

**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**

**March 9<sup>th</sup>, 2011**

**MINUTES**

**A. CALL TO ORDER**

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

In Attendance:                      Chairman David Gellatly  
   Commissioner Susan Brownrigg  
   Commissioner William Meursing  
   Chief Christopher Carleton  
   Financial Manager SuzAnne Kinsey  
   Recording Secretary Michelle Starrs

Absent:                                  None

Guests:                                 Meg Olson

**B. COMMENTS FROM THE PUBLIC**

**C. BOARD ACTION**

C.1    Approval of the Minutes of the Special Meeting of January 11, 2011

**MOTION:** Commissioner Meursing moved to accept the Minutes of the Special Meeting of January 11, 2011. The motion was seconded by Commissioner Gellatly. **Motion passed 2 – 0.**

C.2    Approval of Minutes for the Regular Meeting of February 9<sup>th</sup>, 2011

**MOTION:** Commissioner Brownrigg moved to accept the Minutes of the Regular Meeting of February 9<sup>th</sup>, 2011. The motion was seconded by Commissioner Gellatly. **Motion passed 2 – 0.**

## **D. FINANCIAL MANAGER'S REPORT**

### D.1 Financial Report

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

### D.2 Approval of Fire District Vouchers

**MOTION:** Commissioner Meursing moved to accept the Vouchers for March, 2011 in the amount of \$10,699.78 be approved for payment. The motion was seconded by Commissioner Brownrigg. **Motion passed 3 – 0.**

### D.3 Approval of Fire District Payroll

**MOTION:** Commissioner Meursing moved to approve the payroll in the amount of \$7,550.19 and a Cancellation of Warrant Request No. 847662 in the amount of \$1,259.00 The motion was seconded by Commissioner Brownrigg. **Motion passed 3 – 0.**

### D.4 Professional Service Agreement with Systems Design for 2011

**MOTION:** Commissioner Gellatly moved to approve the Professional Service Agreement with Systems Design for 2011. The motion was seconded by Commissioner Brownrigg. **Motion passed 3 – 0.**

### D.5 Document Disposition Request from Systems Design

The Document Disposition Request from Systems Design was signed by the Commissioners. The Financial Records of 3 years and older will be returned to the District for in-house storage.

### D.6 Verification of Elected Officials, Terms of Office for Whatcom County

The terms for the Commissioners are as follows:

Commissioner Susan Brownrigg – December 31, 2015  
Commissioner David Gellatly – December 31, 2013  
Commissioner William Meursing – December 31, 2011

Any term that expires in 2011 will be on the ballot for the November 2011 election. Commissioner Meursing's term expires at the end of 2011.

#### D.7 Hospital District Rental Agreement

Financial Manager Kinsey will put in a request for the rent payment from the Hospital District for \$12,504.00. If there are any adjustments for an increase they will be dealt with at the next meeting. The Rental Agreement needs to be looked at to verify any changes in the annual agreement.

### **E. CORRESPONDENCE**

#### E.1 None

### **F. CHIEF'S REPORT**

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

### **G. UNFINISHED BUSINESS**

#### G.1 Discussion to Eliminate Transport and Non Transport Fees

Commissioner Gellatly suggested that since the Levy increase was approved the District may want to look at discontinuing fees for transport and non transport of emergency services.

The discussion will be continued at the April 13, 2011 meeting when more information will be made available.

### **H. NEW BUSINESS**

#### H.1 Medical Injury

Commissioner and Secretary signed the Medical Injury Form for BVFF Shawn Williams who re-injured his left shoulder and required medical service.

### **J. ADJOURNMENT**

As there was no further business, Chairman Gellatly adjourned the meeting at 7:33 p.m.

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

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

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

Dated \_\_\_\_\_

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