

**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**

October 12<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  
Chief Nick Kiniski  
Recording Secretary Michelle Starrs

Absent: Financial Manager SuzAnne Kinsey  
Commissioner Meursing

Guests: Captain John Shields  
Gina Ball

**B. COMMENTS FROM THE PUBLIC**

**C. BOARD ACTION**

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

The Minutes of the Regular Meeting of July 13, 2011 have been tabled until the meeting of November 9, 2011.

**C.2 Approval of the Minutes of the Regular Meeting of August 10, 2011**

**MOTION:** Commissioner Brownrigg moved to accept the Minutes of the Regular Meeting of August 10, 2011. The motion was seconded by Commissioner Gellatly. **Motion passed 2 – 0**

### C.3 Approval of the Minutes of the Regular Meeting of September 14, 2011

The Minutes of the Regular Meeting of September 14, 2011 have been tabled until the meeting of November 9, 2011.

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

### D.1 Financial Report

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

### D.2 Approval of Fire District Vouchers

**MOTION:** Commissioner Brownrigg moved to accept the Vouchers for October, 2011 in the amount of \$26,539.64 be approved for payment. The motion was seconded by Commissioner Gellatly. **Motion passed 2 – 0.**

### D.3 Approval of Fire District Payroll

**MOTION:** Commissioner Brownrigg moved to approve the payroll in the amount of \$5,868.75. The motion was seconded by Commissioner Gellatly. **Motion passed 2 – 0.**

## **E. CORRESPONDENCE**

### E.1 Letter from Gina Ball

A letter was submitted from Gina Ball and presented to the Board.

### E.2 Letter from Delta Fire Department

The signed letter of agreement has been received from the Delta Fire Department. This is the mutual aid agreement between the Delta Fire Department and Whatcom County Fire District #5 and will be in effect for the next 5 years.

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

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

**G. UNFINISHED BUSINESS**

G.1 None

**H. NEW BUSINESS**

H.1 Invoice from Pacific Shore Contracting

The Invoice from Pacific Shore Contracting is for \$2,061.50. This invoice is for the emergency repairs to the septic system for the fire department. This is noted for the record.

**J. ADJOURNMENT**

As there was no further business, Chairman Gellatly adjourned the meeting at 7:19 p.m.

The next meeting of the Board of Commissioners will be Wednesday, November 9<sup>th</sup>, 2011.

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

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

Dated \_\_\_\_\_

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