

# **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**

June 10<sup>th</sup>, 2020

## **MINUTES**

In Attendance: Commissioner Virginia Lester  
Commissioner Pat Harper, by telephone  
Commissioner Raye Newmen  
Chief Christopher Carleton  
Financial Manager Patty Markel, via teleconference

Guests: Pat Grubb, via online Zoom platform  
Assistant Chief Shields in meeting room

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

The meeting was called to order at 4:30 p.m. by Commissioner Lester.

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

There were no comments from the public at this time.

Chief Carleton offered apologies for the unfortunate delay in the meeting start time, to any member of the public who may have signed on to Zoom for a 4:00 meeting.

#### **C. BOARD ACTION**

C1. Approval of the Minutes of the Regular Meeting of May 13th, 2020

**MOTION:** Commissioner Newmen moved to approve the Minutes of the May 13th meeting as presented. The motion was seconded by Commissioner Harper. **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 \$16,449.04 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 \$17,712.83 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3–0**

### D.4 Budget Update

Financial Manager Market reported that 64.89% of the budget remained as of the end of June, compared with the June 2019 amount remaining of 67.79%

## E. CORRESPONDENCE

Chief reports receipt of several emails with compliments and thanks for the ongoing Covid-19 testing.

## F. CHIEF'S REPORT

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

Chief wanted to re-visit the budget update to address the 3% increase in expenditures over the same period last year, reporting that this has been due to the need for PPE and unusual EMS supplies during the Covid pandemic period.

The new WCFD5 website is now live. There is a new layout, and is quite user friendly. Additionally, there is greater ability for us to keep our members software updated and functional.

Commissioner Lester asked if we know how many visitors we get to the website. Chief Carleton noted that we previously had a google add-on function to the old website to provide visitor analytics and that he would speak to our webmaster to implement a similar program to track visitor activity.

Chief reported that over 330 Covid tests have been administered by the District, and to date we have not received any confirmation of a positive Covid result in Point Roberts. He asked any member of the public who may have been tested elsewhere, or believe they may be a carrier to please contact the District. He gave assurances of the strictest confidence of the identity of any patients, but wanted to reiterate that the District could provide a variety of services to assist the quarantined patients during their period of isolation. We just want to offer support to anyone our community who may need it at this time.

Four new EMT's are preparing to take the National Registry exams. Looking forward to having them join the EMT team upon successful passing of those exams, which were delayed during the Covid period. The Chief reiterated the contract with the community that each EMT must serve the community as a payback for the costs of the training.

No apparatus reports. Moving to digital apparatus reports.

Commissioner Lester thanked the Chief for all his organization, efforts and reassurances to the community regarding this District's response to the Covid pandemic.

Chief wanted to share the thanks with the volunteers, members and the Clinic for their partnership. He also thanked Commissioner Lester for administering so many Covid tests.

Chief noted that he is Covid tested bi-weekly, and noted that almost everyone in the room for this meeting has been tested also.

The next Covid testing session will be held this coming Saturday, June 13th.

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

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

Chief has reviewed the rental policies of the Fire Station and would like to propose an increase in rental rates to \$75.00 for private parties or for-profit organizations. He proposes that the current rental rate of \$25.00 remain in place for non-profit organizations and local community groups.

**MOTION:** Commissioner Newmen moved that rental fees for the Fire Station facility remain at \$25.00 for non-profit and local community organizations and be raised to \$75.00 for private parties and for-profit organizations. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

#### **I. EXECUTIVE SESSION**

Commissioner Lester announced that an Executive Session for approximately 15 minutes will now take place.

After the Executive Session was completed, Commissioner called the Meeting to Order at 5:00 pm.

Commissioner Lester announced that during the Executive Session, the commissioners had discussed the possibility of extending the Chief's employment contract for an additional five years, to the year 2035.

**MOTION:** Commissioner Harper moved that the District extend the employment contract with Chief Carleton to 2035. The motion was seconded by Commissioner Newmen.

**Motion passed 3-0**

Chief Carleton will draw up an addendum to the employment contract and also noted that no other aspects of the employment contract have been changed.

There was an additional personnel matter discussed in Executive Session but no action is to be taken at this time.

## 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 July 8th, 2020, at 4:00 p.m.



Commissioner Virginia Lester



Commissioner Pat Harper



Commissioner Raye Newmen

Dated

September 7, 2020

Attest:



Recording Secretary Linda Hughes