

***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**

**October 22<sup>nd</sup>, 2012**

**MINUTES**

**A. CALL TO ORDER**

The meeting was called to order at 7:02 p.m. by Commissioner Meursing.

In Attendance: Commissioner William Meursing  
Commissioner Stanley Riffle  
Commissioner Jeffrey Wilmot  
Chief Christopher Carleton  
Financial Manager SuzAnne Kinsey  
Recording Secretary Michelle Starrs

Absent: None

Guests: Assistant Chief John Shields  
Pat Grubb – All Point Bulletin  
Paul Gott  
Pat Birchall  
Debra Shields  
Judy Ross  
Ginni Messervy  
Jeanette Meursing  
Monica Zeilenger  
Carol Fuegi

**B. BOARD ACTION**

**B.1 Approval of the Minutes from the September 25<sup>th</sup>, 2012 Special Meeting**

**MOTION:** Commissioner Riffle moved to approve the Minutes from the September 25<sup>th</sup>, 2012 Special Meeting. The motion was seconded by Commissioner Meursing. **Motion passed 2 - 0**

B.2 Approval of the Minutes from the Regular Meeting of October 10<sup>th</sup>, 2012

**MOTION:** Commissioner Riffle moved to approve the Minutes of the October 10<sup>th</sup>, 2012 Regular Meeting. The motion was seconded by Commissioner Wilmot. **Motion passed. 2 - 0**

**C. APPROVAL OF WARRANT**

C.1 Approval of the Warrant to South Beach House

**MOTION:** Commissioner Riffle moved to approve the Warrant to South Beach House for \$1,982.64. This was for the December 2010 Awards Dinner. The motion was seconded by Commissioner Meursing. **Motion passed 3 – 0.**

**D. EXECUTIVE SESSION**

Commissioner Meursing cancelled the Executive Session and it did not take place.

**D. OLD BUSINESS**

D.1 Procurement Policy

**MOTION:** Commissioner Riffle moved to accept the Procurement Policy as written. The Fire Chief shall specifically notify and inform the Board of all purchases or contracts with a value in excess of \$2,500.00. The motion was seconded by Commissioner Meursing. A discussion of the Board and public followed before a vote was taken. **Motion passed 3 – 0.**

D.2 Resolution 2012-03

This is a Non-Binding Resolution to Request that Individual Commissioners Waive the Payment of all Compensation for the Attendance at Board Meetings through the end of their terms.

**MOTION:** Commissioner Wilmot moved to withdraw the motion. The motion was seconded by Commissioner Riffle. **Motion passed 3 – 0.**

D.3 Resolution 2012-04

This is a Resolution to Increase the Number of Commissioners to Five.

**MOTION:** Commissioner Meursing moved to withdraw the Resolution as of today. The motion was seconded by Commissioner Riffle. A discussion and public input were taken before the vote. **Motion passed 2 – 1.**

D.4 Pat Birchall – e-mails

The Board discussed the e-mails from Pat Birchall and decided not to pursue the matter any further. The public also voiced their opinions.

**E. NEW BUSINESS**

E.1 Budget 2013 Review

The Board of Commissioners discussed the Budget for 2013 and it will be presented for approval at the meeting of November 12, 2012.

**F. PUBLIC COMMENT**

The Public Comment session was not heard as the public commented on Agenda items throughout the meeting.

**G. ADJOURNMENT**

As there was no further business, Commissioner Meursing adjourned the meeting at 8:28 p.m.

The next Special Meeting of the Board of Commissioners will be November 12<sup>th</sup>, 2012. This Meeting replaces the Regular Scheduled Meeting of November 14<sup>th</sup>, 2012.

\_\_\_\_\_  
Chairman William Meursing

\_\_\_\_\_  
Commissioner Stanley Riffle

\_\_\_\_\_  
Commissioner Jeffrey Wilmot

Dated \_\_\_\_\_

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



# Whatcom County Fire District 5

## PROCUREMENT POLICY

### Purpose

It is the purpose of this policy to provide guidelines for the purchase of goods and services by the District in order to maintain an accountable procurement process. It is also the purpose of this policy to allow for the flexible application of these guidelines for more efficient and cost effective purchases where their strict application would not be in the District's best interest.

### Definitions

Budget. The formally adopted budget of the District

Emergency. Unforeseen circumstances beyond the control of the District that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. (RCW 39.04.280(3)).

