

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
December 8th, 2021**

MINUTES

In Attendance via Zoom platform:

Commissioner Virginia Lester
Commissioner Pat Harper
Commissioner Raye Newmen
Chief Christopher Carleton

Absent:

Financial Manager Patty Markel

Also attending on Zoom:

District Secretary Linda Hughes

Guests:

several guests via online Zoom platform

A. CALL TO ORDER

The meeting was called to order at 4:01 p.m. by Commissioner Lester.

B. PUBLIC COMMENT

There were no comments from the public at this time.

C. BOARD ACTION

C.1. Approval of the Minutes of the Regular Meeting of November 10th, 2021

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. ELECTION OF OFFICERS

Commissioner Newmen nominated Commissioner Lester to continue holding the position of Chairperson. Commissioner Harper seconded the nomination and Commissioner Lester accepted the renewed appointment to Chairperson of the Board of Commissioners of WCFD5.

E. FINANCIAL MANAGER'S REPORT

E.1 Financial Report

Financial Manager Markel's financial report was read and submitted by Chief Carleton.

E.2 Approval of Fire District Vouchers

MOTION: Commissioner Harper moved to approve the Vouchers in the amount of \$23,191.05 for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

E.3 Approval of Fire District Payroll

MOTION: Commissioner Harper moved that payroll in the amount of \$16,400.70 be approved for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

E.4 Budget Update

On behalf of Financial Manager Markel, Chief Carleton reported that 19.12% of the budget remained at the end of November, compared with the November 2020 amount remaining of 24.25%. Chief noted that Financial Manager Markel would be seeking guidance for the placement of the year-end remaining funds from the 2021 budget, at the next meeting in January of 2022.

Chief Carleton gave an overview of the expenses over \$1,000, noting that the district's apparatus is an aging fleet and increased maintenance expenses are to be expected.

F. CORRESPONDENCE

Chief Carleton reported that there continues to be quite a lot of correspondence, almost entirely inquiries about covid testing and vaccines, along with some notes of thanks from members of the community.

G. CHIEF'S REPORT

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

Chief reported that Covid testing continues to be conducted on Wednesdays and Sundays, and with the moderate lifting of some restrictions at the Canadian Border, is considering a reduction in this service as the need may be diminishing.

Chief reported that new recruitment for members will commence in January.

H. UNFINISHED BUSINESS

None.

I. NEW BUSINESS

None

I. EXECUTIVE SESSION

At this time the Commissioners and Chief Carleton entered into an Executive session to discuss personnel matters, suspending this meeting at 4:16 pm with an ETA of 4:30 pm.

The Executive Session was completed and the meeting called to order at 4:32 pm.

Commissioner Lester advised that the Executive Session had been undertaken to discuss a potential raise in salary for the District Secretary, and that it had been approved.


MOTION: Commissioner Newmen moved to raise the salary of the District Secretary by \$3.00 per hour, to equate to \$200.00 per meeting, to be effective for the next meeting in January of 2022. Commissioner Harper seconded the Motion. **Motion passed 3-0**

Chief Carleton asked the District Secretary to contact Mr. Grubb of the All Point Bulletin to advise the action taken after the Executive Session.

J. 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 January 12th, 2022, at 4:00 pm.



Commissioner Virginia Lester



Commissioner Pat Harper

Commissioner Raye Newmen

Dated January 12, 2022

Attest: 

Recording Secretary Linda Hughes