

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

January 8th, 2020

MINUTES

In Attendance:

Commissioner Virginia Lester
Commissioner Pat Harper
Commissioner Raye Newmen
Assistant Chief John Shields
Financial Manager Patty Markel, via teleconference

Absent: Chief Christopher Carleton

Guests: Pat Grubb
Bill Muersing

A. CALL TO ORDER

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

B. OATHS OF OFFICE OF COMMISSIONERS

MOTION: Commissioner Newmen moved that Virginia Lester remain as Chairperson. Commissioner Harper seconded the motion. **Motion passed 3-0.**

MOTION: Commissioner Newmen moved that Pat Harper remain as Vice-Chairperson. Commissioner Lester seconded the motion. **Motion passed 3-0.**

C. PUBLIC COMMENT

Bill Meursing thanked the Fire District for the magnificent Firefighters Appreciation dinner, saying that the whole evening was very enjoyable.

D. BOARD ACTION

D1. Approval of the Minutes of the Regular Meeting of December 11th, 2019

MOTION: Commissioner Newmen moved to accept the Minutes of the Regular Meeting of December 11th, 2019 as presented. The motion was seconded by Commissioner Harper. **Motion passed 3-0.**

E. FINANCIAL MANAGER'S REPORT

E.1 Financial Report

Financial Manager Markel presented the financial report as submitted. She said that the year-end financial statements as of December 31st, 2019 will be available for the February meeting, after the County completes their year-end process

E.2 Approval of Fire District Vouchers

MOTION: Commissioner Harper moved to accept the Vouchers in the amount of \$21,337.81 for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

E.3 Approval of Fire District Payroll

MOTION: Commissioner Harper moved that payroll in the amount of \$19,400.33 be approved for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

E.4 Budget Update

Commissioner Lester asked if the difference was due to the cost of the Audit and Financial Manager Markel responded that it was not due to the Audit, as it will be done in the new year. Financial Manager Markel offered to prepare a breakdown of revenue and expenses by Division, after the County completes the year end, for the next meeting and Commissioner Lester thanked her for that effort.

Bill Meursing asked what the 4% difference in the budget from this year over last was when represented in dollars. Financial Manager Markel reported that the difference is \$24,049.64, and further explained that the current standing of the budget this year is \$583,499.00 of which \$523,317.36 has been spent, leaving \$60,181.64 remaining for 2019. In 2018, the budget was \$572,999, of which \$536,867 was spent, leaving the remaining amount of \$36,132. The difference between 2018 and 2019 remaining is \$24,049.64.

Bill Meursing also asked what the \$4,340.00 expense to Northwest Communication was for and Assistant Chief Shields responded that it is the cost of the annual maintenance on the communications tower equipment.

F. CORRESPONDENCE

None

G. CHIEF'S REPORT

Chief Carleton's Chief Officer Report was read and submitted by Assistant Chief Shields.

He reported that it was the busiest year on record, with 420 incidents attended to by the District.

H. UNFINISHED BUSINESS

Commissioner Newmen reported that when he attempted to file his F1 Financial Disclosure, he had to place a call to the State because WCFD5 was not listed in the drop down menu of Districts to enable him to complete his online filing. Apparently the representative advised him that our local District is known as Point Roberts Fire District and not WCFD5.

Financial Manager Markel confirmed that advice from the State is erroneous and the District is named Whatcom County Fire Protection District #5.

Commissioner Lester advised that the registered voter threshold which triggers the requirement for filing of F1 Financial Disclosure documentation by elected officers was recently lifted to 2000 voters and Point Roberts has fewer than that, so there is no longer a requirement for officers to file the F1.

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 3 – 0.

The next Regular Meeting of the Board of Commissioners will be February 12, 2020, at 4:00 p.m.

absent. excused

Commissioner Virginia Lester

Pat Harper

Commissioner Pat Harper

Raye Newmen

Commissioner Raye Newmen

Dated February 12, 2020

Attest:

Linda Hughes

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
Includes: 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

January 2020

For December 2019

Point Of Information

1. Successful Year – 420 calls for service

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 2828

Volunteer Payroll 13108

Combined Chief Hours (Chief 160.0 /// AC 138.5) Chief Hours = 298.5

Incidents

Total Calls (33)

EMS Calls (11)

<u>Transports:</u>	Saint Joseph Hospital (3)	Bellingham FD Medic (0)
	Airlift Northwest (1)	North Whatcom Fire Rescue (0)
	No Transport (6)	Ferndale FD Medic (1)

EMS CARES/MIHC (16) ----- Agency Assist (1) -----Public Service (2)

Fire Classification (3)

(0/1*) Outdoor Burns - permit/illegal* /// (0) Smoke invest. /// (2) False Alarms /// (0) Vehicle Fire
(0) 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