

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

April 10th, 2013

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
 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
 Tony Kelley – Kelley Insurance Agency
 Virginia Lester
 Ed Lester
 Judy Ross
 Pat Birchall
 Jeanette Meursing
 Diane Thomas
 Erik Kloepper
 Dylan Smith

B. PUBLIC COMMENTS

None

C. BOARD ACTION

C.1 Approval of Minutes for the Regular Meeting of March 13th, 2013

MOTION: Commissioner Riffle moved to accept the Minutes of the March 13th, 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 March.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Riffle moved to accept the Vouchers for April, 2013 in the amount of \$21,217.40 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 \$10,808.00 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

E. CORRESPONDENCE

E.1 Letter from Northwest Septic Solutions

The letter from Northwest Septic Solutions was presented to the Board. The letter will be discussed during Unfinished Business.

F. CHIEF'S REPORT

The Chief Officer Report as attached and scanned.

G. UNFINISHED BUSINESS

G.1 Overpayment Repay Report

The overpayment repayment of firefighters is going according to the schedule. There are a few who are not responding but letters will continue to be sent regarding repayment. Chief Carleton will contact Attorney Brian Snure to see how long we must continue to try to recuperate the outstanding overpayment.

G.2 Septic System Update

The letter from Northwest Septic Solutions is attached to the Minutes.

Shane Johnson has recommended two solutions to the septic problem. The District may repair or replace the current system.

Commissioner Riffle feels a French drain would elevate the problem of water flowing into the septic system. There needs to be drainage for the roof downspouts as rain runoff also flows into the septic system. The situation will be monitored until the weather turns drier and the project can be revisited at that time.

H. NEW BUSINESS

H.1 Tony Kelley – Kelley Insurance Agency

Tony Kelley from Kelley Insurance Agency presented an Insurance proposal to the Board. He is looking at four companies that could provide insurance coverage to the District. He will return in June with the final proposal for the Board to review. He is currently waiting for the costs from Volunteer Fire Insurance Services. He should have everything finalized by June.

H.2 Virginia Lester

Virginia Lester attended the Board meeting as a representative for PREP and CERTS. She wanted to thank the Board for the presentation that Chief Carleton and Assistant Chief John Shields helped present. The presentation was regarding disaster preparedness in the community. It was very successful and their help was much appreciated.

H.3 Heat – Air Conditioning

The Proposal from Smith Mechanical Inc. is attached to the Minutes.

The fire hall is in need of a new heat and air conditioning system. The first option is to replace the existing heat pump and air handler or repairing the existing unit. The second option is to install a 3 ton ductless heat pump to heat and cool the upstairs room.

MOTION: Commissioner Riffle moved to have the funds moved from the Donation Reserve Account to cover the cost of both purchases. Chief Carleton is to make the final decision on repair or replacement. The motion was seconded by Commissioner Wilmot. **Motion passed. 3 – 0.**

H.4 TIC (Thermal Imaging Camera)

MOTION: Commissioner Wilmot moved to purchase a refurbished Thermal Imaging Camera. The funds for this purchase are to come from the Capital Reserve Account The motion was seconded by Commissioner Riffle. **Motion passed 3 – 0.**

H.5 Phone Reimbursement

MOTION: Commissioner Riffle moved to pay \$50.00 a month each to Chief Carleton and to Assistant Chief Shields for the use of their personal cell phones for District business. The motion was seconded by Commissioner Wilmot. **Motion passed. 3 – 0.**

H.6 Payment Policy for Resident and Non Resident Alien volunteers

MOTION: Commissioner Riffle moved to approve the Payment Policy for Resident and Non Resident Alien Volunteers. All volunteers must submit a ITIN number to the District by the year end in which they have provided services. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

I. ADJOURNMENT

As there was no further business, Commissioner Meursing adjourned the meeting at 9:16 p.m.

The next Regular Meeting of the Board of Commissioners will be May 8th, 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 \$21,217.40. Items to note:

There is an invoice to Maestro NW GIS for map making in the amount of \$3000, an invoice for Municipal Emergency Services for \$2859.82 for a regulator and SCBA flow test, Board of Volunteer Firefighters for \$3000 for disability and pension fees for 2013, Shoreline Electric for repairs in the amount of \$1086.62, a payment to Xtreme Wildland for \$1295.59 for ^{septic} tank and freight, and an invoice for Dr. McBean for oversight duties for 2013 in the amount of \$2000.

Payroll for March totals \$ 10,808.00. This represents 1 months salary for March for Chief Carleton in the amount of \$3400.00, one months salary for Asst Chief Shields in the amount of \$2250.00 less recovery of \$632.50. There was 1 event for three commissioners, the secretary had 1 meeting. Volunteer payouts for March total \$4742.00.

I have yet to hear from the auditors office. According to Meg Olson, who did call their office concerning our audit, they have been short staffed along with having upper management personnel changes which has caused them to fall behind schedule.

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
April 2013
For March 2013

Point Of Information

1. BVFF Physical Exam Reimbursements
2. Grant LP15
3. District Jackets
4. SCBA Replacement/Upgrades
5. District Phone Coverage With Verizon
6. EMT Class
7. Radio Communication
8. Ambassador Program

Apparatus

E58	No report
E5802	No report
B58	No report
U5802	No report
A58	No report
A5802	No report
C58	Battery issue being investigated

Member Roster

43 Members (30 Canada / 5 Point Roberts / 8 County)

- 2 Paramedics
- 13 EMTs (including 2 EMT-A)

Volunteer Hours 2420

Volunteer Payroll 8046

Combined Chief Hours (Chief 135 /// Asst. Chief 105.0) 240.0

Incidents

Total Calls (12)

EMS Calls (5)

<u>Transports:</u>	Saint Joseph Hospital (0)	Whatcom Medic One (2)
	Airlift Northwest (1)	North Whatcom Fire Rescue (0)
	No Transport (2)	

Public assist (1)

Fire Classification (6) 3-smoke investigation/1-car fire/1-animal rescue/1-false alarm