

# **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**

**March 11<sup>th</sup>, 2020**

## **MINUTES**

In Attendance: Commissioner Virginia Lester  
Commissioner Pat Harper  
Commissioner Raye Newmen  
Assistant Chief John Shields  
Financial Manager Patty Markel

Absent: Chief Christopher Carleton, excused

Guests: Bill Meursing  
Pat Grubb

#### **A. CALL TO ORDER**

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

#### **B. PUBLIC COMMENT**

Pat Grubb noted that he attended the Hospital District meeting the previous evening with questions about their Covid-19 response, and was told to bring his questions to the Fire District meeting. He wondered what plans are in place to transport patients presenting with Covid-19 symptoms to the Hospital, including whether our ambulance would be used and who would be responsible for interacting with those patients.

Commissioner Lester responded that she had been in meetings with Chief Carleton and Assistant Chief Shields about Covid-19 response protocol, and the bottom line is that our first responders are responsible to transfer any patients that can not be treated here. She reported that patients feeling ill with possible Covid-19 symptoms are all asked to wait outside the Clinic for attention. She reminded everyone to remain calm and use logic during this time of a growing National medical crisis.

Pat Grubb asked if patients calling in are being pre-screened, and Assistant Chief Shields responded that callers are asked if they are exhibiting any respiratory symptoms, in which case all responding members are wearing full-on Personal Protective Equipment on those calls. Assistant Chief Shields continued that if we suspect a case, it is referred to the Department of Health for testing arrangements, and patients are being told to stay where they are and self-quarantine, while awaiting transport to a testing facility. Additionally if a call is received where a patient has passed away of suspected Covid-19 symptoms, the body will be left where it lies, in quarantine, awaiting the direction and intervention from the Department of Health.

Commissioner Lester added that if patients call the Clinic describing symptoms of Covid-19, such as fever, respiratory difficulty, or cough, they are advised to stay home and call the Fire Department for attention.

Assistant Chief Shields noted that all members must take their temperature both upon entering and upon leaving their shifts.

Commissioner Harper asked how we will handle the situation if the borders are closed down. Assistant Chief Shields said that the National Guard would fly in water, food, and prescriptions, any maybe the Coast Guard would also be deployed to help in such a case.

Commissioner Lester wanted her thanks and appreciation for all the extra work that Chief Carleton and Assistant Chief Shields have been doing in preparation for response, and their proactive, widespread distribution of informative bulletins keeping this community safe, on record.

## C. BOARD ACTION

### C1. Approval of the Minutes of the Regular Meeting of February 12th, 2020

**MOTION:** Commissioner Harper moved to accept the Minutes of the Regular Meeting of February 12th, 2020 as presented. The motion was seconded by Commissioner Newmen. **Motion passed 2-0.** Commissioner Lester abstained as she was absent from the February meeting.

## 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 \$21,461.29 for payment. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

### D.3 Approval of Fire District Payroll

**MOTION:** Commissioner Newmen moved that payroll in the amount of \$16,742.83 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

#### D.4 Budget Update

Financial Manager Market reported that February month-end remaining in the budget was 83.36% compared with the February 2019 amount of 84.92%

Commissioner Lester asked for identification of the Ideation Design expense and was shown the new signage and WCFD5 crest on the walls.

#### E. **CORRESPONDENCE**

None

#### F. **CHIEF'S REPORT**

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

He reported that the Annual Blood Drive was scheduled and planned to go ahead for this coming Saturday, March 14th.

He reported that Chief Carleton is awaiting word on the two current grant applications.

#### G. **UNFINISHED BUSINESS**

Commissioner Newmen just wanted to comment on how great the new WCFD5 crest and the other training signage on the wall looks, with congratulations to the team that implemented it.

#### H. **NEW BUSINESS**

Commissioner Newmen advised that the CERT emergency trailer will soon be transferred (ownership) to WCFD5 and PREP will be removing that asset from their insurance.

