

***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  
November 10<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

Guests: several guests via online Zoom platform

**A. CALL TO ORDER**

The meeting was called to order at 4:07 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 October 13th, 2021**

**MOTION:** Commissioner Harper moved to approve the Minutes of the October 13th meeting as presented. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

**C.2. Approval of the Minutes of the Special Meeting of October 26th, 2021**

**MOTION:** Commissioner Harper moved to approve the Minutes of the October 13th 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

**MOTION:** Commissioner Newmen moved to approve the Vouchers in the amount of \$24,394.39 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 \$14,676.20 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

### D.4 Budget Update

Financial Manager Markel reported that 25.66% of the budget remained at the end of October, compared with the October 2020 amount remaining of 30.98%.

### D.5 Cancellation of Warrants

Financial Manager Markel identified three warrants that she requested be cancelled. All were payable to the same individual, Christian Craig, and all require cancellation due to being stale-dated, over 180 days. She also noted that the total amount of the three vouchers would be re-issued to the Vendor in one warrant for \$39.00.

**MOTION:** Commissioner Newmen moved to approve the cancellation of warrant #01121575 dated February 16, 2021 in the amount of \$13.00, warrant #01120709 dated January 26, 2021 in the amount of \$13.00, and warrant #01118859 dated December 15, 2020 in the amount of \$13.00, and to re-issue one warrant to the vendor Christian Craig in the amount of \$39.00. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

## E. CORRESPONDENCE

Chief Carleton reported that there was quite a lot of correspondence this month, almost entirely inquiries about covid testing and vaccines. Additionally, there were several thank you notes from members of the community. He indicated that the district also received a number of thank you emails from members of the community for those efforts.

At this time, Chief Carleton requested that the Executive Session be moved to the end of the Agenda to accommodate guests who may not wish to wait for the end of the meeting to hear other fire district business scheduled for later in the meeting. All Commissioners agreed to this change.

## **F. 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 influx of visitors to Point Roberts this week, 170 tests were conducted earlier today. He indicated that the start time for these events may have to be changed to accommodate the increase in numbers of tests administered.

Chief announced that 300 people were expected for this Sunday's vaccination event.

Chief reported that three of the district vehicles would be going in for regular maintenance, E58, E5802, and E5803.

Chief reported that October was a particularly busy month, with 35 calls.

Chief asked the guests if there were any questions at this time.

Pat Grubb asked if Canadians are permitted to attend our vaccination events; what the cost of those vaccinations are, and which vaccinations are scheduled to be administered.

Chief replied that Moderna and J&J vaccinations will be administered, both in the full dose for those who need either their first or second shot, and a half-dose for those receiving a booster shot.

Chief added that there is no cost to anyone receiving a covid vaccination, although it is possible that the clinic might invoice an administrative fee.

Mr. Grubb replied that he had contact the clinic, and Barb Wayland had confirmed with Dr. Sean that the clinic did not intend to invoice an administrative fee.

Chief reiterated the importance of consistent messaging to the public about potential fees associated with covid testing and vaccinations, saying that anyone who receives an invoice to please contact the biller and ask them to forward it to the State for payment. He reiterated that the State had committed to covering the costs of these invoices for uninsured people until the end of the year, and perhaps some time after that as well.

Mr. Grubb asked Chief Carleton if he had a specific contact at the Department of Health, and Chief noted that he would forward that information to Mr. Grubb.

Mr. Grubb continued that there are a number of people who are confused by the term "free."

Chief responded that a US news ticker earlier today seemed to indicate that the US government intends to pay for all testing until the FEMA covid funding is exhausted.

Chief also reported that despite all efforts to widely communicate the parameters of our covid testing and vaccination events, the information simply does not reach the whole public. He noted that there were several walk-ins today asking for a covid test outside of the scheduled hours.

Mr. Grubb asked how many of the 170 tests conducted today were Canadians. Chief responded that approximately 95% of the tests were administered to Canadians.



Bill Zidel asked the Chief, in follow up to an email sent earlier, how a person without online capabilities could receive information on the upcoming vaccination events. He was specifically asking for one woman who received her first dose of the vaccine from WC5 in her own home. Chief asked Mr. Zidel to re-submit that information to him next week for attention.

Mr. Zidel asked if Pfizer vaccinations would be available at the next scheduled event of November 21st.

Chief replied that he did not intend to procure the Pfizer vaccination for boosters until January 2022 because the majority of our local Pfizer recipients will be eligible for a booster at that time. He recommended that anyone who would like a Pfizer booster before January to attend at the Ferndale pharmacy.

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

Chief Carleton shared a screen with the proposed 2022 budget, and reviewed it, line by line, beginning with a description of the 1% levy increase to the budgeted income for the year.

He reviewed anticipated increases in expenses in the budget that had not earlier been reviewed, but said he was confident those increases would be absorbed by the division within which he expected those increased expenses.

Chief asked if there were any questions on the budget. There were none.

**MOTION:** Commissioner Newmen moved to approve the 2022 budget as presented. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

**MOTION:** Commissioner Newmen moved to approve Resolution 2021-02, certifying and adopting the levy. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

**MOTION:** Commissioner Harper moved to approve Resolution 2021-03, certifying and accepting the 2022 budget. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

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

None

#### **I. EXECUTIVE SESSION**

At this time the Commissioners and Chief Carleton entered into an Executive session to discuss personnel matters.

The Executive Session was completed and the meeting re-opened at 3:56 pm.

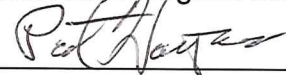
**J. ADJOURNMENT**

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 December 8th, 2021, at 4:00 pm.



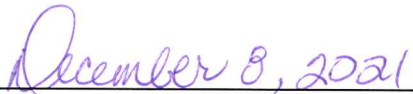
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Commissioner Virginia Lester



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Commissioner Pat Harper

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Commissioner Raye Newmen

Dated



Attest:



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Recording Secretary Linda Hughes