

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

March 10th, 2021

MINUTES

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

Also attending on Zoom: District Secretary Linda Hughes

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 February 10th, 2021

MOTION: Commissioner Newmen moved to approve the Minutes of the February 10th 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 Merkel presented the financial report as submitted.

D.2 Approval of Fire District Vouchers

Commissioner Lester inquired about the charge of \$32,000.00 payable to Five Cities Fire Authority and Financial Manager Merkel responded, saying that charge was the cost of a new command vehicle purchase, which had been authorized at the January regular meeting, and would be further discussed under new business later in the meeting.

MOTION: Commissioner Newmen moved to approve the Vouchers in the amount of \$45,695.20 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 \$14,325.33 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

D.4 Budget Update

Financial Manager Merkel reported that 85.92% of the budget remained at the end of February, compared with the February 2020 amount remaining of 83.36%.

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 presented and submitted by Assistant Chief Shields.

Assistant Chief Shields reported that 273 Covid vaccinations had been administered to date. He also reported that the purchase of the new vehicle to replace Battalion 58 was in progress, and afterwards Battalion 58 would be re-outfitted as described by Chief Carleton at the January meeting, and converted to a wildlands fire response vehicle.

Commissioner Lester thanked the members of the fire district for all of their extra time in helping our community be aware of Covid safety protocols, essentially keeping everyone safer during the ongoing pandemic.

Commissioner Newmen asked when more Covid vaccinations would become available to our community. Commissioner Lester responded that there was no further information on that at this time indicating that, while on a recent health related teleconference, she learned that all of Whatcom County had been shorted on expected vaccination doses, not just Point Roberts.

G. UNFINISHED BUSINESS

Financial Manager Markel reported on the purchase of the replacement command vehicle as approved at the January regular meeting, and presented a Resolution to waive the bid process for that purchase, indicating that because the vehicle is used, and not a new one, this was considered to be a single source purchase. She reported that the new command vehicle is a 2015 Ford Explorer, being purchased from Five Cities Fire Authority for the price of \$32,000.00. She continued to report the vehicle comes pre-equipped with emergency response accessories, ultimately saving this district significant costs over purchasing another vehicle and incurring the costs of a total accessories package.

Assistant Chief Shields showed a photograph of the new command vehicle.

Commissioner Lester reported that she understood there would still be additional expenses in completely outfitting the vehicle to our district needs.

Commissioner Newmen asked if there would be additional shipping charges on the cost of the vehicle. Financial Manager Markel indicated that the stated cost of the vehicle did not include the additional transportation fee, plus upon arrival in the State of Washington there would also be WA State tax and registration fees.

MOTION: Commissioner Newmen moved that Resolution 2021-01, waiving the bid process for the purchase of the used command vehicle, be approved. The motion was seconded by Commissioner Harper. **Motion passed 3–0**

H. NEW BUSINESS

Financial Manager Markel reported that the Hospital District rental agreement was scheduled for renewal and said the annual CPI increase for 2021 is 1.4% which, if accepted, would result in a \$223.94 increase and the total rental income for 2021 would be \$16,219.55.

Commissioner Lester asked if it was standard to implement the annual CPI increase. Financial Manager Markel responded that the board has implemented the CPI increase in previous years, but the contract with the Hospital District states that implementation of the annual CPI increase remains at the board's discretion.

MOTION: Commissioner Harper moved that the 1.4% CPI increase of the rental contract with the Hospital District be approved. The motion was seconded by Commissioner Newmen. **Motion passed 3–0**


Commissioner Newmen reported on the status of the emergency communications tower, indicating that the building permit has now been approved and the process is moving into the stage for public comment. In response to further questions about the tower, Commissioner Newmen indicated that they expected to receive approval to begin building the tower in April or May, and that it would be constructed in the NW corner of the existing parking lot.

Commissioner Lester further asked if all of the gear was to be donated to the Fire District, and Commissioner Newmen reported that PREP had received a FEMA grant for the construction of the tower and the necessary ancillary gear, on the condition that once constructed, ownership would be transferred to the Fire District, and would then be insured by the Fire District.

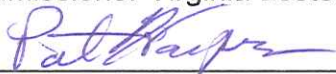
I. ADJOURNMENT

As there was no further business, Commissioner Lester 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 April 10th, 2021, at 4:00 pm.



Commissioner Virginia Lester



Commissioner Pat Harper



Commissioner Raye Newmen

Dated March 10, 2021

Attest: 

Recording Secretary Linda Hughes