

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

January 11th, 2011

MINUTES

A. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chairman Meursing.

In Attendance: Commissioner William Meursing
 Commissioner David Gellatly
 Chief Christopher Carleton
 Recording Secretary Michelle Starrs

Absent: Commissioner Susan Brownrigg
 Financial Manager SuzAnne Kinsey

Guests: Paul Gott
 Tom Starrs

B. ELECTION OF OFFICERS

B.1 Election of Officers for 2011

MOTION: Commissioner Meursing moved to keep the slate of officers the same as last year. The motion was seconded by Commissioner Gellatly. Commissioner Meursing will remain as Chairman, Commissioner Gellatly as Vice-Chair and Commissioner Brownrigg as Secretary of the Board. **Motion passed 2 – 0.**

C. COMMENTS FROM THE PUBLIC

Paul Gott

D. BOARD ACTION

D.1 Approval of Minutes for the Regular Meeting of December 8th, 2010

MOTION: Commissioner Meursing moved to accept the Minutes of the Regular Meeting of December 8th, 2010. The motion was seconded by Commissioner Gellatly. **Motion passed 2– 0.**

E. FINANCIAL MANAGER'S REPORT

E.1 Financial Report

Financial Manager Kinsey was unable to attend the meeting. Due to a power failure she was not able to complete the Payroll and Vouchers for this evening. The meeting will continue on January 12th, 2011 at 5:00 p.m. at the fire hall.

F. CORRESPONDENCE

None

G. CHIEF'S REPORT

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

H. UNFINISHED BUSINESS

H.1 Life Pack 12/500 Service Contract

MOTION: Commissioner Meursing moved to accept the Service Agreement and Upgrade for Life Pack 12/500. The cost will be \$2,550.00 for the Service Agreement. The total for Upgrade and Service Agreements will be \$3,736.00 plus taxes. The motion was seconded by Commissioner Gellatly. **Motion passed 2 – 0.**

H.2 Mutual Aid Agreement With Delta Fire Department

MOTION: Commissioner Meursing moved to accept the Mutual Aid Agreement with the Delta Fire Department. This agreement is for a 5 year period. The motion was seconded by Commissioner Gellatly. **Motion passed 2 – 0.**

I. NEW BUSINESS

I.1 Appointment of Financial Officer – SuzAnne Kinsey

MOTION: Commissioner Meursing moved to keep Financial Manager SuzAnne Kinsey as the Financial Officer for the year 2011. The motion was seconded by Commissioner Gellatly. **Motion passed 2 – 0.**

I.2 Resolution 2011-01 – Food Purchases

MOTION: Commissioner Meursing moved to accept Resolution 2011-01 allowing the purchase of food for the weekend sleepover program. Weekend volunteers should not be out of pocket for food while staying weekends at the fire department. The motion was seconded by Commissioner Gellatly. **Motion passed 2 – 0.**

I.3 Resolution 2011-02 – Tax Funds

MOTION: Commissioner Meursing moved to accept Resolution 2011-02. This Resolution authorizes the Whatcom County Treasurer to deposit and sequester the monies received from the collection of the 2011 tax levy in the amount of \$512,274.40 into the Expense Fund of the District. The motion was seconded by Commissioner Gellatly. **Motion passed 2 – 0.**

I.4 Resolution 2011-03 – Approval of Budget Increase

MOTION: Commissioner Meursing moved to accept Resolution 2011-03. This Resolution is for the Budget Increase for 2011. The motion was seconded by Commissioner Gellatly. **Motion passed 2 – 0.**

I.5 Resolution 2011-04 – Stipend Increase for Weekend Sleepover Program

MOTION: Commissioner Meursing moved to accept Resolution 2011-04 which will increase the fire fighters Weekend Sleeper/Duty Program Stipends. The motion was seconded by Commissioner Gellatly. **Motion passed 2 – 0.**

I.6 Resolution 2011-05 – Facility Usage Fee

MOTION: Commissioner Meursing moved to accept Resolution 2011-05 which puts in place a Facility Usage Fee that will be charged to Community non-profit organizations, Other organizations and Private entity or party. The fee for the usage will be \$25.00. The motion was seconded by Commissioner Gellatly. **Motion passed 2 – 0.**

I.7 Forrest Land and Federal Grant Document

MOTION: Commissioner Meursing moved to accept the Forrest Land and Federal Grant Document. The motion was seconded by Commissioner Gellatly.
Motion passed 2 – 0.

K. ADJOURNMENT

As there was no further business, Commissioner Meursing stated that the meeting will continue on January 12th, 2011 at 5:00 p.m. at the fire hall. This continuation is to sign the payroll and vouchers for January, 2011. The time was 7:35 p.m.

**CONTINUATION OF THE MEETING TO SIGN PAYROLL AND VOUCHERS
FOR JANUARY, 2011**

A. CALL TO ORDER

Commissioner Gellatly reconvened the meeting at 5:01 p.m.

In Attendance: Commissioner William Meursing
 Commissioner David Gellatly
 Financial Manager SuzAnne Kinsey
 Recording Secretary Michelle Starrs

Absent: Chief Christopher Carleton
 Commissioner Susan Brownrigg

Guests: None

B. FINANCIAL MANAGER'S REPORT

B.1 Financial Report

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

B. 2 Approval of Fire District Vouchers

MOTION: Commissioner Meursing moved to accept the Vouchers for January, 2011 in the amount of \$16,409.68 be approved for payment. The motion was seconded by Commissioner Gellatly. **Motion passed 2– 0.**

B.3 Approval of Fire District Payroll

MOTION: Commissioner Meursing moved that the payroll in the amount of \$6,281.67 be approved for payment. The motion was seconded by Commissioner Gellatly. **Motion passed 2– 0.**

C. ADJOURNMENT

Commissioner Meursing adjourned the meeting at 5:03 p.m.

The next regular meeting of the Board of Commissioners will be February 9th, 2011 at 7:00 p.m.

Chairman Meursing

Commissioner Gellatly

Dated _____

Attest: _____
Recording Secretary Michelle Starrs