

***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**

**September 12<sup>th</sup>, 2012**

**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  
Chief Christopher Carleton  
Financial Manager SuzAnne Kinsey  
Recording Secretary Michelle Starrs

Absent: None

Guests: Meg Olson – All Point Bulletin  
Pat Grubb – All Point Bulletin  
Captain John Shields

**B. PUBLIC COMMENTS**

**C. BOARD ACTION**

**C.1      Approval of the Minutes for the Regular Meeting of August 8<sup>th</sup>, 2012**

**MOTION:** Commissioner Riffle moved to accept the Minutes of the Regular Meeting of August 8<sup>th</sup>, 2012. The motion was seconded by Commissioner Meursing.  
**Motion passed 2 – 0.**

**C.2      Approval of the Minutes for the Special Meeting of September 5, 2012**

**MOTION:** Commissioner Riffle moved to accept the Minutes of the Special Meeting of September 5, 2012. 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 August.

### D.2 Approval of Fire District Vouchers

**MOTION:** Commissioner Riffle moved to accept the Vouchers for September 2012 in the amount of \$34,409.72 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 \$7,628.00 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0.**

## **E. CORRESPONDENCE**

None

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

Chief Carleton provided an overview of the Chief Officer Report as scanned.

## **G. UNFINISHED BUSINESS**

### G.1 Exhibit B of Fire Chief's Contract

Exhibit B, Section 16.2 of the Fire Chief's Contract has been revisited by all parties and has been agreed upon. It will now be posted with the Contract on the website where it is available to the public.

### G.2 Termination Clauses in Fire Chief's Contract

A discussion was held regarding the two termination clauses in the Chief's new contract. This was to allay public comment from the last meeting. The two ways to terminate are – 1 without cause and 1 with cause.

### G.3      Appointment of New Commissioner

There will be a Special Meeting on Wednesday, September 19, 2012 to publicly interview applicants for the vacant Commissioner position. An Executive Session may be called to evaluate the candidate qualifications pursuant to RCW 42.30.110(1)(h). The Board will then reconvene in Open Session to discuss and possibly appoint a new Commissioner.

### G.4      Administrative Assistant Position

The position of Administrative Assistant will not be created. The Board would like to thank the 11 applicants who applied for the position. Commissioner Meursing will call those with last names from A – M and Commissioner Riffle will call the remaining from N – Z. Their resumes will be kept on file.

### G.5      Remuneration to Chief and Assistant Chief for Training

A discussion was held regarding additional remuneration to the Chief and Assistant Chief so their part time salary is not spent on their time to attend training and various required meeting. The Chief will be reimbursed for meals, flights and hotels when receipts are presented from such training events. The Assistant Chief's contract has not been completed at this time.

## **H. NEW BUSINESS**

### H.1      Assistant Chief's Salary and Contract

The contract for Assistant Chief Shields has not yet been completed. This item will be tabled until the contract has been completed.

### H.2      Special Meeting September 19, 2012

A Special Meeting will be held on September 19, 2012 to interview Commissioner applicants and possibly select a new Commissioner.

### H.3      Special Meeting September 20, 2012

A Special Meeting will be held on September 20, 2012 to pass the Minutes from the Special Meeting of September 19, 2012.

### H.4      Move Meeting in October

The meeting for October 10, 2012 may be moved to October 17, 2012 if a new Commissioner has not been chosen at a prior meeting.

H.5      Accommodate Hearing Impaired

A discussion was held, and the Chief is looking into what will be necessary to make the meeting hall more accommodating to the hearing impaired.

H.6      Photo Copier

The District's photo copier has broken and is too old for servicing. A new photo copier will be purchased or leased. Chief Carleton will look into the matter.

**I. ADJOURNMENT**

As there was no further business, Commissioner Meursing adjourned the meeting at 8:20 p.m.

The next Regular Meeting of the Board of Commissioners will be a Special Meeting on October 17<sup>th</sup>, 2012. This will be a Special Meeting to replace the Regular Meeting of October 10<sup>th</sup>, 2012.

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

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

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

\_\_\_\_\_  
Date:



## WHATCOM COUNTY FIRE DISTRICT 5

Current month payables total \$34409.72.

### Items to note:

There are two invoices for Kelly Insurance, one for our insurance (property, general liability, auto, equipment, crime, auto physical damage and UIM) in the amount of \$15,145.66 and one for their fee in the amount of \$1514.56.

There is a payout to Shawn Williams for volunteer services in the amount of 2603.00. He has an ITIN number and is paid thru warrants, not payroll.

As well, an invoice \$1091.41 for L.N. Curtis for an annual inspection on the generator, an invoice from Snure Law Office in the amount of \$2772.00, and invoice from Life Assist for medical supplies in the amount of \$3644.48.

Payroll for Sept 2012 totals \$7628.00. This represents ½ months salary for August for Chief Kiniski in the amount of \$1500.00 plus a payout for him for volunteer service in the amount of \$1092.00. There are 61.5 hours for Chief Carleton totaling \$2162.50, two captain's pay thru payroll (one is thru warrants), 4 events for two commissioners and 2 events for one commissioner. The secretary had 5 meetings plus extra work totaling \$604.50. Note, as stated last month, there is one captain that can not be paid until he either gets his ITIN number or SS number.

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***

*August 2012*

### **Facilities**

The District is looking at a PSE program that would replace the station lighting. This would allow the station to be more energy efficient. Cost of the program could possibly be free depending on qualifications.

### **Apparatus**

E58	Nothing to report
E5802	Nothing to report
B58	Nothing to report
U5802	Nothing to report
A58	Nothing to report
A5802	Nothing to report
C58	Nothing to report

### **Active Personnel**

EMT-I	2	Total	25
EMT-B	5	US	6
EMT-P	1	CA	19

A District hiring is underway for certified Volunteer Firefighters and EMTs.

**B-58 paid Staffing**      \$1480.00

**Volunteer Hours**      1757.5

**Volunteer Payroll**      \$5992.00

### **Incidents**

Total Calls (16)

EMS Calls (11)      Transports: Delta (2) / SJH (3)

Public assist (3)

Fire Classification (2) AA/Propane leak