

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

October 14th, 2020

MINUTES

In Attendance via Zoom platform: Commissioner Virginia Lester
Commissioner Pat Harper
Commissioner Raye Newmen
Financial Manager Patty Markel
Firefighter Petrie, on behalf of Chief Carleton
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

C1. Approval of the Minutes of the Regular Meeting of September 9th, 2020

MOTION: Commissioner Newmen moved to approve the Minutes of the September 9th 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 \$46,934.07 for payment. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Harper moved that payroll in the amount of \$18,356.83 be approved for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

D.4 Budget Update

Financial Manager Markel reported that 41.77% of the budget remained as of the end of September, compared with the September 2019 amount remaining of 38.84%. Financial Manager Markel also noted that the annual insurance policy premium has not yet paid, and therefore not included in this calculation.

Financial Manager Markel suggested a date be chosen for a Special Meeting, ahead of the next regular meeting to discuss the draft 2021 Budget.

District Secretary Hughes commented that the next scheduled Regular Meeting is on November 11th, but that date is also Veteran's Day. She suggested having the November Regular Meeting on November 10th. That date was agreeable to all parties.

The proposed Special Meeting was tentatively scheduled for November 3rd, however Chief Carleton indicated that he would have to check his schedule to confirm whether he could be available for that meeting.

E. CORRESPONDENCE

There was no correspondence to be reviewed at this meeting.

F. CHIEF'S REPORT

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

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

None.

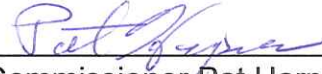
I. ADJOURNMENT

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 November 10th, 2020, at 4:00 pm.



Commissioner Virginia Lester

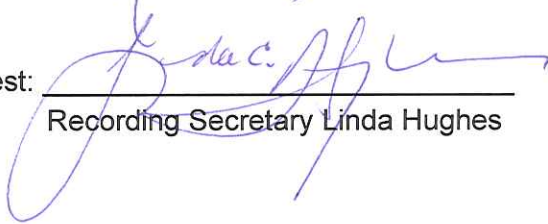


Commissioner Pat Harper



Commissioner Raye Newmen

Dated Nov. 10, 2020

Attest: 

Recording Secretary Linda Hughes

FINANCIAL REPORT

October 14, 2020

**WHATCOM COUNTY
FIRE DISTRICT 5**

October warrants total \$46,934.07. The total for payroll is \$18,356.83, 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 \$9,843.00.

The September financial statements have been handed out for review.

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

Respectfully,

Patty Markel
Finance Manager

2020 Budget Remaining – 9/30/20	
Legislative	82.34 %
Administrative	30.40 %
Suppression	49.09 %
Suppression Training	54.50 %
Maintenance	24.15 %
Vol. FF EMS	34.70 %
EMS Training	16.87 %
Total Budget Remaining:	41.77 %
9/30/19 Budget Comparison:	38.84 %

Warrants – Items over \$1,000 ~	
Marketplace	\$ 1,184.92
WEX - Fuel	\$ 1,045.41
McNeil & Co. - Insurance	\$29,714.00
US Bancorp (Credit Card)	\$ 9,203.96
<i>Includes:</i>	
Motor Trucks	\$ 6,023.08
Puget Sound Energy	\$ 1,092.45

Whatcom County Fire District 5

Chief Officer Report

October 2020

For September 2020

Point Of Information

1. No Haunted House this year COVID
2. Received Medic One Foundation Grant for CPR Manikins
3. E5802/E5803 additional maintenance \$12k

Apparatus

E58	No Report	E5802	Above	E5803	Above
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 2243

Volunteer Payroll 14526

Combined Chief Hours (Chief 160 /// AC 115) Chief Hours = 275

Incidents

Total Calls (40)

EMS Calls (9)

<u>Transports:</u>	Saint Joseph Hospital (3)	Bellingham FD Medic (0)
	Airlift Northwest (0)	North Whatcom Fire Rescue (0)
	No Transport (5)	Ferndale FD Medic (0)

EMS CARES/MIHC (20) ----- Agency Assist (0) -----Public Service (1)

Fire Classification (10)

(0/4*) Outdoor Burns - permit/illegal* /// (1) Smoke invest. /// (1) False Alarms /// (0) Vehicle Fire
(2) Power Lines Down /// (0) Structure /// (0) Water Problems /// (1) Boat /// (0) Animal Rescue ///
(0) Chimney Fires /// (0) Grass Fire /// (0) Gas Leak /// (0) Down Tree /// (0) Plane Emergency
(0) Hazmat /// (1) Wrong Address /// (0) Public Service Smoke Detector Program