Also, PREP has cancelled all face-to-face meetings until further notice to protect at-risk individuals from the potential transfer of Covid-19.

Additionally, 13 months ago PREP applied for FEMA disaster assistance after the storm of December 2018, for damages sustained to the communications antenna located at the Community Center. He was pleased to announce receipt of disaster assistance in the amount of \$53,000 from FEMA and \$8,000 from the State, which will be used to build a new free-standing antenna structure on WCFD5 property, by an agreement PREP has entered into with WCFD5. Chief Carleton agreed to donate the land for the communication antenna, which will be located at the Northwest corner of the property, and will include a small shed structure to house ancillary equipment, including radios. Any additional funds that may be required for the construction of the communications antenna will have to be locally raised. PREP and the Chief have been working on plans to develop an Emergency Operations Center here at the Fire Station property.

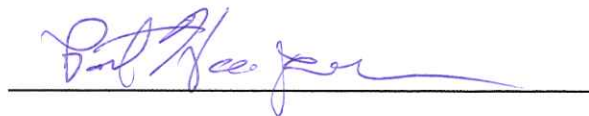
Pat Grubb asked how tall the communications antenna will be, and Commissioner Newmen advised that it is a telescopic unit, of five sections, and will stand 85' tall when fully assembled. Emergency equipment such as this is exempt from zoning height restrictions, and the usual construction permit protocol is being followed with the the County. The tower will be easy to maintain and will be able to withstand sustained 110 mph winds for three seconds.


**I. ADJOURNMENT**

As there was no further business, Commissioner Harper moved to adjourn the meeting. Commissioner Newmen seconded the motion. Motion passed 3 – 0.

The next Regular Meeting of the Board of Commissioners will be April 8th, 2020, at 4:00 p.m.

  
\_\_\_\_\_  
Commissioner Virginia Lester

  
\_\_\_\_\_  
Commissioner Pat Harper

  
\_\_\_\_\_  
Commissioner Raye Newmen

Dated April 8, 2020

Attest:   
\_\_\_\_\_  
Recording Secretary Linda Hughes

**FINANCIAL REPORT**  
March 11, 2020

**WHATCOM COUNTY  
FIRE DISTRICT 5**

March warrants total \$21,461.29. The total for payroll is \$16,742.83, 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 \$8,962.00.

The February financial statements have been handed out for your review.

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

Respectfully,

Patty Markel  
Finance Manager

<b>2020 Budget Remaining – 2/29/20</b>	
Legislative	96.07 %
Administrative	77.33 %
Suppression	83.84 %
Suppression Training	89.75 %
Maintenance	83.07 %
Vol. FF EMS	84.28 %
EMS Training	88.88 %
<b>Total Budget Remaining:</b>	<b>83.36 %</b>
<i>2/28/19 Budget Comparison:</i>	<i>84.92%</i>

<b>Warrants – Items over \$1,000 ~</b>	
Marketplace	\$ 1,052.50
WEX - fuel	\$ 1,209.76
US Bancorp (Credit Card)	\$ 7,611.03
<b><i>Includes:</i></b>	
Life Assist Inc	\$ 2,378.17
Ideation Design Group	\$ 2,027.02



# ***Whatcom County Fire District 5***

## **Chief Officer Report**

**March 2020**

For February 2020

### **Point Of Information**

1. Blood Drive Saturday
2. Waiting to hear on grants (Firehouse Subs/Medic One Foundation)

### **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** 2437

**Volunteer Payroll** 11047

**Combined Chief Hours** (Chief 180 /// AC 137.5) Chief Hours = 317.5

### **Incidents**

Total Calls (37)

EMS Calls (13)

<u>Transports:</u>	Saint Joseph Hospital (3)	Bellingham FD Medic (0)
	Airlift Northwest (0)	North Whatcom Fire Rescue (1)
	No Transport (9)	Ferndale FD Medic (0)

EMS CARES/MIHC (19) ----- 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