

# ***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**

**March 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  
    Jollena Tylor  
    Jeanette Merusing  
    Monica Zeilenger  
    Linda Rhimes  
    Red Rhimes

### **B. PUBLIC COMMENTS**

#### **B.1 Comment**

Meg Olson had a question for the Board regarding the overpayments and wanted to know if the Auditor had been notified.

## C. BOARD ACTION

### C.1 Approval of Minutes for the Regular Meeting of February 13<sup>th</sup>, 2013

**MOTION:** Commissioner Riffle moved to accept the Minutes of the February 13<sup>th</sup>, 2013 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 March, 2013 in the amount of \$28,135.39 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 \$10,102.00 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

As of this meeting date there has been no contact from the Auditor regarding our current audit.

## E. CORRESPONDENCE

### E.1 None

## F. CHIEF'S REPORT

The Chief Officer Report as attached and scanned.

## **G. UNFINISHED BUSINESS**

### **G.1 Overpayment Repay Report**

An Agreement was drawn up for Assistant Chief John Shields to sign regarding his overpayment. He has agreed to repay the funds by December 2013. The Agreement was signed and a copy is attached to the Minutes.

Currently three (3) Firefighters are repaying their overpayments by accrual. One (1) Firefighter has repaid \$592.00 of \$600.00 that he owed the District. Three (3) other Firefighters have requested further documentation before repaying their outstanding funds.

The Volunteer payroll discrepancies occurred during the previous administration and were discovered by Chief Christopher Carleton and Assistant Chief John Shields.

Follow up will continue and this item will be on next month's Agenda.

### **G.2 WCFD #5 – Septic System Design and Permit Cost**

An E-mail from Steven Schneider was discussed by the Board. He has given an estimate for a repair septic system design and Whatcom County Health Dept. sewage disposal permit.

A soil sample was taken and the District is currently waiting for the results of that test before a final determination can be made regarding the type of system or repair that will be needed.

This item will be discussed further at the next meeting of the Board.

## **H. NEW BUSINESS**

### **H.1 None**

## **I. ADJOURNMENT**

As there was no further business, Commissioner Meursing adjourned the meeting at 7:48 p.m.

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

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

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

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

Dated \_\_\_\_\_

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

## WHATCOM COUNTY FIRE DISTRICT 5

Current month payables total \$28,135.39. Items to note:

There is an invoice for Life Assist for \$4232.45, and invoice to Ludtke for \$1345.69, Snure for \$1197.00, John Sulentich, who is a volunteer ff for \$6581.00, US Bancorp (our credit card) for \$1316.80 and Physio Control for \$2181.18.

Payroll for March totals \$ 10102.00. This represents 1 months salary for February 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 2 meetings as I had never paid her for the January meeting. Volunteer payouts for February total \$3932.00.

I have a re-payment agreement for you to sign. I will then fax it to the county along with the proper form. This particular re-payment will be completed in Dec 2013.

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

SuzAnne Kinsey, Financial Admn.

**Whatcom County Fire District 5**  
**Chief Officer Report**  
**March 2013**  
For February 2013

**General**

1. Internal Audit of Emergency Reporting entries and documentation
2. Septic Field

**Apparatus**

E58	No report
E5802	No report
B58	No report
U5802	No report
A58	Annual Service Completed
A5802	Annual Service Completed
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**      2404

**Volunteer Payroll**    7321

**Combined Chief Hours**      (Chief 158 /// Asst. Chief 111 )    269

**Incidents**

Total Calls (9)

EMS Calls (4) Transports: SJH (0) WMO (0) ALNW (1) NT (2) NWFR (1)

Public assist (0)

Fire Classification (2)

False Alarm (3)