

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

May 8th, 2013

MINUTES

A. CALL TO ORDER

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

In Attendance: Commissioner William Meursing
 Commissioner Stanley Riffle
 Financial Manager SuzAnne Kinsey
 Recording Secretary Michelle Starrs

Absent: Chief Christopher Carleton
 Commissioner Jeffery Wilmot

Guests: Assistant Chief John Shields
 Meg Olson – All Point Bulletin
 John Shields Sr.
 Deb Shields
 Pat Birchall
 Jollena Tylor
 Judy Ross

B. PUBLIC COMMENTS

Judy Ross was representing the library and requested donations from the public for the building of the new library. They are asking for \$20.00 from each person and hope to attain that from 1,000 people.

C. BOARD ACTION

C.1 Approval of Minutes for the Regular Meeting of April 10th, 2013

MOTION: Commissioner Riffle moved to accept the Minutes of the April 10th, 2013 meeting as read. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

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

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Riffle moved to accept the Vouchers for May, 2013 in the amount of \$56,698.73 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0.**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Riffle moved that the payroll in the amount of \$10,504.00 be approved for payment and the cancellation of a warrant to Life Tek. Inc. in the amount of \$303.83. This warrant had been paid by Visa. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0.**

E. CORRESPONDENCE

E.1 Letter from Judy Ross

A letter and literature from Judy Ross on the donations needed to complete the new library for Point Roberts.

F. CHIEF'S REPORT

The Chief Officer Report as attached and scanned.

G. UNFINISHED BUSINESS

G.1 Overpayment Repay Report

The status of the overpayments is going according to the schedule. One firefighter has finished paying back his overpayment. Assistant Chief Shields is making monthly payments and will have his monies paid by December. One firefighter will be finished his payment next month. Those no longer with the District have made no effort to repay.

G.2 Septic System Update

Septic Solutions Northwest is moving forward with sealing the tanks. A Point Roberts contractor will be contacted to install the curtain drain. This should alleviate the problem from the excess water.

H. NEW BUSINESS

H.1 Special Meeting

Commissioner Riffle would like to see a Special Meeting set to discuss the fire equipment and the needs of the District for the future.

H.2 Gym Equipment

Commissioner Riffle questions using the gym equipment at the fire hall or continuing the membership at the gym in Tsawwassen. This will be discussed with Chief Carleton and brought up again at a future meeting.

H.3 Election

Commissioner Meursing reviewed the upcoming positions open for Fire Commissioner at the next election. There are two positions currently slated for that election. They are Position 1 and Position 3. Filing must be done by next week at the County office of Elections in Bellingham, WA.

I. ADJOURNMENT

As there was no further business, Commissioner Riffle moved to adjourn the meeting at 7:32 p.m. The motion was seconded by Commissioner Meursing.

The next Regular Meeting of the Board of Commissioners will be June 12th, 2013.

Commissioner William Meursing

Commissioner Stanley Riffle

Dated _____

Attest: _____
Recording Secretary Michelle Starrs

May 8, 2013

WHATCOM COUNTY FIRE DISTRICT 5

First, I want to bring to your attention the information regarding the FEMA grant that we were awarded. The approved project costs totaled \$43,125.00. The Federal Share was 95% or \$40,969.00 and our share of the costs were \$2156.00. In April we received the \$40969.00. Chief Carleton has purchased equipment items totaling \$43,523.00 thus meeting our obligation for the grant. And I preface my report with this information because we have the payables included in this months warrants.

Current month payables total \$56,698.73 which includes the \$43523.00 mentioned above payable to Physio-Control Medtronics. There is also a payable to West Coast Construction for repairs to the firehall in the amount of \$1343.44. Chief Shields can give you the detail on that.

Payroll for April totals \$10,504.00. This represents 1 month 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. There was 1 event for three commissioners and the secretary. Volunteer payouts for March total \$4438.00 in payroll and there are two payouts in the warrants for volunteers for \$1165 for a total volunteer payout of \$5603.00.

I have an authorization to void a warrant to Life Tek Inc. in the amount of \$303.83. I paid not realizing it had been paid with our Visa.

We require motions to approve: Warrant request covering current month vouchers and current month payroll and authorization to Void/Cancel Warrant.

SuzAnne Kinsey, Financial Admn.

Whatcom County Fire District 5

Chief Officer Report

May 2013

For April 2013

Point Of Information

1. EMT Class Update
2. Radio Communication
3. Septic System

Apparatus

E58	No report
E5802	No report
B58	No report
U5802	No report
A58	No report
A5802	No report
C58	No report

Member Roster

42 Members (30 Canada / 5 Point Roberts / 7 County)

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

Volunteer Hours 2522

Volunteer Payroll 7574

Combined Chief Hours (Chief 158 /// Asst. Chief 113.5) 271.5

Incidents

Total Calls (7)

EMS Calls ()

Transports: Saint Joseph Hospital (0)
Airlift Northwest (0)
No Transport (1)

Whatcom Medic One (4)
North Whatcom Fire Rescue (0)

Public assist (1)

Fire Classification (1)