

Whatcom County Fire District #5
Point Roberts Fire Department

2030 Benson Road, Suite A

Point Roberts, Washington, 98281

Special Meeting of the Board of Commissioners

December 9th, 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

C1. Approval of the Minutes of the Regular Meeting of November 10th, 2020

MOTION: Commissioner Harper moved to approve the Minutes of the November 10th 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 \$37,098.24 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 \$21,969.83 be approved for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3–0**

D.4 Budget Update

Financial Manager Markel reported that 24.25% of the budget remained as of the end of November, compared with the November 2019 amount remaining of 20.96%.

Financial Manager Markel reported that the warrants total for November had to be corrected to \$20,090.41, as there were a couple of duplicate entries that were corrected before the warrants were requisitioned from the County.

MOTION: Commissioner Harper moved that amount for the November 2020 warrants be corrected to \$20,090.41 and be approved for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3–0**

Ms. Markel also reported that the ongoing audit was nearing completion, saying that the exit interview was conducted on November 17th. She also reported that the final cost of the audit is \$7,000.00, less than the \$10,000.00 that had been budgeted for the audit.

Commissioner Lester complimented Patty for her exemplary bookkeeping, noting that the Auditor was very complimentary on the state of the District's books.

E. CORRESPONDENCE

Chief Carleton 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.

Chief reported that there would be no annual Awards and Recognition dinner for the members this year, due to the Covid-19 virus. He is still considering whether to hold an online awards ceremony or hold it over to the new year.

Chief reported that the annual apparatus maintenance has been completed, and that new batteries were required.

Commissioner Lester offered thanks and appreciation for the enthusiasm of all of the volunteers that have participated in the Covid testing this year. Chief Carleton responded that we aim to bring in and train the very best for this district.

Chief reported that one of the district's members has decided to change career paths, but that no money has been lost due to that change as the firefighter school in Texas waived the fees for that member and will hold the funds for a new student in 2021.

Chief reported that the State and County are anticipating receiving Covid-19 vaccines in the near future, and that first responders, firefighters and hospitals will be the priority recipients. Chief has spoken to Dr. Shawn about getting vaccines for the Point Roberts community, keeping the high risk population in mind for priority vaccination.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS


None.

Commissioner Lester thanked Pat Grubb of the All Point Bulletin for keeping the public well informed about Fire District matters.


I. ADJOURNMENT

As there was no further business, Commissioner Harper moved to adjourn the meeting. Commissioner Lester seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be January 13th, 2021, at 4:00 pm.



Commissioner Virginia Lester



Commissioner Pat Harper



Commissioner Raye Newmen

Dated December 9, 2020

Attest: 

Recording Secretary Linda Hughes