

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

January 9th, 2013

MINUTES

A. CALL TO ORDER

The meeting was called to order at 7:04 p.m. by Commissioner Meursing.

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

Absent: None

Guests: Meg Olson – All Point Bulletin
Assistant Chief John Shields
Anthony Kelley – Kelly Insurance Agency
Dan Bourks, Manager, Point Roberts Water District
Paul Gott
Patti Vopnford
Monica Zeilenger
Judy Ross
Henry Rosenthal
Rob Dean

B. KELLEY INSURANCE AGENCY

B.1 Anthony H. Kelley, CIC

Anthony Kelley, from Kelley Insurance Agency gave a presentation to the Board on the current insurance coverage the District carries. Chief Carleton will work with him on future needs for the District's insurance. He is looking into increasing the coverage by another \$10,000,000.00. We currently carry \$10,000,000.00 with Cities Insurance.

There was a backup of the septic system and Anthony Kelley and Chief Carleton will work together on the claim for cleanup and repair of the damage.

C. ELECTION OF OFFICERS

C.1 Election of Officers for 2013

The Election of Officers for 2013 has been tabled to the Meeting of February 13th, 2013 when Commissioner Riffle will be personally present.

C.2 Appointment of SuzAnne Kinsey as Financial Manager for 2013

MOTION: Commissioner Wilmot moved to appoint SuzAnne Kinsey as the Financial Manager for the year 2013. The motion was seconded by Commissioner Riffle, per telephone conversation. **Motion passed 3 – 0.**

D. BOARD ACTION

D.1 Approval of the Minutes for the Regular Meeting of December 12th, 2012

The Minutes of the December 12th, 2012 Meeting have been tabled to the Meeting of February 13th, 2013 when Commissioner Riffle will be present in person.

E. FINANCIAL MANAGER'S REPORT

E.1 Financial Report

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

E.2 Approval of Fire District Vouchers

MOTION: Commissioner Wilmot moved to accept the Vouchers for January, 2013 in the amount of \$21,734.82 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0.**

E.3 Approval of Fire District Payroll

MOTION: Commissioner Wilmot moved that the payroll in the amount of \$6,066.00 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2– 0.**

F. CORRESPONDENCE

F.1 Christmas Cards

The Fire District received cards from the Marina, Sterling Savings Bank, Air Lift and Prospect Dispatch. The cards were available for anyone who wanted to read them.

G CHIEF'S REPORT

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

H. UNFINISHED BUSINESS

H.1 Pledge of Allegiance

The Pledge of Allegiance has been tabled to the Meeting of February 13th, 2013 when Commissioner Riffle will be in attendance in person.

H.2 Water District Proposal

Dan Bourks, Manager of Point Roberts Water District No. 4 requested a letter of intent from the Board. This is needed to proceed with permitting from the County. The Water District is proposing to tie into our septic system while they develop an acre of land adjoining the Fire District property. They are looking at building a new maintenance shed for the Water District.

Commissioner Wilmot has met with Neil Harvey who is a licensed engineer in septic design. He is currently evaluating the Fire District's sewer system to determine the cost of repairs or replacement.

Commissioner Wilmot will have more information for the next meeting of the Board.

I. NEW BUSINESS

I.1 Elimination of the Donation Fund for Distribution to the Capital Fund

There is currently \$60,000.00 in the Donation Fund. This is money that was given to the District from the Bingo. The Board is looking at placing the money in the Capital Fund account.

This will be continued at the next meeting when Commissioner Riffle will be in attendance in person

J. PUBLIC COMMENT

Several comments were taken from the public. Commissioner Meursing moved to adjourn the meeting against the suggestion of Commissioner Wilmot to keep the meeting open for another 15 minutes.

At the next meeting the Board will address having Public Comment at the beginning of the meetings.

K. ADJOURNMENT

As there was no further business, Commissioner Meursing adjourned the meeting at 8:25 p.m. while Commissioner Wilmot stayed on to address any other forthcoming comments.

The next Regular Meeting of the Board of Commissioners will be February 13th, 2013.

Commissioner William Meursing

Commissioner Stanley Riffle

Commissioner Jeffrey Wilmot

Dated _____

Attest: _____
Recording Secretary Michelle Starrs

Whatcom County Fire District 5

Chief Officer Report

December 2012

General

1. Painting completed and carpet installed in main offices.
2. Replacement of station windows started.
3. Started an internal audit of the Emergency Reporting System for years 2011 and 2012.

Apparatus

E58	Nothing to report
E5802	Throttle cable replaced
B58	Nothing to report
U5802	Nothing to report
A58	Nothing to report
A5802	Nothing to report
C58	Refrigerator taken out due to battery issues

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 2575

Volunteer Payroll \$ 8478.00

Combined Chief Hours 279 (Chief 171.5 /// Asst. Chief 107.5)

Incidents

Total Calls (11)

EMS Calls (7) Transports: SJH (0) WMO (3) ALNW (0) NT (4) NWFR (0)

Public assist (1) Water in basement

Fire Classification (3) 2 - Smoke Odor // 1 Flood water assessment

WHATCOM COUNTY FIRE DISTRICT 5

Current month payables total \$21,734.82. Items to note:

My invoice is for \$945.00 which is still higher than normal. We have an invoice for the carpet laying for \$466.55, the new windows for \$9,979.36, medical exams from Interfaith totaling around \$2300, the painting of the offices for \$1627.50 and WCFARS in the amount of \$1580.37.

Payroll for January totals \$ 6066.00. This represents 1 months salary for December for Chief Carleton in the amount of \$3400.00, one months salary for Asst Chief Shields in the amount of \$2250.00. There was 1 events for three commissioners, the secretary had 1 meetings.

We have a letter from Systems Design regarding our contract for billing services for 2013. There are two options – one to merely duplicate our contract of the past and another more detailed contract that they have been using for a few years that has been reviewed by various Municipal Attorneys and is more comprehensive. I have a copy for each of you to read and you can make your decision for the next meeting.

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

SuzAnne Kinsey, Financial Admn.