

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

June 13th, 2012

MINUTES

A. CALL TO ORDER

The meeting was called to order at 7:00 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

B. COMMENTS FROM THE PUBLIC

None

C. BOARD ACTION

C.1 Approval of the Minutes for the Regular Meeting of May 9th, 2012

MOTION: Commissioner Riffle moved to accept the Minutes of the Regular Meeting of May 9th, 2012. The motion was seconded by Commissioner Meursing. **Motion passed 3 - 0.**

C.2 Approval of the Minutes for the Special Meeting of May 21st, 2012

MOTION: Commissioner Riffle moved to accept the Minutes of the Special Meeting of May 21st, 2012. The motion was seconded by Commissioner Meursing. **Motion passed 3 – 0.**

C.3 Approval of the Minutes for the Special Meeting of June 11, 2012

MOTION: Commissioner Riffle moved to accept the Minutes of the Special Meeting Of June 11th, 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 May.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Riffle moved to accept the Vouchers for June 2012 in the amount of \$12,285.23 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 \$9,241.00 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 3 – 0.**

D.4 Cancellation of Warrant

MOTION: Commissioner Riffle moved to cancel Warrant Number 886339 in the amount of \$5,809.09. This was a double payment to Great Floors. The motion was seconded by Commissioner Meursing. **Motion passed 3 – 0.**

E. CORRESPONDENCE

None

F. CHIEF'S REPORT

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

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

H.1 Work Session

A Work Session has been scheduled for June 20th, 2012 at 7:00 p.m.

H.2 SOP's Regarding Department Structure

The SOP's are currently being finalized.

H.3 Fire Fighter Responsibilities

Fire Fighter Responsibilities will be one of the SOP's to be presented when finalized.

H.4 Weekday Program – Financial Breakdown

MOTION: Commissioner Riffle moved to proceed with the manning of the station during the week on a trial basis. This will be revisited monthly in the Chief's Report and reviewed by the Board again at the September meeting. Commissioner Gellatly requested an e-mail be sent every two weeks regarding the costs for the program. The motion was seconded by Commissioner Gellatly. **Motion passed 3 – 0.**

H.5 Christopher Carleton's Position with the Department

Christopher Carleton will remain as Training Officer with the Department.

Chief Kiniski will create an Organizational Structure of the Fire Department with a list of personnel and their position within the department. This will be presented to the Board.

H.6 Chief's Duty

MOTION: Commissioner Riffle moved to have Chief Kiniski journal his hours for one month. Each week he will e-mail a copy to the Commissioners. The motion was seconded by Commissioner Gellatly. **Motion passed 3 – 0.**

I. ADJOURNMENT

As there was no further business, Commissioner Gellatly adjourned the meeting at 7:45 p.m.

The next Regular Meeting of the Board of Commissioners will be a Special Meeting on July 16th, 2012.

There will be a Work Session on June 20th, 2012 at 7:00 p.m.

Commissioner David Gellatly

Commissioner William Meursing

Commissioner Stanley Riffle

Attest: Michelle Starrs – Recording Secretary

Date:

