

**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**

May 10<sup>th</sup>, 2011

**MINUTES**

**A. CALL TO ORDER**

The meeting was called to order at 7:01 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  
Captain John Shields

**B. COMMENTS FROM THE PUBLIC**

B.1 None

**C. BOARD ACTION**

C.1 Approval of the Minutes of the Regular Meeting of April 13, 2011

**MOTION:** Commissioner Brownrigg moved to accept the Minutes of the Regular Meeting of April 13, 2011. The motion was seconded by Commissioner Meursing. **Motion passed 3 – 0.**

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

### D.1 Financial Report

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

### D.2 Approval of Fire District Vouchers

**MOTION:** Commissioner Brownrigg moved to accept the Vouchers for May, 2011 in the amount of \$12,441.36 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 3 – 0.**

### D.3 Approval of Fire District Payroll

**MOTION:** Commissioner Brownrigg moved that the payroll in the amount of \$15,113.14 be approved for payment. The motion was seconded by Commissioner Meursing. **Motion passed 3 – 0.**

## **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 None

## **H. NEW BUSINESS**

### H.1 None

**J. ADJOURNMENT**

As there was no further business, Chairman Gellatly adjourned the meeting at 7:43 p.m.

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

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

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

Dated \_\_\_\_\_

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