

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

July 14th, 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 June 9th, 2021

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

D.2 Approval of Fire District Vouchers

Commissioner Lester inquired about the breakdown of expenses on the District credit card usually included in the financial report. Financial Manager Markel responded that there were no items charged to the card over \$1,000 this month.

MOTION: Commissioner Newmen moved to approve the Vouchers in the amount of \$30,668.03 for payment. The motion was seconded by Commissioner Lester. **Motion passed 3–0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Newmen moved that payroll in the amount of \$15,690.33 be approved for payment. The motion was seconded by Commissioner Lester. **Motion passed 3–0**

D.4 Budget Update

Financial Manager Markel reported that 55.79% of the budget remained at the end of June compared with the June 2020 amount remaining of 59%.

E. CORRESPONDENCE

Assistant Chief Shields reported that there was no correspondence to report on.

F. CHIEF'S REPORT

Chief Carleton's Chief Officer Report was presented and submitted by Assistant Chief Shields.

Assistant Chief Shields reported that a second day of Covid testing would begin this month.

Commissioner Lester added that the 2nd day for Covid testing has been added to help accommodate visitors and locals who would be returning to or entering Canada, and requiring a covid test to cross the border.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

Financial Manager Markel reported on one warrant that will need to be voided as it was payable to Overhead Door and that expense had already been paid using the District's credit card. The warrant to be cancelled is #01127879, payable to Overhead Door, in the amount of \$552.27.

MOTION: Commissioner Newmen moved to approve voiding warrant number 01127879 in the amount of \$552.27 payable to Overhead Door. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

Commissioner Lester proposed discussion of Chief Carleton's salary. Commissioner Newmen commented that he felt an Executive Session would be more appropriate for those discussions. It was agreed that a Special Meeting would be held, in which the Commissioners could then go into an Executive Session for that discussion and return to the meeting with their findings.


I. ADJOURNMENT

As there was no further business, Commissioner Newmen 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 August 11th, 2021, at 4:00 pm.



Commissioner Virginia Lester



Commissioner Pat Harper

Commissioner Raye Newmen

Dated August 11, 2021

Attest: 

Recording Secretary Linda Hughes