Designated Purchasing Cooperatives. The following interlocal cooperative purchasing arrangements are authorized for use by the District in accordance with the requirements of the sponsoring agencies.

*KCDA.* The King County Directors' Association "KCDA" is a purchasing cooperative established by Washington's public school districts. The KCDA allows the District to purchase materials, equipment and supplies through the cooperative pursuant to the interlocal cooperation act (Chapter 39.34 RCW) in a manner that complies with statutory bidding and procurement requirements.

*State Purchasing Cooperative.* The State Purchasing Cooperative is established by the State of Washington, Department of General Administration and establishes a purchasing cooperative that allows the District through the interlocal cooperation act (Chapter 39.34 RCW) to purchase materials, equipment and supplies in accordance with statutory bidding and procurement requirements.

*Department of Information Services.* The Department of Information Services is authorized under chapters 43.105 and 39.34 to provide information services to state and local governments. Purchases of software and information services through the Department of Information Services complies with the statutory bidding and procurement requirements.

Bid Exemptions. RCW 39.04.280 establishes specific exemptions from the statutory bidding requirements in the following limited situations: 1) Purchases that are clearly and

legitimately limited to a single source of supply; 2) Purchases involving special facilities or market conditions; and, 3) Purchases and Public Works in the event of an emergency.

Lowest Responsible Bidder. The lowest bidder on a competitively bid purchase of equipment, material or supplies or a public work as determined by the statutory criteria established under RCW 43.19.1911.

Public Work. Means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the District, or which is by law a lien or charge on any property within the District (RCW 39.04.010).

Cooperative Purchase. A Cooperative Purchase allows the District to comply with the statutory bid requirements by purchasing off of a bid that another municipal corporation has awarded. Use of Cooperative Purchase requires an interlocal agreement with the municipal corporation that is going to bid or has gone to bid.

### **Purchasing Authority.**

Board of Commissioners: The Board of Commissioners shall approve an annual budget that authorizes specific and general expenditures within certain budgetary limits. The Board shall also review and approve all vouchers on at least a monthly basis.

Fire Chief. The Fire Chief shall have authority to make expenditures within the general budgetary Division limits adopted by the Board. If a Division has been exhausted, the Fire Chief will need to obtain Board approval for further expenditure from such Division unless deemed to be an Emergency. The Fire Chief shall specifically notify and inform the Board of all purchases or contracts with a value in excess of \$2500 on the monthly Chief's report.

Purchases Made Using a Bid Exemption. Purchases made using a Bid Exemption shall require formal action of the Board of Commissioners in the form of a Resolution approving use of the Bid Exemption.

Non Budgeted Purchases. Purchases of goods or services outside of budgetary limits shall require approval by the Board of Commissioners.

Emergency Purchases. In the event of an emergency the Fire Chief, or in the Fire Chief's absence the Assistant Fire Chief, or in the absence of both the Fire Chief and Assistant Chief, the Financial Manager may approve a purchase outside of the budget if it is not feasible to obtain approval of the Board of Commissioners but not in excess of \$ 20,000.00.

### **Purchase of Materials, Equipment and Supplies.**

Purchases under \$10,000. No statutory process requirements. Staff shall use commercially reasonable means to make such purchases.



Purchases from \$10,000 to \$50,000. Purchases must be made from one of the District's Vendor List, Designated Purchasing Cooperatives, or through a Cooperative Purchase or Bid Exemption, if applicable. If purchase cannot be made through the District's Vendor List, Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption, the purchase must be made through competitive bidding procedures as if purchase price exceeded \$50,000.

Purchases over \$50,000. Formal sealed bidding procedure must be used unless purchase can be made through a Cooperative Purchase or Bid Exemption.

## **Public Works**

Public Works projects under \$20,000. No statutory bidding procedures required. Staff shall use commercially reasonable means to contract for such Public Works.

Public Works projects from \$20,000 - \$300,000. The District shall establish and use the District's Small Works Roster.

Public Works projects over \$300,000. Formal Sealed bidding shall be used except in case of an emergency.

## **Services – Architect and Engineer.**

The District shall use the RFQ process established under chapter 39.80 RCW prior to retaining the services of architects and engineers.

## **Services – Telecommunications and Data Processing.**

If the purchase cannot be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption the District shall use the competitive negotiation procedures established under RCW 39.04.270 when purchasing telecommunication and data processing services.

## **Services – Other**

No statutory procedures required. District staff shall use commercially reasonable means to identify and contract with service providers.

Adopted: 22 October 2012