

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

November 4th , 2015

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Commissioner Meursing.

In Attendance: Commissioner William Meursing
 Commissioner Stanley Riffle
 Commissioner Jeffery Wilmot
 Chief Christopher Carleton
 Financial Manager Patty Markel
 Recording Secretary Linda Hughes

Absent: None

Guests: Assistant Chief John Shields
 Shannon Tomsen
 Judson Meraw
 Steve Conn

B. WORK SESSION FOR 2016 BUDGET

Chief Carleton and Financial Manager Markel have prepared a draft budget for the Commissioners review, including notations where the budget differs from the 2015 budget. Chief noted that budgets have been available to the public for review since 2012 from the District website www.wcfd5.com.

Chief presented a chart of projections regarding levy income, beginning with projections if a zero percent levy increase is decided upon, incrementally increasing the projections to consider levy increases up to four percent.

There is a banked amount of levy that is available of \$19,921.79. In addition, a further 1%, or \$4,993.91, is available should the board choose to implement a levy increase in the 2016 budget. The amount of unused banked capacity is noted at the Whatcom County Assessor's office and is available only for WCFD5 to levy should a future need arise. Financial Manager Markel will inquire whether that amount earns any interest.

Chief Carleton reviewed each line item of the budget and fielded questions from the Commissioners regarding those line item budget amounts.

The Chief has also prepared a ten-year projection of capital expenses, which total approximately \$1.2 million, including new apparatus, fire engine, etc. that he will provide to the Commissioners.

Guest Steve Conn asked if any of the trained personnel had ever left the department before their contract term and not re-paid the training costs to the District. Chief answered that it had not happened during his tenure.

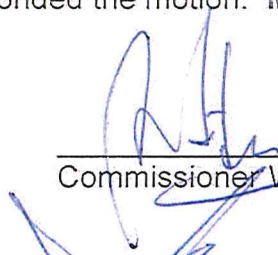
Judson Meraw asked if there was a line item in the budget for hydrant maintenance. Chief Carleton scrolled the screen back up to that line item to confirm it is budgeted for, and explained that the Water District maintains the actual hydrant function, and the Fire District keeps the hydrant area clear of blackberries and other overgrowth, the hydrants painted for extended longevity, and occasionally opens the hydrants to flush the lines.

Commissioners Meursing and Riffle commented that this year's budget is very well-defined and easy to understand, commending Chief Carleton and Financial Manager Markel for their excellent work.


The next regularly scheduled meeting will be held on November 10th, 4:00 pm where the final budget will be approved.

C. ADJOURNMENT

As there was no further business, Commissioner Riffle moved to adjourn the meeting at 5:11 p.m. Commissioner Wilmot seconded the motion. **Motion passed 3 – 0.**



Commissioner William Meursing




Commissioner Stanley Riffle



Commissioner Jeffrey Wilmot

Dated November 10, 2015

Attest: 
Recording Secretary Linda Hughes