

***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**

**December 12<sup>th</sup>, 2012**

**MINUTES**

**A. CALL TO ORDER**

The meeting was called to order at 7:02 p.m. by Commissioner Meursing.

In Attendance:                    Commissioner William Meursing  
    Commissioner Stanley Riffle – per phone  
    Commissioner Jeffrey Wilmot  
    Chief Christopher Carleton  
    Financial Manager SuzAnne Kinsey  
    Recording Secretary Michelle Starrs

Absent:                                None

Guests:                              Assistant Chief John Shields  
    Meg Olson – All Point Bulletin  
    Monica Zeilenger  
    Pat Birchall  
    Rob Dean  
    Paul Gott  
    Judy Ross  
    Patti Vopnford  
    Ginni Messervy

**B. BOARD ACTION**

**MOTION:** Commissioner Riffle moved to approve the Minutes from the Special Meeting of November 12<sup>th</sup>, 2012. The motion was seconded by Commissioner Wilmot. **Motion passed 3 - 0.**

Commissioner Wilmot presented the Board with a flag of the United States.

**MOTION:** Commissioner Wilmot moved to have the Pledge of Allegiance at the beginning of each meeting. **Motion not passed. Commissioner Wilmot - 1 - Commissioner Meursing and Commissioner Riffle - 0.**

**MOTION:** Commissioner Riffle moved to table the issue until the Board establishes what other Fire District's do regarding this matter. Motion seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

## **C. FINANCIAL MANAGER'S REPORT**

### C.1 Financial Report

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

### C.2 Approval of Fire District Vouchers

**MOTION:** Commissioner Wilmot moved to accept the Vouchers for December, 2012 in the amount of \$52,913.32 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 3 – 0.**

### C.3 Approval of Fire District Payroll

**MOTION:** Commissioner Wilmot moved to accept the payroll in the amount of \$10,486.80 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 3 – 0.**

### C.4 Cancellation of Warrant

**MOTION:** Commissioner Wilmot moved to approve the Cancellation of Warrant for Kroesens in the amount of \$185.96. It was previously paid. The motion was seconded by Commissioner Meursing. **Motion passed 3 – 0.**

## **D. CORRESPONDENCE**

None

## **E. CHIEF'S REPORT**

The Chief Officer Report is attached as scanned.

## F. UNFINISHED BUSINESS

None

## G. NEW BUSINESS

### G.1 Dan Bourks, Manager – Point Roberts Water District No. 4

Manager Bourks did not attend the meeting. A letter will be requested from Manager Bourks of the Point Roberts Water District No. 4 to outline the tie in to the septic system of the Fire District. Commissioner Wilmot will be in touch with the Water District in regard to this matter.

**MOTION:** Commissioner Riffle moved to table the matter of the septic tie in until a septic designer is able to analyze the system and inspect the tank. Manager Bourks is to submit a proposal for the Water District's requirements. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

### G.2 Resolution 2012-08 – No Levy Increase

**MOTION:** Commissioner Wilmot moved to accept Resolution 2012-08 a Resolution accepting no increase in the Levy for the Budget 2013. The motion was seconded by Commissioner Meursing. **Motion passed 3 – 0.**

## H. ADJOURNMENT

As there was no further business, Commissioner Meursing adjourned the meeting at 7:32 p.m.

The next Regular Meeting of the Board of Commissioners will be January 9<sup>th</sup>, 2013.

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

\_\_\_\_\_  
Commissioner Stanley Riffle  
Per Phone Conversation

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

Dated \_\_\_\_\_

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

**Whatcom County Fire District 5**  
*Chief Officer Report*  
*November 2012*

**General**

Painting started on office areas. Windows and carpet ordered.

**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	Nothing to report

**Member Roster**

EMT-I	2	Member Total	35
EMT-B	4	US	5
EMT-P	1	CA	30

Additional: US County 1/Paramedic 6/EMTs

**B-58 paid Staffing** NA

**Volunteer Hours** 2611.5

**Volunteer Payroll** \$ 10467.00

**Combined Chief Hours** 202.5 (Chief 90.5 / Asst. Chief 112)

**Incidents**

Total Calls (8)

EMS Calls (2) Transports: SJH (0) WMO (1) ALNW (0) NT (1) NWFR (0)

Public assist (1) Police Matter

Fire Classification (5) 1 Power line / 1 Gas leak / 1 Electrical / 2 False Alarm

## WHATCOM COUNTY FIRE DISTRICT 5

Current month payables total \$52,913.32. Items to note:

My invoice is \$1148.19, again, budget and audit hours are the primary reason for increase. There is a warrant for Carleton for \$1180.48 which is in fact for Delta Printers in Tsawwassen. He will pay them – they do not have a vendor number with Whatcom County. There is an invoice for Henry Schein EMS for \$2518.29, and invoice for Hardware Sales for \$2268.16; an invoice for NW Communications for \$1410.50, an invoice for Med Tronic Physio Control for \$6973.65, an invoice for LN Curtis for \$2791.71 and one for \$20,088.28 and an invoice from the Awards Dinner for South Beach House for \$1724.72.

As well, I am paying Kyle Cashin for volunteer hours for \$2158.00. He was put thru payroll last month, but only had an ITIN number so could not be paid thru payroll.

Payroll for November 2012 totals \$10486.80. This represents 1 months salary for November 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 1 hour of extra clerical work, and the volunteer payouts total \$4,400.00

I have an Authorization to Void a warrant for Kroesens in the amount of \$185.96. It was previously paid.

We require motions to approve: Warrant request covering current month vouchers and current month payroll and the Authorization to Void a Warrant.

SuzAnne Kinsey, Financial Admn.