

***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**

**May 14<sup>th</sup>, 2021**

**MINUTES**

In Attendance via Zoom platform: Commissioner Virginia Lester  
Commissioner Pat Harper  
Commissioner Raye Newmen  
Chief Christopher Carleton  
Financial Manager Patty Markel

Also attending on Zoom: District Secretary Linda Hughes  
Assistant Chief John Shields

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 April 14th, 2021

**MOTION:** Commissioner Harper moved to approve the Minutes of the April 14th meeting as presented. The motion was seconded by Commissioner Newmen. **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 Newmen inquired about the claims payment of \$13,379.44 and Chief responded that he would itemize expenses in his report.

**MOTION:** Commissioner Newmen moved to approve the Vouchers in the amount of \$36,986.54 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 \$16,401.33 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

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

Financial Manager Markel reported that 73.57% of the budget remained at the end of April compared with the April 2020 amount remaining of 70.81%.

Commissioner Newmen said how remarkable that is considering all of the Covid-related expenses, the audit and the purchase of a new vehicle.

## **E. CORRESPONDENCE**

Chief Carleton reported that the District had received many emails of support and thanks for the vaccination program in its collaboration with the Clinic.

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

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

Covid vaccine distribution continues, with approximately another 50 recipients scheduled for the coming weekend. Chief Carleton noted that some people are receiving their 2nd doses elsewhere, which has freed up some of our scheduled doses to be available for others.

Chief reported that the intake process is coming up for new hires, after recently losing 6 members to full-time hiring in other communities. He reminds us that our small District is basically a "farm team" for larger fire departments.

Chief reported that Battalion 58, which is now the name of the newly purchased 2015 vehicle, is now in service. He noted that it was a particularly good deal for the District, saying that the light

and radio package on the vehicle are worth what we paid for the vehicle. He added that there are solar panels on the roof of the car that charge the inverter.

The previous Battalion 58, the Dodge pickup vehicle, will now be known as Brush 58. The wild land skid is on order and is expected to arrive in June. This will be a great addition to the District's fire fighting capabilities.

Chief reported that he was recently in Alabama, and received his Fire Instructor II and IFSAC. He will be heading back in August for Fire Instructor III. Washington State only offers up to Fire Instructor II and the Chief thanks the Commissioners for this opportunity.

Chief reported on a grass fire that occurred on a property located on Peltier drive, which had to be fought on two fronts. He noted that it was an illegal burn and that we were very fortunate there were no strong winds that day, as the flames were already reaching as high as 20' in the air.

Commissioner Harper commented that he hoped the Fire Marshall would come down hard on these types of infractions. Chief agreed that the fire was dangerous on many levels and completely unacceptable.

Chief itemized the credit card expenses.

#### **G. UNFINISHED BUSINESS**

None

#### **H. NEW BUSINESS**

Commissioner Lester inquired whether we have a plan to return to in-person meetings. Chief responded that he will check with legal counsel regarding the current regulations for public meetings.

Commissioner Lester attended a recent Hospital District meeting and was asked why there are no painted lines in the parking lot. Chief responded that the lines are very faded, having last been done in 2014-2015 when the lot was resurfaced and line-painted. He noted that line painting is approximately a \$12,000 expenses but he would look into it further. He added that it should be kept in mind that the entire parking lot needs to be resurfaced again as the asphalt has become uneven and even has some sinkholes. He believes that job would cost approximately \$100,000, and suggests that we plan accordingly for that upcoming necessity. He added that he would speak to Assistant Chief Shields about potentially spray painting some lines as a stop-gap measure.

**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 June 9th, 2021, 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

June 9, 2021

Attest:

  
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Recording Secretary Linda Hughes