

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

February 11th, 2015

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:00 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
 Linda Hughes – incoming recording secretary
 Fadi Samaha
 Shannon Tomsen
 Jollena Tylor
 Judy Ross
 Margaret Knowles

B. PUBLIC COMMENT

None

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of January 14th, 2015

MOTION: Commissioner Riffle moved to accept the Minutes of the January 14th, 2015 meeting as read. The motion was seconded by Commissioner Meursing.

Motion passed 2 – 0. Commissioner Wilmot was unavailable for this Motion but arrived shortly thereafter.

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

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

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Riffle requested clarification of certain expenditures, and upon hearing Chief Carleton's itemization, moved to accept the Vouchers for February, 2015 in the amount of \$21,727.65 for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Riffle moved that the payroll in the amount of \$14,939.34 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3– 0**

E. CORRESPONDENCE

E.1

Thank you card from resident that received medical care on call of January 3rd, with donation of \$100.00, to be re-submitted after learning that donation check was not made payable to Point Roberts Fire District.

F. CHIEF'S REPORT

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

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

H.1 New Secretary

Commissioners and Chief acknowledged the service of outgoing Secretary Michelle Starrs and welcome the new Secretary Linda Hughes.

H.2 Hospital District Contract

MOTION: Commissioner Riffle moved that the Hospital District rental contract be amended to \$10.45 per square foot for the clinic space measuring 1,380 square feet, for a five year term, renewable for five years, with consideration for potential additional of CPI increases annually. The motion was seconded by Commissioner Muersing. **Motion passed 3 – 0**

H.3 Emergency Procurement

Chief Carleton described the need for an emergency procurement of expenditures to upgrade the radio/pager communications with 911 dispatch and WCFD#5 members.

RECESS at 4:59 to allow Chief Carleton to return telephone call from Whidbey Telecom regarding negotiations for potential use of communications tower.

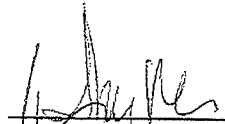
RECALL TO ORDER at 5:13. Chief Carleton provided an update on his negotiations with Whidbey Telecom regarding rental of space on their local telecommunications tower to facilitate better radio/pager communications to our district members.

MOTION: Commissioner Riffle moved to approve the emergency procurement requested by Chief Carleton, not to exceed \$50,000, for expenditures related to upgraded communication equipment and services, noting that the Board anticipates full implementation of the upgrades as soon as possible, pending confirmation of a communication relay agreement with either Department of Homeland Security, State Patrol, or Sheriff's office, to be negotiated. The motion was seconded by Commissioner Wilmot. **Motion passed 3 - 0**

I. **ADJOURNMENT**

As there was no further business, Commissioner Wilmot moved to adjourn the meeting at 5:31 p.m. Commissioner Meursing seconded the motion. **Motion passed 3 - 0.**

The next Regular Meeting of the Board of Commissioners will be March 11th, 2015.



Commissioner William Meursing

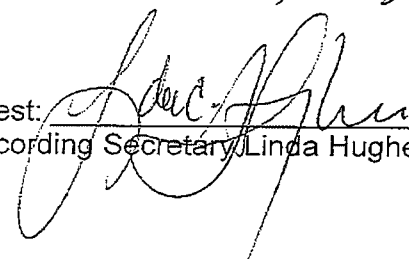


Commissioner Stanley Riffle



Commissioner Jeffrey Wilmot

Dated March 11, 2015

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
Feb 11, 2015

WHATCOM COUNTY FIRE DISTRICT 5

Warrants total \$21,727.65. Items to mention: US BancCorp \$11140.05 (various items), Puget Sound 1066.56, Gear Grid \$1900, volunteer payouts \$4320.00

Payroll totals \$14,939.34. Chief Carleton salary \$4166.67, Chief Shields had his increase take effect January 1 - his pay \$2667.00, there was one event for each commissioner and the secretary. The volunteer portion totalled \$7649.67.

The total payout for volunteers (warrants included) is \$11969.67.

SuzAnne Kinsey, Financial Admn.

Whatcom County Fire District 5
Chief Officer Report
February 2015
For January 2015

Point Of Information

1. Roof replacement
2. Station Security
3. Radio/Paging
4. Completed Insurance Initial Site Visit

Apparatus

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

Member Roster

44 Members (31 Canadian / 7 Point Roberts / 3 County)

- 4 Paramedics
- 15 EMTs (4 AEMT)
- 3 Ambassadors
- 36 Firefighters

Volunteer Hours 2657

Volunteer Payroll 13532

Combined Chief Hours (Chief 140.5 /// Asst. Chief 152) Total Chief Hours = 292.5

Incidents

Total Calls (11)

EMS Calls (7)

<u>Transports:</u>	Saint Joseph Hospital (0)	Whatcom Medic One (1)
	Airlift Northwest (0)	North Whatcom Fire Rescue (2)
	No Transport (4)	Ferndale Fire Department (0)

Public Service (0)

Agency Assist (0)

Fire Classification (4) (1) Structure / (2) Smoke invest. (1) False Alarm

Other (0)