

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

July 8th, 2020

MINUTES

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

Absent: Chief Christopher Carleton

Guests: Pat Grubb, via online Zoom platform

A. CALL TO ORDER

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

Commissioner Lester announced that she wanted to take a moment to first apologize to the general public who may have signed onto the Zoom platform for the regular May meeting as it had been unavoidably delayed, and that may have inconvenienced some viewers. She also wanted to review one part of the Minutes from that meeting before moving on today; that being the Motion and Approval to amend the duration of the Employment Contract of Chief Christopher Carleton.

B. PUBLIC COMMENT

There were no comments from the public at this time.

C. BOARD ACTION

C1. Approval of the Minutes of the Regular Meeting of June 10th, 2020

MOTION: Commissioner Harper moved to approve the Minutes of the June 10th meeting as presented. The motion was seconded by Commissioner Newmen. **Motion passed 3–0**

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 \$20,289.86 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 \$18,025.83 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3–0**

D.4 Budget Update

Financial Manager Markel reported that 59% of the budget remained as of the end of June, compared with the June 2019 amount remaining of 59.03%

Financial Manager Markel also noted that preparations are underway for the anticipated Audit of operations from 2016 through 2019, which is scheduled in August. She described the choices given to the District for audit periods, and this audit will be for a 4-year period.

Commissioner Lester asked Financial Manager Markel what the usual length of time for such an audit is, and Ms. Markel responded that they usually take a few weeks. She added that the District generally gets audited every 3 years, however the Auditor gave the District a one time option of a 2-year period or a 4-year period, and we chose to undergo a 4-year audit at this time.

E. CORRESPONDENCE

Assistant Chief Shields reports no correspondence for the previous month.

F. CHIEF'S REPORT

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

Assistant Chief Shields noted that the District has now administered over 400 Covid tests and none of those tests returned with a positive result for the virus.

Assistant Chief Shields reviewed the calls that were responded to in June, including 1 HazMat call, which Commissioner Lester asked for more details about. Assistant Chief responded that it was for a propane leak in the Maple Beach area.

Commissioner Lester thanked Chief Carleton and his members, in collaboration with the local Clinic, for creating the opportunity for anyone who desires a Covid test to have access to testing.

Commissioner Harper asked what the percentage of Point Roberts residents had been tested, which resulted in a conversation about the potential current population, given the absence of our usual summer residents due to the Covid lock down. Without accurate determination of the current population, a percentage could not be estimated, and it was simply re-stated that over 400 tests have been administered.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

None.

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 August 12th, 2020, at 4:00 p.m.



Commissioner Virginia Lester



Commissioner Pat Harper



Commissioner Raye Newmen

Dated September 7, 2020

Attest: 
Recording Secretary Linda Hughes