

***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**

**November 13<sup>th</sup>, 2013**

**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 Michelle Starrs

Absent:                                None

Guests:                                Assistant Chief John Shields  
    Meg Olson – All Point Bulletin  
    Fadi Samaha  
    Jollena Tylor  
    Pat Birchall  
    Virginia Lester  
    Ed Lester  
    Robert Milne  
    Shannon Tomsen  
    Victor Riley  
    Rick Foreman  
    Jennifer Urquhart  
    Gina Foreman  
    Maxine Clark  
    Arthur Reber  
    Rhiannon Allen

## B. PUBLIC COMMENTS

Virginia Lester  
Rick Foreman

## C. BOARD ACTION

### C.1 Approval of Minutes for the Special Meeting of October 9<sup>th</sup>, 2013

**MOTION:** Commissioner Riffle moved to accept the Minutes of the October 9<sup>th</sup>, 2013 Special Meeting as read. Commissioner Meursing seconded the motion.  
**Motion passed 2 - 0**

## D. FINANCIAL MANAGER'S REPORT

### D.1 Financial Report

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

### D.2 Approval of Fire District Vouchers

**MOTION:** Commissioner Riffle moved to accept the Vouchers for November, 2013 in the amount of \$74,280.79 be approved 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 \$11,886.30 be approved for payment. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

## E. CORRESPONDENCE

### E.1 Letters

Two letters were received regarding the 60<sup>th</sup> Anniversary pot luck to celebrate the fire district's years of service to the community.

## F. CHIEF'S REPORT

The Chief Officer Report as attached and scanned.

## **G. UNFINISHED BUSINESS**

### G.1 Septic System Update

Commissioner Riffle presented a slide show of the process of construction of the new septic system. This new system should last the fire district for 30 years.

## **H. NEW BUSINESS**

### H.1 Resolution 2013-04 – A Change of Meeting Time

**MOTION:** Commissioner Riffle moved to accept Resolution 2013-04 a Resolution accepting the change of meeting time to 4:00 p.m. from October to March. The motion was seconded by Commissioner Meursing. **Motion passed 3 – 0.**

### H.2 Resolution 2013-05 – Budget 2014

The Resolution 2013-05 to accept the Budget 2014 with the increase in the Levy was not voted on.

### H.3 Resolution 2013-06 – A Resolution Accepting the Levy

The Resolution 2013-06 to accept the Levy increase was not voted on.

### H.3 Resolution 2013-07 - A Resolution for No Increase of the Levy

**MOTION:** Commissioner Riffle moved to accept Resolution 2013-07 which does not require an increase of the levy for 2014. The motion was seconded by Commissioner Wilmot. **Motion passed. 3 – 0.**

### H.4 Resolution 2013-08 – A Resolution Showing No Increase in the Levy

**MOTION:** Commissioner Riffle moved to approve Resolution 2013-08. This is a Resolution authorizing the County Treasurer to deposit and sequester the monies received from the collection of taxes. This does not include the levy increase. The motion was seconded by Commissioner Wilmot. **Motion passed 3 – 0.**

**ADJOURNMENT**

As there was no further business, Commissioner Meursing adjourned the meeting at 5:30 p.m.

The next Regular Meeting of the Board of Commissioners will be December 11<sup>th</sup>, 2013.

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

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

\_\_\_\_\_  
Commissioner Jeffery Wilmot

Dated \_\_\_\_\_

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

## WHATCOM COUNTY FIRE DISTRICT 5

Current month payables total \$74,280.79 which includes a few items to point out:

There are payables to: Apollo Custom Construction, the balance of the septic in the amount of \$37,973.83, Shell Oil \$1011.71, US Bancorp for \$13,906.39 which includes several invoices – Profire for engine repairs one for 5262.16 and the other for 4472.87, and another invoice to Rairdon Dogdge for \$4091.82 for repairs on Bat 58. There are invoices to Nielsons for \$1347.89 and volunteer payouts totaling \$10893.15.

Payroll for November totals \$11,886.30. This represents 1 month salary for Chief Carleton in the amount of \$4166.67, one months salary for Asst Chief Shields in the amount of \$2583.00. There was one meeting for two commissioners, and the secretary had one meeting and one hours work for the audit. Volunteer payouts for the month totaled \$5424.00 in payroll and payouts in the warrants for volunteers were \$10,893.15 for a total volunteer payout of \$16,317.15.

The State Auditors office did contact me on October 15, 2013. They had a complete change of process and everything I had previously sent in for 2010 and 2011 had been “lost” except for the minutes. So, after calming down about that revelation, I had several conversations with different auditors both in Olympia and Bellingham and the bottom line is they now are doing a “box audit” of 2010, 2011, and 2012. This means everything they require was to be put in boxes and delivered to their offices in Bellingham. I delivered 9 boxes of records to their offices yesterday. Now, we may be on track for getting this completed.

I just received the Treasurer Reports today and the financials for October are not ready. I will be emailing to you when I have them completed.

We require motions to approve: Warrant request covering current month vouchers and current month payroll.

SuzAnne Kinsey, Financial Admn.

# *Whatcom County Fire District 5*

## *Chief Officer Report*

*November 2013*

For October 2013

### **Point Of Information**

1. Fire District 60 year anniversary November 30th

### **Apparatus**

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

### **Member Roster**

45 Members (31 Canadian / 7 Point Roberts / 7 County)

- 2 Paramedics
- 16 EMTs (including 2 EMT-A)

\*The above numbers include the Fire Chief as a Paramedic and the Asst. Chief as an EMT only and do not include the Fire Chief or Asst. Chief as counting towards members\*

**Volunteer Hours** 2141

**Volunteer Payroll** 8268

**Combined Chief Hours** (Chief 232 /// Asst. Chief 144.5) Total Chief Hours = 376.5

### **Incidents**

Total Calls (16)

EMS Calls (8)

<u>Transports:</u>	Saint Joseph Hospital (0)	Whatcom Medic One (3)
	Airlift Northwest (0)	North Whatcom Fire Rescue (0)
	No Transport (4)	District 7 (1)

Public assist (0)

Fire Classification (8) 6 - Rubbish Fire Investigations, 1 - Power lines down and 1 - False Alarm

Other (0)