

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

August 12th, 2020

MINUTES

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

Guests: several guests via online Zoom platform

A. CALL TO ORDER

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

B. PUBLIC COMMENT

There were no comments from the public at this time.

C. BOARD ACTION

C.1. Approval of the Minutes of the Regular Meeting of July 8th, 2020

MOTION: Commissioner Harper moved to approve the Minutes of the July 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 \$18,807.31 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 \$15,353.83 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3–0**

D.4 Budget Update

Financial Manager Markel reported that 52.42% of the budget remained as of the end of July, compared with the July 2019 amount remaining of 51.94%

Financial Manager Markel reported that she required a resolution for cancellation of outstanding warrants more than one year old, of which there is one, in the amount of \$458.00 payable to a volunteer no longer with the District. She has prepared Resolution 2020-01, with an attached Exhibit A, identifying the outstanding warrant that is over one year old.

Financial Manager Markel also explained that the Resolution authorizes the County to put a stop payment on the outstanding warrant and reimburse the District with those funds. Additionally, she reported that the volunteer may be able to apply for re-issuance of a new warrant for that amount, with the provision of an Affidavit confirming the loss of the outstanding warrant.

MOTION: Commissioner Newmen moved to adopt Resolution 2020-01 for the cancellation of warrants more than one year old. The motion was seconded by Commissioner Harper. **Motion passed 3–0**

Financial Manager Markel reported that several boxes of documents had been delivered to the Auditor's office for commencement of the Audit.

E. CORRESPONDENCE

Chief Carleton reported that he had received several emails regarding Covid testing, and other correspondence with various government agencies regarding ground transportation relative to the border closure due to the continuing Covid-19 pandemic.

F. CHIEF'S REPORT

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

Chief Carleton reiterated Financial Manager Markel's advice that the Audit for the four year period 2016 through 2019 was now underway.

Chief reported that to date, more than 500 Covid-19 tests had been administered, with some of that testing being a duplication on certain individuals. For instance, the District has 23 Canadian members who are coming and going, and they are tested monthly.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

Chief Carleton reported that the District has incurred exceptional costs with regard to Covid testing that was not anticipated at the time the 2020 Budget was planned and approved. He reported that he intends to speak to the administration of the Clinic seeking a reduction in the portion of the cost of each Covid test due to the Fire District hosting the testing events, and Commissioner Lester administering the tests. Chief reported that the District's insurance covers the costs of testing our own members, but that additional, unexpected, costs are being incurred as a result of the testing program for the community.

Chief added that he had spoken with Brian Snure, legal counsel for the District, to discuss the legality of utilizing funds in the Capital fund to cover these unexpected expenses.

Commissioner Lester inquired whether the Chief had a particular figure in mind that he thought would be necessary to cover the unexpected expenses of the Covid testing program.

Chief Carleton gave a break-down of costs for the program to date, along with his plans to scale back testing frequency. He described the arrangements made with SuperTrack for the District's provision of the testing site, personnel, and necessary PPE. He reported on the individual costs of diagnostics and supplies and ultimately outlined the current monthly expenses and projected capital needs to continued testing through to the end of this year.

Commissioner Newmen commented that he felt the testing program was crucial, especially in light of our members putting themselves in harm's way with every call answered. He added that our Canadian members are valuable and important to the District, and all our members should be tested regularly.

Commissioner Harper commented that testing should continue and wondered if testing could be expanded to include visitors to Point Roberts.

Financial Manager Markel noted that we could amend the current budget, either by adding to the current Wellness line item or by adding a new line item under Wellness specifically for Covid expenses.

MOTION: Commissioner Newmen moved that the sum of \$20,000.00 be transferred from the Capital Fund to the General Fund, and the 2020 Budget be revised to identify a special Covid expense under the Wellness line item, which would increase the 2020 Budget from \$602,521 to \$622,521. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

Chief then reviewed a number of ongoing meetings and media attention on Point Roberts as a result of our geographical isolation from the rest of mainland USA and Whatcom County. Along with a number of media interviews he has given, one of the Canadian media outlets recently featured an interview with long-time local resident Brian Calder, who had at one time served on the Vancouver City Council. There is some discussion of applying for a special designation for Point Roberts as one that is inextricably integrated with Canada, which might result in easing some border crossing restrictions currently in place. One of Mr. Calder's notable statements in

support of that application is that Point Roberts is already an integrated border community with Canada, as Canada is the source for our water and electricity.

