th, 2012 meeting as Commissioner Meursing was not in attendance. These Minutes are tabled until the November 12th, 2012 Meeting. The motion was seconded by Commissioner Riffle. **Motion passed 2 – 0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Kinsey will e-mail the completed reports for October.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Wilmot moved to accept the Vouchers for October, 2012 in the amount of \$14,795.99 be approved for payment. The motion was seconded by Commissioner Riffle. **Motion passed 2 – 0.**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Wilmot moved that the payroll in the amount of \$21,130.40 be approved for payment. The motion was seconded by Commissioner Riffle. **Motion passed 2 – 0.**

E. CORRESPONDENCE

Several E-Mails from Pat Birchall will be addressed by Chief Carleton.

MOTION: Commissioner Wilmot moved that the e-mails from Pat Birchall should be tabled until the meeting of November 12th, 2012 when all Commissioners will be present for a discussion. The motion was seconded by Commissioner Riffle. **Motion passed 2 – 0.**

A letter from Joe Gary will not be addressed.

F. CHIEF'S REPORT

The Chief Officer Report is attached as scanned.

G. UNFINISHED BUSINESS

G.1 Parking Lot of Fire Department

No action will be taken on this matter. The quote to pave the parking lot was in excess of \$100,000.00. Due to this cost the District is looking at painting the parking lot instead of repaving. Letters have been sent to two companies for bids on the cost. The companies are Kamps Painting Company, Inc. and Huinzenga Enterprises, LLC.

G.2 Review of Assistant Fire Chief's Contract

MOTION: Commissioner Wilmot moved to approve the contract of the Assistant Chief. This contract will be posted online and available to the public. The motion was seconded by Commissioner Riffle. **Motion passes 2 – 0.**

H. NEW BUSINESS

H.1 Resolution 2012-03

This is a Non-Binding Resolution to Request that Individual Commissioners Waive the Payment of all Compensation for the Attendance at Board Meetings through the end of their terms.

MOTION: Commissioner Wilmot moved to table this Resolution is tabled until the November 12th, 2012 Meeting when all Commissioners will be present for discussion and/or action. The motion was seconded by Commissioner Riffle. **Motion passed. 2 – 0.**

H.2 Resolution 2012-04

This is a Resolution to Increase the Number of Commissioners to Five.

MOTION: Commissioner Riffle moved to table this Resolution until the November 12th, 2012 Meeting when all Commissioners will be present for discussion and/or action. The motion was seconded by Commissioner Wilmot. **Motion passed 2 – 0.**

H.3 Next Meeting Date

MOTION: Commissioner Riffle moved to set the next meeting to November 12th, 2012 so that all Commissioners will be present. This is due to vacation

scheduling on behalf of the Commissioners. The motion was seconded by Commissioner Wilmot. **Motion passed 2 – 0**

H.4 Authorize Fire Chief Discretionary Procurement Approval of Various Items for the Fire District up to the amount of \$10,000.00

MOTION: Commissioner Wilmot moved to approve discretionary procurement approval for various items up to \$10,000.00 for operating the District. Anything over \$2,500.00 must be presented to the Board for approval in the Chief's report. The motion was seconded by Commissioner Riffle. **Motion not approved 1 – 1 as Commissioner Wilmot did not approve the motion he set forth to the Board.**

I. ADJOURNMENT

As there was no further business, Commissioner Wilmot moved to adjourn the meeting at 8:25 p.m. Commissioner Riffle seconded and the Meeting was adjourned.

The next Special Meeting of the Board of Commissioners will be October 26th, 2012. This will be a work session.

The next Special Meeting of the Board of Commissioners will be November 12th, 2012. This is a Meeting to replace the Regular Meeting of November 14th, 2012.

Commissioner Stanley Riffle

Commissioner Jeffrey Wilmot

Dated _____

Attest: _____
Recording Secretary Michelle Starrs

Whatcom County Fire District 5

Chief Officer Report

September 2012

General

PSE lighting/Community AEDs/Copier/Speaker System

Apparatus

E58	Nothing to report
E5802	Nothing to report
B58	Nothing to report
U5802	Nothing to report
A58	Nothing to report
A5802	Nothing to report
C58	Updating battery system

Active Personnel

EMT-I	2	Member Total	25
EMT-B	5	US	6
EMT-P	1	CA	19

Additional: County 1/Paramedic 5/EMTs

B-58 paid Staffing \$ 920.00

Volunteer Hours 1787.3

Volunteer Payroll \$ 5062.00

Incidents

Total Calls (11)

EMS Calls (6) Transports: SJH (1) WMO (2) ALNW (1) NT (2)
Public assist (4) 2- Welfare checks / 1-broken water main / 1- lock out
Fire Classification (1) Brush Fire

WHATCOM COUNTY FIRE DISTRICT 5

Current month payables total \$14,795.99 . There is a reimbursement for Chief Carleton in the amount of \$1965.23, a bill from myself for \$1078.00 (worked 38.5 hours) and a bill from Snure Law Office in the amount of \$4864.50.

Payroll for October 2012 totals \$ 21,130.40. This represents 1 months salary for September for Chief Carleton in the amount of \$3400.00 There is a total of 1294.19 hours for Asst Chief Shields which consists of is \$64.00 for Captain pay for Sept, 30.75 hours for office and training and \$16,108.00 in volunteer pay. We had to pay him out because his rate with the county will change for October 1st and he can not have 2 different rates. There was also captain's pay thru warrants for Christian Craig and one unpaid captain pay for John Sulenich, 4 events for two commissioners, the secretary had 3 meetings plus 1 hour extra work.

We require motions to approve: Warrant request covering current month vouchers and current month payroll .

SuzAnne Kinsey, Financial Admn.