

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

July 10th, 2013

MINUTES

A. CALL TO ORDER

The meeting was called to order at 7:03 p.m. by Commissioner Meursing.

In Attendance: Commissioner William Meursing
 Commissioner Stanley Riffle
 Commissioner Jeffery Wilmot
 Chief Christopher Carleton
 Financial Manager SuzAnne Kinsey
 Recording Secretary Michelle Starrs

Absent: None

Guests: Assistant Chief John Shields
 Meg Olson – All Point Bulletin
 Pat Birchall
 Jollena Tylor
 Craig Carter
 Robert Milne
 Dick Williams
 Jennifer Urquhart
 Judy Ross
 Mark Hobbs

B. PUBLIC COMMENTS

Judy Ross
Dick Williams

C. BOARD ACTION

C.1 Approval of Minutes for the Regular Meeting of June 12th, 2013

MOTION: Commissioner Riffle moved to accept the Minutes of the June 12th, 2013 meeting as read. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

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

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Wilmot moved to accept the Vouchers for July, 2013 in the amount of \$26,906.55 be approved for payment. The motion was seconded by Commissioner Riffle. **Motion passed 3 – 0.**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Wilmot moved that the payroll in the amount of \$10,069.50 be approved for payment. The motion was seconded by Commissioner Riffle. **Motion passed 3 – 0.**

D.4 Cancellation of Warrants

MOTION: Commissioner Riffle moved to approve the cancellation of Warrant Number 913291 in the amount of \$2,000.00 to Dr. Alexander McBean and Warrant Number 918459 in the amount of \$50.00 to J & K Services. The motion was seconded by Commissioner Wilmot. **Motion passed 3 - 0**

E. CORRESPONDENCE

E.1 Letter from Mary Edgley and Deb Wilkowski

A letter from Mary Edgley and Deb Wilkowski was received thanking the firefighters for participation in the school field day.

F. CHIEF'S REPORT

The Chief Officer Report as attached and scanned.

G. UNFINISHED BUSINESS

G.1 Overpayment Repay Report

Attorney Brian Snure recommended the Commissioners make the final decision to take the outstanding debt to small claims court or let the debt go. Chief Carleton will continue to send e-mails and letters for one more month. This item will be on next month's Agenda and a final decision will be made at that time.

G.2 Septic System Update

The Septic System Repair will start on July 15th, 2013. An update will be given at the next meeting.

G.3 Resurfacing of the Parking Lot

Resurfacing of the parking lot will commence sometime during the first two weeks of August. Kamp's Painting Company will be doing the work. The projected cost is \$12,613.00.

G.4 Progress Report on New Radios

The repeaters for the new radios are currently in place and function properly. The pagers are not yet ready to go.

H. NEW BUSINESS

H.1 Hospital District Additional Lease Space

MOTION: Commissioner Riffle moved to agree to lease an additional approximately 100 sq. ft. to the Hospital District with modifications to the current lease. The new demising wall modifications to the front training room office will include proof of remodeling contractor's insurance, a copy of the approved plans, the amount of the increased rent and an addendum to the lease. The addendum to the lease shall be signed by both parties and become part of the existing lease. The motion was seconded by Commissioner Wilmot.

Motion passed 3 – 0.

H.2 Cancellation Of Warrants More Than One Year Old

MOTION: Commissioner Riffle moved to accept Resolution 2013-03. This Resolution is for the Cancellation of Warrants more than one year old. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

I. ADJOURNMENT

As there was no further business, Commissioner Meursing adjourned the meeting at 7:53 p.m.

The next Regular Meeting of the Board of Commissioners will be August 14th, 2013.

Commissioner William Meursing

Commissioner Stanley Riffle

Commissioner Jeffery Wilmot

Dated _____

Attest: _____
Recording Secretary Michelle Starrs

WHATCOM COUNTY FIRE DISTRICT 5

Current month payables total \$26,906.55 which includes a few items to point out:

Volunteer payouts **that are included in the warrants** total \$3056.00. One payout dates back to June 2011. He just received his ITIN number!

There is an invoice to Medtronics for \$1864.57, LN Curtis for \$1118.24, Sanderson Safety Supply for \$1651.00 and NW Communications for 3 invoices totaling 8417.68 for the repeaters in A58 and C58.

Payroll for June totals \$10,069.50 which represents 1 month's salary for Chief Carleton for \$3400, 1 month's salary for John Shields in the amount of \$2250. Two commissioners and the secretary had one meeting each and the volunteer payroll totaled \$4107.50.

We have a resolution 2013-03 to cancel a warrant that is stale-dated that came from the County Finance office. We also have an authorization to void/cancel two warrants. One is for Dr. Alexander McBean in the amount of \$2000.00. That warrant is lost and is included in my current warrants to replace. The other is for \$50 for J&K Services, which should have been payable to John Shields instead. That \$50 was for his cell phone reimbursement and I have included it in my current month warrants as well.

I have not completed June month end as of this date and will email reports to you all when completed. As well, I will do the report for the website as requested.

Again I would like to report that there has been no communication from the Auditors office.

We require motions to approve: Warrant request covering current month vouchers and current month payroll, resolution 2013-03, and two requests to void/cancel warrants.

SuzAnne Kinsey, Financial Admn.

Whatcom County Fire District 5

Chief Officer Report

July 2013

For June 2013

Point Of Information

1. Community Hydrant Painting
2. Open House August 24th
3. Septic Work Starting July 15th

Apparatus

E58	No report
E5802	No report
B58	No report
U5802	No report
A58	No report
A5802	No report
C58	No report

Member Roster

43 Members (33 Canadian / 5 Point Roberts / 5 County)

- 2 Paramedics
- 10 EMTs (including 2 EMT-A)

Volunteer Hours 2077

Volunteer Payroll 8621

Combined Chief Hours (Chief 154.0 /// Asst. Chief 85.0) Total Chief Hours = 239

Incidents

Total Calls (18)

EMS Calls (11)

<u>Transports:</u>	Saint Joseph Hospital (0)	Whatcom Medic One (2)
	Airlift Northwest (2)	North Whatcom Fire Rescue (1)
	No Transport (6)	

Public assist (2)

Fire Classification (4) Rubbish Fire Investigations

Other (1) Eagle Rescue