Discussion ensued covering many hardships caused to Point Roberts citizens and property owners by the border closures, including access to shopping, prescriptions, and schools in Canada, and severe lack of commerce from the prohibition of Canadian property and boat owners who normally contribute greatly to the economic well-being of our community. Commissioners Newmen and Lester congratulated the Chief and thanked him for his tireless efforts in communicating the needs of Point Roberts to the appropriate levels of government and the media.

Commissioner Harper congratulated Chief Carleton on the excellent planning and response time to a recent house-fire.

Chief responded that everyone on the team roster that day did a remarkable job, and noted that one of our firefighters received 3rd degree burns on his hand, saying that the heat of the fire had melted the member's shield. Chief noted that the fire was controlled in approximately 12 minutes, and then some considerable time was spent assisting the family with recovering some personal items from the home. He also remarked that the team had done a particularly good job considering they had all been in a physically demanding training session earlier in the day, and then attended the house fire in the utmost professional and timely manner.

Commissioner Lester once again commended Chief Carleton on his leadership, noting that he is a great role model to a large group of young members who will benefit from it, and their may experiences with the Point Roberts Fire District for all of their lives.

I. ADJOURNMENT

As there was no further business, Commissioner Lester 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 September 9th, 2020, at 4:00 pm



Commissioner Virginia Lester



Commissioner Pat Harper

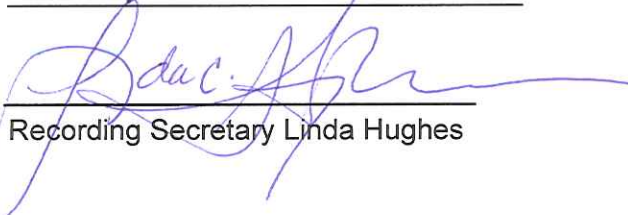


Commissioner Raye Newmen

Dated

Sept. 9, 2020

Attest:



Recording Secretary Linda Hughes

FINANCIAL REPORT

August 12, 2020

**WHATCOM COUNTY
FIRE DISTRICT 5**

August warrants total \$18,807.31. The total for payroll is \$15,353.83, 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 \$7,054.00.

The July financial statements have been handed out for review.

I am requesting a motion to approve the warrants and payroll for August as presented.

Respectfully,

Patty Markel
Finance Manager

2020 Budget Remaining – 7/31/20	
Legislative	85.56 %
Administrative	42.61 %
Suppression	53.73 %
Suppression Training	74.78 %
Maintenance	37.20 %
Vol. FF EMS	47.87 %
EMS Training	57.71 %
Total Budget Remaining:	52.42 %
7/31/19 Budget Comparison:	51.94 %

Warrants – Items over \$1,000 ~	
Marketplace	\$ 1,327.88
WEX - fuel	\$ 1,075.52
US Bancorp (Credit Card)	\$ 11,302.89
<i>Includes:</i>	
Puget Sound Energy - Power	\$ 1,097.81
Sirenet.com	\$ 1,446.09
EMT & Fire Training Inc.	\$ 7,700.00

Whatcom County Fire District 5

Chief Officer Report

August 2020

For July 2020

Point Of Information

1. District Audit August 2016-2019
2. Community COVID Testing 500+

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

44 Members (23 Canadian / 11 Point Roberts / 10 County)

- 5 Paramedics / 10 EMTs (6 AEMT) / 2 Ambassadors / 37 Firefighters

Volunteer Hours 2217

Volunteer Payroll 9799

Combined Chief Hours (Chief 203.5 /// AC 157.5) Chief Hours = 361

Incidents

Total Calls (19)

EMS Calls (13)

<u>Transports:</u>	Saint Joseph Hospital (3)	Bellingham FD Medic (0)
	Airlift Northwest (2)	North Whatcom Fire Rescue (0)
	No Transport (7)	Ferndale FD Medic (1)

EMS CARES/MIHC (2) ----- Agency Assist (0) -----Public Service (1)

Fire Classification (3)

(0/2*) Outdoor Burns - permit/illegal* /// (1) Smoke invest. /// (0) 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