

**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

November 10<sup>th</sup>, 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 4:02 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 October 14th, 2020

**MOTION:** Commissioner Newmen moved to approve the Minutes of the October 14th meeting as presented. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

C2. Approval of the Minutes of the Special Meeting, Budget Workshop of November 3rd, 2020

**MOTION:** Commissioner Newmen moved to approve the Minutes of the November 3rd Special Budget Workshop 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 \$23,034.88 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 \$20,017.83 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

### **D.4 Budget Update**

Financial Manager Markel reported that 30.98% of the budget remained as of the end of October, compared with the October 2019 amount remaining of 27.67%.

## **E. CORRESPONDENCE**

Chief Carleton reported that there was no correspondence to be reviewed at this meeting, but that he had received many supportive emails and other communications regarding his wife's health situation.

## **F. CHIEF'S REPORT**

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

Chief reported that he anticipated that approximately \$25,000 to \$30,000 worth of work is required on district apparatus.

Chief indicated that he was not certain about the status of the annual 24-hour Row-A-Thon, considering the border restrictions and cover prevention protocol that would be required for such an event.

Chief reported that former Fire District Commissioner Bill Meursing had recently become an accredited EMT basic level. He noted that Commissioner Meursing once was an ILS (intermediate level) but had let his accreditation lapse, but is now looking forward to participating in the district as an EMT for this community.

## **G. UNFINISHED BUSINESS - Adoption of the 2021 Budget**

The 2021 Budget was worked on during the Special Meeting of November 3rd and Chief Carleton asked Financial Manager Markel to review the levy increase to the Commissioners and public to open the discussion on completing the budget process.

Financial Manager Markel described the annual levy increase available to the district each year, loosely referred to as the 1% increase, which this year actually amounts to a .72536% increase, should the Commissioners approve taking the increase this year. She further noted that, as discussed in the workshop meeting, with that levy increase, the total projected revenue for 2021 is \$644,380.34.

Chief Carleton added that this total projected revenue does not include revenue generated from ambulance transport fees, burn permits or other potential miscellaneous revenue, and added that any additional revenue generated would simply added to the carry-over at the end of the year. Chief reported that the projected spending in the 2021 Budget amounts to \$621,121.00.

Commissioner Lester asked if the vehicle maintenance costs that had been reported earlier were anticipated to be expended as part of the 2020 budget and Chief Carleton indicated that yes, those costs would be incurred this year and accounted for in the 2020 budget.

**MOTION:** Commissioner Harper moved that Resolution 2020-02 to approve the 72536% increase in the tax levy be approved for 2021. The motion was seconded by Commissioner Newmen.

**Motion passed 3 - 0**

**MOTION:** Commissioner Newmen moved that Resolution 2020-03, adopting the 2021 budget attached as Exhibit A, and authorizing the County to collect and deposit the Point Roberts property tax revenue, estimated to be \$621,580.34 into the District's Expense Fund. The motion was seconded by Commissioner Harper. **Motion passed 3 - 0**

#### H. NEW BUSINESS

None.

#### 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 December 9th, 2020, at 4:00 pm.

  
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Commissioner Virginia Lester

  
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Commissioner Pat Harper

  
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Commissioner Raye Newmen

Dated November 10, 2020

Attest:   
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Recording Secretary Linda Hughes