

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

July 16th, 2012

MINUTES

A. CALL TO ORDER

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

In Attendance: Commissioner David Gellatly
 Commissioner William Meursing
 Commissioner Stanley Riffle
 Chief Nick Kiniski
 Financial Manager SuzAnne Kinsey
 Recording Secretary Michelle Starrs

Absent: None

Guests: Meg Olson – All Point Bulletin
 Captain John Shields
 Captain Joe Gary
 Chief Gerry Martin

B. PUBLIC COMMENTS

The parents of a 19 year old boy thanked the Fire Department for the quick response that saved their son's life when he suffered cardiac arrest.

C. BOARD ACTION

C.1 Approval of the Minutes for the Regular Meeting of June 13th, 2012

MOTION: Commissioner Meursing moved to accept the Minutes of the Regular Meeting of June 13th, 2012. The motion was seconded by Commissioner Riffle.
Motion passed 3 – 0.

C.2 Approval of the Minutes for the Special Meeting of June 20th, 2012

MOTION: Commissioner Meursing moved to accept the Minutes of the Special Meeting of June 20th, 2012. The motion was seconded by Commissioner Riffle.
Motion passed 3 – 0.

C.3 Approval of the Minutes for the Special Meeting of June 27th, 2012

MOTION: Commissioner Meursing moved to accept the Minutes of the Special Meeting of June 27th, 2012. The motion was seconded by Commissioner Riffle.
Motion passed 3 – 0.

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

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

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Meursing moved to accept the Vouchers for July 2012 in the amount of \$13,183.78 be approved for payment. The motion was seconded by Commissioner Riffle. **Motion passed 2 – 1.**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Meursing moved that the payroll in the amount of \$7,433.00 be approved for payment. The motion was seconded by Commissioner Riffle. **Motion passed 2 – 1.**

E. CORRESPONDENCE

None

F. CHIEF'S REPORT

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

G. UNFINISHED BUSINESS

G.1 SOP's – Fire Chief, Assistant Chief, Captain, Lieutenant, EMT and Fire Fighter

The SOP's for Fire chief, Assistant Chief, Captain, Lieutenant, EMT and Fire Fighter have been tabled until the meeting of August 8th, 2012.

G.2 Hiring a Part Time Administrator

The hiring of a part time administrator has been tabled until the meeting of August 8th, 2012.

H. NEW BUSINESS

H.1 Executive Session - Personnel Matters

Commissioner Gellatly called an Executive Session to discuss Personnel Matters. The Commissioners adjourned to the session at 7:46 p.m. The session was to conclude at 8:26 p.m.

Commissioner Gellatly extended the Executive Session for 10 minutes until 8:36 p.m.

Commissioner Gellatly extended the Executive Session for 10 minutes until 8:45 p.m.

The Executive Session concluded at 8:43 p.m.

MOTION: Commissioner Gellatly moved on the following statement:

1. Effective August 1, 2012 the Fire Chief's position carries a stipend of \$3,000.00 per month(as per the 2012 Budget). Medical benefit is to be reimbursed as is the current practice.
2. Within 45 days of August 1, 2012, the Chief will reintroduce the District, into the Whatcom County EMS system by engaging the Whatcom County Medical Program Director (MPD) and will successfully complete the MPD's protocol exam.
3. The Chief's performance will be reviewed (in Executive Session) at each of the regularly scheduled monthly Commissioners meetings in August, September, October and November of 2012.
4. The Commissioners will establish and implement a financial remuneration package for the purpose of supporting and maintaining the Chief's Paramedic Certification.

5. The Commissioners will hire an administrative secretary, reporting to the Board, for the purpose of providing the Chief with clerical/administrative support.

The statement was seconded by Commissioner Riffle. **Motion passed 3 – 0.**

H.2 Resolution 2012-01 - Reimbursement Rates

The Resolution 2012-01 - Reimbursement Rates has been tabled to the August 8th, 2012 meeting.

H.3 SOP – Driver Safety

The SOP on Driver Safety has been tabled to the August 8th, 2012 meeting.

H.4 Over Budget of Chief as Part Time Administrator

This item has been tabled to the August 8th, 2012 meeting.

H.5 San Juan County Medical Director in charge of District EMS Program

This item is tabled to the August 8th, 2012 meeting.

I. ADJOURNMENT

As there was no further business, Commissioner Gellatly adjourned the meeting at 8:46 p.m.

The next Regular Meeting of the Board of Commissioners will be on August 8th, 2012.

Commissioner David Gellatly

Commissioner William Meursing

Commissioner Stanley Riffle

Attest: Michelle Starrs – Recording Secretary

Date: