

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

February 12th, 2020

MINUTES

In Attendance: Commissioner Pat Harper
Commissioner Raye Newmen
Chief Christopher Carleton
Financial Manager Patty Markel

Absent: Commissioner Virginia Lester, excused

Guests: Assistant Chief John Shields

A. CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Commissioner Harper.

B. PUBLIC COMMENT

None.

C. BOARD ACTION

C1. Approval of the Minutes of the Regular Meeting of January 8th, 2019

MOTION: Commissioner Harper moved to accept the Minutes of the Regular Meeting of January 8th, 2019 as presented. The motion was seconded by Commissioner Newmen **Motion passed 2-0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Markel presented the financial report as submitted.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Newmen moved to accept the Vouchers in the amount of \$35,264.69 for payment. The motion was seconded by Commissioner Harper. **Motion passed 2-0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Newmen moved that payroll in the amount of \$19,904.83 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 2-0**

D.4 Budget Update

Financial Manager Market reported that year-end leftover from the budget was 10.47% compared with 2018 amount of 6.31%

She also reported that as of January 31, 2020, there remained 92.83% in the budget for this year, compared to the 92% that was remaining for the same period in 2019.

She continued to report that cash carry-over from the 2019 revenue and remaining budget was \$65,169.57, and noted that typically the District transfers any year-end cash carry-overs to the Capital Account.

MOTION: Commissioner Harper moved to transfer the remaining year-end cash carry-over in the amount of \$65,169.57 to the Capital Account. The motion was seconded by Commissioner Newmen. **Motion passed 2-0**

Financial Manager Market then reported that, with the new year, the Hospital District rent was coming due to the Fire District. She noted that the current CPI increase is 2.2%, saying that it is at the Board's discretion to keep the rent the same or approve the 2.2% CPI increase, as is included in the rental contract with the Hospital District.

After some discussion, the Commissioners agreed they were in favor of increasing the Hospital District rent by 2.2%, which results in a \$344.33 increase in 2020, to a total rent of \$15,995.61 for the year.

Chief Carlton noted that he had spoken with the Hospital District Superintendent regarding the rental contract renewal and reported that the Superintendent advised him that they would likely be seeking to extend the rental contract by another 5-year period when it expires in May of this year, and that the Superintendent also noted that the District was expecting the 2.2% CPI increase.

F. CORRESPONDENCE

Chief Carlton wanted to take this time to mention and honor two former Fire District Commissioners who had recently passed away, John Fisher and Jeff Wilmot. He thanked the former Commissioners and their families for their service and support of the Fire District.

He reported having received two cards of thanks as correspondence this month.

Commissioner Harper suggested to the Chief that the District send cards or perhaps make a donation on behalf of each of the former Commissioners, and Chief Carlton indicated that he would look into what the families may need or prefer.

G. CHIEF'S REPORT

Chief Carleton's Chief Officer Report was read and submitted as presented.

He reported that grant cycle season is upon us, noting that he had identified grants for application and had prioritized the District's needs to match particular grants. He will be applying for another Firehouse Sub grant for 9 sets of bunker gear, and a Medic 1 grant for heart monitor equipment with new technology. He will also be applying for an AFG grant.

Chief reported that the District website will be soon transitioning to a new interface platform called WordPress. He said that a Bellingham designer had been contracted to assist with the transition of all of the information contained on the current site to the new site and hoped that it will be complete by the end of this month. He noted that the cost is approximately \$3,000, which is the same amount paid for the original website.

At the completion of the Chief's report, Commissioner Harper inquired whether there was any shortage of new applicants to the District. Chief replied that there is no shortage of applicants, saying that although the District loses approximately 10 members per year to careers in Canada, that this District is widely respected for its high level of training - essentially making this District the "farm team" for Districts all over British Columbia, mostly in the Lower Mainland of Vancouver. He noted that he expects 40 to 50 Canadian applicants to test for acceptance in April. Those Canadian applicants must already have firefighting certification before they are allowed to test with us. After initial testing, there is a physical agility test and an interview process. Chief noted that we typically accept 10 to 15 new members, as needed, from the top performers of this group.

Commissioner Harper asked if the members receive basic Red Card training. Chief replied that they do not because it is very expensive and not cost effective, as we lose so many well-trained members to career fire-fighting organizations. He noted that this District has gear and equipment for woodland response training, and that is regularly trained with members and new members.

Commissioner Harper asked if there is a Red Card Trainor program available so that we can have an in-house Trainor. Chief replied that it is possible we could do this, but it is still very expensive and difficult to sustain, keeping in mind that it is our best trained people that are highly sought after. He would not like to initiate such a program until he was confident it was sustainable.

Commissioner Harper thanked Chief Carlton for his efforts and response to the coronavirus (COVID-19).

H. UNFINISHED BUSINESS

None

I. NEW BUSINESS

None

J. ADJOURNMENT

As there was no further business, Commissioner Newmen moved to adjourn the meeting. Commissioner Harper seconded the motion. Motion passed 2 – 0.

The next Regular Meeting of the Board of Commissioners will be March 11, 2020, at 4:00 p.m.

ABSENT - Excused.

Commissioner Virginia Lester



Commissioner Pat Harper



Commissioner Raye Newmen

Dated March 11, 2020

Attest: 
Recording Secretary Linda Hughes

FINANCIAL REPORT
February 12, 2020

**WHATCOM COUNTY
FIRE DISTRICT 5**

February warrants total \$35,264.69. The total for payroll is \$19,904.83, including Chief Carleton’s salary of \$5,278.50 and Assistant Chief Shield’s pay of \$3,083.33. There was one event for the commissioners and the secretary.

The total payout for volunteers (warrants included) is \$12,189.00.

December year-end financial statements along with January are in your meeting books for review.

We need a motion to approve the warrants and payroll for February as presented.

Respectfully,

Patty Markel
Finance Manager

Budget Comparison		
	2018	2019
Legislative	7.66 %	13.42 %
Administrative	6.30 %	0.43 %
Suppression	-0.12 %	9.10 %
Suppression Training	7.78 %	48.66 %
Maintenance	4.92 %	-0.13 %
Vol. FF EMS	8.33 %	15.97 %
EMS Training	57.33 %	39.41 %
Budget Remaining:	6.31 %	10.47 %
Jan. 2020 Budget Remaining:		92.83 %
1/31/2019 Budget Comparison:		92.02 %

Warrants – Items over \$1,000 ~	
Alexander McBean	\$ 4,000.00
WEX - fuel	\$ 1,338.62
LN Curtis & Sons	\$ 1,430.92
FEMA	\$ 7,601.56
US Bancorp (Credit Card)	\$14,144.00
<i>Includes:</i> Teleflex LLC	\$ 2,464.66
Blue Card Command	\$ 1,828.75
Bellingham WP LLC	\$ 1,575.00
Puget Sound Energy	\$ 1,197.64

Whatcom County Fire District 5

Chief Officer Report

February 2020

For January 2020

Point Of Information

1. Grants
2. Transitioning to new website/interface

Apparatus

E58	No Report	E5802	No Report	E5803	No report
B58	No Report	U5802	No Report		
A58	No Report	A5802	No Report		
C58	No Report				

Member Roster

42 Members (24 Canadian / 10 Point Roberts / 8 County)

- 5 Paramedics / 8 EMTs (5 AEMT) / 3 Ambassadors / 34 Firefighters

Volunteer Hours 3109

Volunteer Payroll 15026

Combined Chief Hours (Chief 199.5 /// AC 173) Chief Hours = 372.5

Incidents

Total Calls (29)

EMS Calls (15)

<u>Transports:</u>	Saint Joseph Hospital (6)	Bellingham FD Medic (0)
	Airlift Northwest (0)	North Whatcom Fire Rescue (0)
	No Transport (8)	Ferndale FD Medic (1)

EMS CARES/MIHC (9) ----- Agency Assist (0) -----Public Service (4)

Fire Classification (1)

(0/0*) Outdoor Burns - permit/illegal* /// (0) Smoke invest. /// (0) False Alarms /// (0) Vehicle Fire
(1) Power Lines Down /// (0) Structure /// (0) Water Problems /// (0) Boat /// (0) Animal Rescue ///
(0) Chimney Fires /// (0) Grass Fire /// (0) Gas Leak /// (0) Down Tree /// (0) Plane Emergency
(0) Hazmat /// (0) Wrong Address /// (0) Public Service Smoke Detector Program