

Whatcom County Fire District #5
Point Roberts Fire Department

**2030 Benson Road, Suite A
Point Roberts, Washington, 98281**

Special Meeting of the Board of Commissioners

May 21st, 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
 Recording Secretary Michelle Starrs

Absent: Financial Manager SuzAnne Kinsey

Guests: Meg Olson – All Point Bulletin
 Captain John Shields
 Captain Joe Gary
 Retired Chief William Skinner
 Davea Fisher
 John Fisher
 Steve O'Neill
 Bob Jewell
 Mitt Tilkoff

B. WORK SESSION – NO ACTION WILL BE TAKEN AT THIS MEETING

The Board of Commissioners met to discuss the following Agenda:

Chairman's comments on Rules of Order:

- These meetings will be for discussion amongst the Commissioners.

- While these meetings are public, there will be no public comments accepted unless, the Commissioners specifically ask questions of specific members of the public or members of the department in attendance.
- No action will be taken at these meetings.
- Information may be requested of district staff from time to time. These requests will be fulfilled by the next meeting.
- Meeting time will not exceed 2 hours.

Department Structure (original Chart to be established)

- Each position to be provided a description

Volunteer Firefighters and EMT's

- List by residency and response
- EMT's expiry of qualifications and renewal...OTEP
- Weekend duty; numbers required vs numbers attending
- Week day responses
- Remuneration
- Battalion Staffing

Fire vs EMS calls per year last 4 years

Standard Operating Procedures

- What is in place now
- What has to be amended
- What has to be implemented

Chief's Duties and Responsibilities

No action was taken at the meeting.

C. ADJOURNMENT

As there was no further business, Commissioner Gellatly adjourned the meeting at 8:00 p.m.

There will be a Special Scheduled Meeting of the Board of Commissioners on Monday, June 11th, 2012 for a Work Session.

The next Regular Meeting of the Board of Commissioners will be June 13th, 2012

Chairman Gellatly

Commissioner Meursing

Commissioner Stanley Riffle

Dated _____

Attest: _____
Recording Secretary Michelle Starrs