

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 11th, 2015

MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:03 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 Linda Hughes

Absent: None

Guests: Assistant Chief John Shields
Meg Olson – All Point Bulletin
Jollena Tylor
Robert Milne
Judson Meraw

B. PUBLIC COMMENT

None

C. BOARD ACTION

C.1 Approval of the Minutes of the Regular Meeting of February 11th, 2015

MOTION: Commissioner Riffle moved to accept the Minutes of the February 11th 2015 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 February.

D. 2 Approval of Fire District Vouchers

Discussion ensued regarding Financial Manager Kinsey's attendance at Auditor's meeting on new online year-end procedures, to clarify that the time and mileage costs of her attendance at that meeting were split 50/50 with the Hospital District as she attended on behalf of both organizations.

Commissioner Riffle initiated further discussion for clarification of overage of cost to Mt. Baker Roofing, wherein Chief Carleton explained additional work and materials required due to rot in the roof area that had not been anticipated in the original bid process, confirming that although the cost is over \$15,000 bid, it remained below \$20,000 threshold.

MOTION: Commissioner Riffle moved to accept the Vouchers for March, 2015 in the amount of \$38,015.74 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 \$15,626.34 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0**

E. CORRESPONDENCE

None.

F. CHIEF'S REPORT

Chief Carleton provided an overview of the Chief Officer Report as attached and scanned. Chief's report included a slideshow reviewing results of a propagation study of current and potential communications capacity between Point Roberts and the emergency dispatch center known as Prospect. Chief's Report also included an update on anticipated costs to implement proposed communications upgrade being higher than previously anticipated due to necessary equipment upgrades at Prospect.

MOTION: Commissioner Riffle moved to approve the emergency procurement requested by Chief Carleton, not to exceed \$70,000, being an increase of \$20,000 over the emergency procurement approved last month, 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.**

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

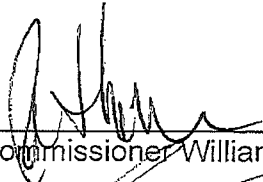
Discussion ensued about the possibility of procuring new microphones to enhance the audio quality of videotaped Commissioner meetings. The Chief will look into options for better audio recording of meetings.

An inquiry arose from audience member Judson Meraw about training sessions for ham radio operation. At this time WCFD5 does not provide ham radio training, although Chief agreed to send an email to members to solicit potential interest in such training.


I. ADJOURNMENT

As there was no further business, Commissioner Wilmot moved to adjourn the meeting at 5:34 p.m. Commissioner Riffle seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be April 8th, 2015.



Commissioner William Meursing



Commissioner Stanley Riffle



Commissioner Jeffrey Wilmot

Dated April 8, 2015

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT
March 11, 2015

WHATCOM COUNTY FIRE DISTRICT 5

Warrants total \$38,015.74. Items to mention: US Bancorp (credit card) \$3081, Puget Sound \$1,056, Mt. Baker Roofing \$17,252, MES, \$1713, NW Communications \$2083 and Physio Control \$4238. Volunteer payroll included in Warrants total \$3619.

Payroll totals \$15,626.34. Chief Carleton salary \$4166.67, Asst Chief Shields pay \$2667.00, there was one event for each commissioner and the secretary. The volunteer portion totaled \$8223.00.

The total payout for volunteers (warrants included) \$11,842.00

Chief Carleton and I completed the audit for payroll for 2014. I made a \$28.00 error and paid a volunteer mistakenly. It will be deducted from that volunteers next payout.

On March 3, Chief Carleton and myself attended training put on by the State Auditors Office for preparing the year end reports online. It was very helpful as it was a follow up to the training I took last year and refreshed my memory! I wanted Carleton to attend so that he becomes familiar with the requirement of filing the year end reports (after I am gone!).

SuzAnne Kinsey, Financial Admn.

Whatcom County Fire District 5

Chief Officer Report

March 2015

For February 2015

Point Of Information

1. Station Security
2. Radio/Paging
3. Year-end internal financial audit

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 2352

Volunteer Payroll 13353

Combined Chief Hours (Chief 137.5 /// Asst. Chief 139.0) Total Chief Hours = 276.5

Incidents

Total Calls (9)

EMS Calls (6)

Transports: Saint Joseph Hospital (2)
Airlift Northwest (0)
No Transport (0)

Whatcom Medic One (0)
North Whatcom Fire Rescue (2)
Ferndale Fire Department (2)

Public Service (0)

Agency Assist (0)

Fire Classification (3) (1) Structure / (1) Smoke invest. (1) False Alarm

Other (0)