

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

January 13th, 2021

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 December 9th, 2020

MOTION: Commissioner Newmen moved to approve the Minutes of the December 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.

Financial Manager Markel indicated that the December year-end would be available at the February meeting, as the County has not yet closed out its 2020 books to confirm the balances in the district accounts.

Commissioner Newmen asked about the \$13,820.05 expense noted on the financial report. Ms. Markel directed him to the itemization of items over \$1,000 on the district credit card including an expense of \$1,829.52 to Priceline Country Inn for Chief Carleton's accommodation while he attended the Alabama Fire College, as well as the cost of attending the Alabama Fire College.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Newmen moved to accept the Vouchers in the amount of \$21,987.85 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 \$24,516.33 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

D.4 Budget Update

Financial Manager Markel reported that 14.49% of the budget remained as of the end of December, compared with the December 2019 amount remaining of 10.31%.

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, by Assistant Chief John Shields.

The Assistant Chief reported that Chief Carleton has been working closely with the clinic in an attempt to procure the Covid vaccine for Point Roberts.

Assistant Chief reported that there was a vehicle incident and that Chief Carleton is working with Kelly Insurance on the matter.

G. UNFINISHED BUSINESS

Commissioner Harper asked about the enclosure for the tower that is being erected at the Fire Hall and recommends cyclone fencing. Commissioner Newmen replied that he is currently pricing the cyclone fencing as an option.


H. NEW BUSINESS

None.

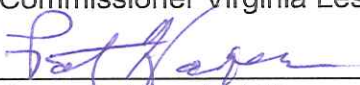
I. ADJOURNMENT

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 February 10th, 2021, at 4:00 pm.



Commissioner Virginia Lester




Commissioner Pat Harper



Commissioner Raye Newmen

Dated January 13, 2021

Attest: 

Recording Secretary Linda Hughes