

**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**

January 11<sup>th</sup>, 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 Meursing  
    Commissioner Susan Brownrigg  
    Chief Nick Kiniski  
    Financial Manager SuzAnne Kinsey  
    Recording Secretary Michelle Starrs

Absent:                                None

Guests:                                Meg Olson  
    Captain John Shields

**B. ELECTION OF OFFICERS**

**B.1 Election of Officers for 2012**

**MOTION:** Commissioner Meursing moved to have the slate of officers remain the same for the year 2012. Commissioner Gellatly will remain as Chairman, Commissioner Meursing as Vice-Chairman and Commissioner Brownrigg as Secretary. The motion was seconded by Commissioner Gellatly. **Motion passed 3 – 0.**

## C. COMMENTS FROM THE PUBLIC

None

## D. BOARD ACTION

### D.1 Approval of the Minutes for the Special Meeting of November 15<sup>th</sup>, 2011

**MOTION:** Commissioner Meursing moved to accept the Minutes of the Special Meeting of November 15<sup>th</sup>, 2011. The motion was seconded by Commissioner Gellatly. **Motion passed 2 – 0.**

### D.2 Approval of Minutes for the Special Meeting of December 17<sup>th</sup>, 2011

**MOTION:** Commissioner Brownrigg moved to accept the Minutes of the Regular Special Meeting of December 17<sup>th</sup>, 2011. The motion was seconded by Chairman Gellatly. **Motion passed 2– 0.**

## E. FINANCIAL MANAGER'S REPORT

### E.1 Financial Report

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

### E. 2 Approval of Fire District Vouchers

**MOTION:** Commissioner Brownrigg moved to accept the Vouchers for January, 2012 in the amount of \$13,669.57 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 3– 0.**

### E.3 Approval of Fire District Payroll

**MOTION:** Commissioner Brownrigg moved that the payroll in the amount of \$5,337.50 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 3– 0.**

### E.4 Cancellation of Warrant

**MOTION:** Commissioner Brownrigg moved to cancel the warrant number 874193 to Bellingham Lock and Safe. The vendor number was wrong. It should have been Award A Memory. The motion was seconded by Commissioner Meursing. **Motion passed 3 – 0**

## **F. CORRESPONDENCE**

### F.1 Letter from Gina Ball

A letter from Gina Ball was presented to the Board.

## **G. CHIEF'S REPORT**

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

## **H. UNFINISHED BUSINESS**

### H.1 Food Allowance

**MOTION:** Commissioner Meursing moved to increase the food allowance for weekend duty from \$100.00 to \$130.00 if more than 4 firefighters are present over the weekend. The motion was seconded by Commissioner Brownrigg. **Motion passed 2 – 1.**

## **I. NEW BUSINESS**

### I.1 Appointment of Financial Officer – SuzAnne Kinsey

**MOTION:** Commissioner Brownrigg moved to keep Financial Manager SuzAnne Kinsey as the Financial Officer for the year 2012. Her rate for the coming year will be \$28.00. The motion was seconded by Commissioner Meursing. **Motion passed 3 – 0**

### I.2 Firefighter Grant Application

**MOTION:** Commissioner Meursing moved to have Chief Kiniski look into grants available to the fire department. A cap of \$2,000.00 will apply for hiring a grant writer. The motion was seconded by Commissioner Brownrigg. **Motion passed 3 – 0.**

### I.3 Letter of Resignation

Commissioner Brownrigg tendered her letter of resignation. She will be retiring as a Commissioner from Whatcom County Fire District #5 as of February 1<sup>st</sup>, 2012.

**J. ADJOURNMENT**

As there was no further business, Chairman Gellatly adjourned the meeting at 7:47 p.m.

The next Regular Meeting of the Board of Commissioners will be February 8<sup>th</sup>, 2012.

\_\_\_\_\_  
Chairman David Gellatly

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

\_\_\_\_\_  
Commissioner Susan Brownrigg

Dated \_\_\_\_\_

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