

***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**

**August 8<sup>th</sup>, 2012**

**MINUTES**

**A. CALL TO ORDER**

The meeting was called to order at 7:03 p.m. by Commissioner Gellatly.

In Attendance:                      Commissioner David Gellatly  
   Commissioner William Meursing  
   Commissioner Stanley Riffle  
   Chief Nick Kiniski  
   Financial Manager SuzAnne Kinsey  
   Recording Secretary Michelle Starrs

Absent:                                      None

Guests:                                    Meg Olson – All Point Bulletin  
   Captain John Shields  
   Debra Shields  
   April

**B. PUBLIC COMMENTS**

Debra Shields made a comment to the Board to please make sound business judgments and decisions.

**C. BOARD ACTION**

C.1            Approval of the Minutes for the Special Meeting of July 16<sup>th</sup>, 2012

**MOTION:** Commissioner Riffle moved to accept the Minutes of the Special Meeting of July 16<sup>th</sup>, 2012. The motion was seconded by Commissioner Meursing.  
**Motion passed 3 – 0.**

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

### D.1      Financial Report

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

### D.2      Approval of Fire District Vouchers

**MOTION:** Commissioner Riffle moved to accept the Vouchers for August 2012 in the amount of \$27,899.18 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 3 – 0.**

### D.3      Approval of Fire District Payroll

**MOTION:** Commissioner Riffle moved that the payroll in the amount of \$5,725.78 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 1.**

## **E. CORRESPONDENCE**

### E.1      Letters

Ten Letters of Application for the Administrative Secretary position have been received. The letters will be reviewed at the Executive Session.

A letter was received from Smith, Kosanski and Wright – Attorneys at Law. This letter will be discussed at the Executive Session

## **F. CHIEF'S REPORT**

### F.1      Chief's Report

Chief Kiniski provided an overview of the Chief Officer Report as attached.

### F.2      C58

C58 is now in service.

### F.3      Weekday Staffing

The weekday staffing program is working well with most times covered.

F.4      Whatcom County EMS System

Whatcom County EMS System will be forth coming with changes. The Commissioners will look into the changes and work towards getting Point Roberts back into the Whatcom County system.

**G. UNFINISHED BUSINESS**

G.1      Over Budget for Chief and San Juan County Medical Director

These items were covered in a motion at the last meeting.

G.2      Approval of Driver Safety SOP

The SOP on Driver Safety will be tabled to the September 12<sup>th</sup>, 2012 Regular Meeting.

G.3      Resolution 2012-01 – Reimbursement Rates

**MOTION:** Commissioner Riffle moved to accept Resolution 2012-01. This is a Resolution to establish new reimbursement rates for transportation and meals to Volunteers. The motion was seconded by Commissioner Meursing. **Motion passed 3 – 0.**

**H. NEW BUSINESS**

H.1      Bid on Asphalt

**MOTION:** Commissioner Meursing moved to approve Commissioner Riffle contact Doug Campbell to prepare bid documents for asphalt paving. The parking lot area to be repaved is approximately 40,000 sq. ft. The estimated cost will be \$91,000. The motion was seconded by Commissioner Gellatly. **Motion passed. 3 – 0.**

H.2      Review of Part Time Administrator Applications

An Executive Session was called for 30 minutes at 7:42 p.m. This was to discuss the ten letters of application that have been received for the position of Administrative Secretary.

The Board resumed the regular session at 8:10 p.m. with no action to be taken.

Before any interviews can take place the Board will have to create a written job description of the position. This will be done for the next Special Meeting.

H.3      Executive Session - Personnel Matters

Commissioner Gellatly called an Executive Session at 8:10 p.m. to discuss Personnel Matters. The session was to be for approximately 30 minutes. The Commissioners adjourned to the session at 8:32 p.m. with no action to be taken.

The Board of Commissioners will hold a Special Meeting with the District's Attorney. This meeting date will be set after Commissioner Riffle has finalized all the arrangements for the meeting.

**I. ADJOURNMENT**

As there was no further business, Commissioner Gellatly adjourned the meeting at 8:34 p.m.

The next Regular Meeting of the Board of Commissioners will be on September 12<sup>th</sup>, 2012.

There will be a Special Meeting date set for the week of August 13<sup>th</sup>, 2012.

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Commissioner David Gellatly

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Commissioner William Meursing

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Commissioner Stanley Riffle

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Attest: Michelle Starrs – Recording Secretary

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Date:

