

# **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**

May 13<sup>th</sup>, 2020

## **MINUTES**

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

Guests: several members of the public via online Zoom platform

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

The online Zoom meeting was called to order at 4:03 p.m. by Commissioner Lester.

#### **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 April 8th, 2020**

**MOTION:** Commissioner Harper moved to approve the Minutes of the April 8th 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 \$14,762.69 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 \$18,865.83 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3–0**

#### D.4 Budget Update

Financial Manager Market reported that 70.81% of the budget remained as of the end of May, compared with the May 2019 amount remaining of 72.62%

### E. CORRESPONDENCE

Chief Carleton reported receiving a card of thanks from Jennifer Urquhart.

### F. CHIEF'S REPORT

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

Chief reported that the new WCFD#5 website was under construction and would be online soon.

Chief reported that the District had undertaken COVID testing on three occasions, and to date Point Roberts does not have a test returned positive for the virus.

New recruit testing is stalled due to the Covid-19 virus.

Four patients were airlifted from Point Roberts during the previous month.

Commissioner Harper inquired how many Covid tests have been administered. Assistant Chief Shields responded that approximately 246 tests to date.

### G. UNFINISHED BUSINESS

### H. NEW BUSINESS

Commissioner Raye Newmen gave an update on the trailer placement and assembly. He noted that the trailer is able to be rapidly deployed, and should have the communications assembly operational soon. Commissioner Newmen thanked the Assistant Chief for taking a leadership role in this project.

Commissioner Harper asked how long before the communications arial will be erected?

Assistant Chief Shields responded that after the trailer is deployed, the arial will be erected.

Chris Taylor, a member of the public, asked how another Pizza drive-through fundraiser could be undertaken, asking specifically if Circle of Care or the Fire Department is involved. Discussion ensued about the first one, hosted by Dominoes Pizza on behalf of the Dollars For Scholars foundation.

Michelle Wallis, a member of the public, asked what the cross-border task force she had heard about was. Chief Carleton responded that it is a coalition comprised of representatives from various government agencies and sub-committees to discuss logistics and plans for potential action with respect to the COVID-19 border restrictions, if such actions might be required.

Commissioner Lester asked if training of our district volunteers had become more difficult now, with the COVID-19 safety precautions. Assistant Chief Shields responded that training is being undertaken online for now but there were plans in place for actual practicum to be done with appropriate distancing in place.

Michelle Wallis asked if there were Minutes available from the cross-border task force meetings. Commission Newmen offered to call Michelle to update her, and noted that most information was being published in the local All Point Bulletin newspaper.

## I. 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 June 10th, 2020, at 4:00 p.m.



Commissioner Virginia Lester



Commissioner Pat Harper



Commissioner Raye Newmen

Dated

September 7, 2020

Attest:



Recording Secretary Linda Hughes