

**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**

**August 29<sup>th</sup>, 2012**

**MINUTES**

**A. CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Commissioner Meursing.

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

Absent: None

Guests: Meg Olson – All Point Bulletin  
Captain John Shields

**B. MINUTES**

B.1 Approval of the Minutes from the Open Public Meeting of August 22, 2012

**MOTION:** Commissioner Riffle moved to accept the Minutes of the Open Public Meeting of August 22, 2012. Commissioner Meursing seconded the motion.  
**Motion passed 2 – 0.**

**C. RESIGNATION OF COMMISSIONER DAVID GELLATLY**

**MOTION:** Commissioner Riffle moved to accept the letter of resignation from Commissioner David Gellatly effective August 29<sup>th</sup>, 2012. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0.**

## **D. APPOINTMENT OF CHAIRMAN**

**MOTION:** Commissioner Riffle moved to appoint Commissioner William Meursing as the Chairman of the Board as he has the most experience. The motion was seconded by Commissioner Meursing. **Motion passed. 2 – 0.**

## **E. RESOLUTION**

### E.1 Resolution 2012-02 – Designation Medical Program Control

**MOTION:** Commissioner Riffle moved to accept Resolution 2012-02. This is a Resolution designating the medical program control. The Board of Commissioners hereby directs the Chief to communicate with the Washington State Department of Health to coordinate a transfer of the District back under the control of the Whatcom County Medical Program Director. The motion was seconded by Commissioner Meursing. **Motion passed 2 – 0.**

## **F. EMS LEVEL OF SERVICE**

### F.1 EMS Level of Service

Whatcom County Fire Protection District No. 5 is responsible for establishing the Levels of emergency medical services within the District subject to the oversight of the Medical Program Director. Based on current available staffing and budgetary constraints the District is to provide paramedic level services only when a Whatcom County certified paramedic is available within the District. The District continues to be unable to provide 24 hour paramedic service but the Board is committed to exploring all options for increasing levels of service in the future.

Chief Christopher Carleton explained the workings of the program within our District.

## **G. EXECUTIVE SESSION**

Commissioner Meursing, Commissioner Riffle and Chief Christopher Carleton went Into Executive Session at 7:45 p.m., to evaluate the qualifications of the applicant for Chief, to review the performance of the interim Chief and to discuss the terms of the individual employment agreement based on those qualifications and performance pursuant to RCW 42.30.110(1)(g).

Executive Session ended at 8:00 p.m.

**MOTION:** Commissioner Riffle moved to postpone final action on the employment Agreement between Christopher Carleton and Whatcom County Fire Protection

District No. 5 to the Board's next Special or Regular Meeting. Commissioner Meursing seconded the motion. **Motion passed 2 – 0.**

**MOTION:** Commissioner Meursing moved to have the Interim Chief status removed and make Chief Christopher Carleton the Chief of Whatcom County Fire District No. 5. The motion was seconded by Commissioner Riffle. **Motion passed 2 – 0.**

## H. ADJOURNMENT

As there was no further business, Commissioner Meursing adjourned the meeting at 8:05 p.m.

The next Regular Meeting of the Board of Commissioners will be September 12<sup>th</sup>, 2012.

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Commissioner William Meursing

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Commissioner Stanley Riffle

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Attest: Michelle Starrs – Recording Secretary

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Date:

