

***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

September 9<sup>th</sup>, 2020

**MINUTES**

In Attendance via Zoom platform: Commissioner Virginia Lester  
Commissioner Pat Harper  
Commissioner Raye Newmen  
Financial Manager Patty Markel  
Assistant Chief John Shields

Absent: 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 August 12th, 2020

**MOTION:** Commissioner Harper moved to approve the Minutes of the August 12th 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 Harper moved to accept the Vouchers in the amount of \$18,944.73 for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

### D.3 Approval of Fire District Payroll

**MOTION:** Commissioner Harper moved that payroll in the amount of \$21,695.83 be approved for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

### D.4 Budget Update

Financial Manager Markel reported that 48.62% of the budget remained as of the end of August, compared with the August 2019 amount remaining of 46.36%. 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 reported that Chief Carleton had wanted it noted at this meeting that approximately \$3,000.00 would be coming back to the District from two of our firefighters who have recently been hired and are unable to fulfill the remainder of their contractual obligations to the District.

Assistant Chief Shields reported that the District has recently received the expected payback amounts from the two firefighters.

Commissioner Lester asked if Financial Manager Markel has heard from the Auditor's office. Ms. Markel responded that she has not yet heard from the Auditor's office and added that Chief Carleton will be getting in touch with the Auditor's office to complete the audit process.

## E. CORRESPONDENCE

Assistant Chief Shields reported that 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, by Assistant Chief Shields.

Assistant Chief Shields highlighted the ongoing audit and the continued Covid testing, which now totals 627 tests administered, and zero positive results.

**G. UNFINISHED BUSINESS**

None.

**H. NEW BUSINESS**

Tony Kelley was invited to present the annual District insurance policy and he began by thanking the Commissioners, Chief Carleton, Assistant Chief Shields, Financial Manager Markel and Secretary Hughes for their work, and for the opportunity to make this presentation at the meeting.

Mr. Kelley continued with an overview of the policy and the various coverages on the District's fleet of vehicles, the fire station, and all of its contents. He described the inflation in the valuation of the properties and the resulting coverage in accordance with those valuations. Mr. Kelley noted that the annual premium for the 2020/2021 coverage is \$29,714.00, and reported that the new coverage went into effect on September 1st, 2020.


Commissioner Newmen noted that the insurance policy premium last year was \$28,532.00.

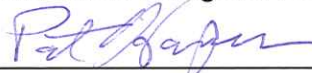
**MOTION:** Commissioner Newmen moved to approve the cost of the insurance policy for 2020/2021 as presented by Mr. Tony Kelley. Commissioner Harper seconded the motion. **Motion passed 3 – 0.**

**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 October 14th, 2020, at 4:00 pm

  
\_\_\_\_\_  
Commissioner Virginia Lester

  
\_\_\_\_\_  
Commissioner Pat Harper

  
\_\_\_\_\_  
Commissioner Raye Newmen

Dated Oct. 14, 2020

Attest:   
\_\_\_\_\_  
Recording Secretary Linda Hughes

**FINANCIAL REPORT**  
September 09, 2020

**WHATCOM COUNTY  
FIRE DISTRICT 5**

September warrants total \$18,944.73. The total for payroll is \$21,695.83, 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 \$12,606.00.

The August financial statements have been handed out for review.

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

Respectfully,

Patty Markel  
Finance Manager

<b>2020 Budget Remaining – 8/31/20</b>	
Legislative	83.64 %
Administrative	37.09 %
Suppression	56.13 %
Suppression Training	74.14 %
Maintenance	27.73 %
Vol. FF EMS	42.96 %
EMS Training	17.18 %
<b>Total Budget Remaining:</b>	<b>48.62 %</b>
<i>8/31/19 Budget Comparison:</i>	<i>46.36 %</i>

<b>Warrants – Items over \$1,000 ~</b>	
Marketplace	\$ 1,188.23
US Bancorp (Credit Card)	\$ 12,525.66
<b><i>Includes:</i></b>	
COVID Testing	\$ 4,560.00
Fire Academy – Bianca Stoll	\$ 4,147.00

# ***Whatcom County Fire District 5***

## **Chief Officer Report**

**September 2020**

For August 2020

### **Point Of Information**

1. District Audit August 2016-2019 continues
2. Community COVID Testing - 627 Tests Conducted / No + to date

### **Apparatus**

E58	No Report	E5802	No Report	E5803	No report
B58	No Report	U5802	No Report	U5803 ATV	Being repaired
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** 2547

**Volunteer Payroll** 15959

**Combined Chief Hours** (Chief /// AC 123.5) Chief Hours =

### **Incidents**

Total Calls (19)

EMS Calls (8)

<u>Transports:</u>	Saint Joseph Hospital (1)	Bellingham FD Medic (0)
	Airlift Northwest (0)	North Whatcom Fire Rescue (1)
	No Transport (5)	Ferndale FD Medic (1)

EMS CARES/MIHC (5) ----- Agency Assist (0) -----Public Service (0)

Fire Classification (6)

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