

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

September 8th, 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 4:03 p.m. by Commissioner Lester.

B. PUBLIC COMMENT

There were no comments from the public at this time.

C. NEW BUSINESS

Chair Virginia Lester indicated that we would bring the New Business item of insurance renewal to the beginning of the meeting, to allow Tony Kelley to make his presentation without the need to wait.

Tony Kelley thanked the Commissioners for the opportunity to speak to them today, and for the continued business with his company.

He presented the proposed insurance policy for the upcoming year, noting that the insurance was conditionally renewed on September 1st, but changes were still going to be possible, if needed.

He began reviewing the coverage included on the policy, including valuations of the fire station, the vehicles and other assets of the District. The current policy as presented bears the premium of \$33,058.00 and includes \$3,939,881 coverage of district property, plus incident and general liability insurance. This premium represents a \$3,344 increase over the premium of last year's policy. This increase is a result of the increase in valuation of the district assets, as well as inflation.

\$244.00 of that premium cost represents terrorism coverage. Tony explained to the Commissioners that they may reject that particular coverage, as the State of Washington already covers terrorism by fire.

Chief Carleton asked for clarification of the stop gap employees liability clause and Tony explained that it provides \$1 million coverage from lawsuits from spouses/partners of members injured on the job. That particular cost is embedded in the coverage and Tony will find out the breakdown of that portion of the premium.

MOTION: Commissioner Newmen moved to accept the insurance policy as presented by Tony Kelley. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

D. BOARD ACTION

D.1. Approval of the Minutes of the Regular Meeting of August 11th, 2021

MOTION: Commissioner Newmen moved to approve the Minutes of the August 11th meeting as presented. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

E. FINANCIAL MANAGER'S REPORT

E.1 Financial Report

Financial Manager Markel presented the financial report as submitted.

E.2 Approval of Fire District Vouchers

MOTION: Commissioner Harper moved to approve the Vouchers in the amount of \$58,229.17 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 \$16,490.70 be approved for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

E.4 Budget Update

Financial Manager Markel reported that 42.94% of the budget remained at the end of August, compared with the August 2020 amount remaining of 48.62%.

Chief commented that once the insurance premium clears, a deeper decrease in budget remaining will be evident.

Commissioner Harper inquired whether the District might be able to recoup some of the costs associated with Covid. Chief responded that some of the PPE was provided, but so far no funding relief has become available for the costs incurred by the District due to Covid. This is unfortunate, he notes, because our testing needs are far greater than other Fire Districts have endured.

F. CORRESPONDENCE

Chief Carleton reported that there was some correspondence this month, almost entirely with inquiries about Covid testing and vaccines.

Chief reported that the next vaccine event is scheduled for September 19th and there are approximately 40 doses of Pfizer available for first or second shots only. Booster shots have not yet been approved.

Commissioner Lester asked if it might be helpful to put up “testing” and “vaccine” notices at the Marketplace. Chief said he would look into it and make up a sign for that purpose. Commissioner Lester offered to post the sign.

G. CHIEF’S REPORT

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

Chief reported that the Open House was great fun, albeit not attended as well as previous open house events before the Covid border closure.

Chief indicated that the September 11th memorial ride to Peace Arch was on again this year, after the event was cancelled last year in the midst of Covid. Chief also reported that he had purchased some 9/11 memorial coins to give to certain members for their valuable contributions to the District.

Commissioner Lester congratulated Chief Carleton on his recent course results and very good grades obtained at it, being as he successfully attained 100% on all of the course projects.

Chief Carleton thanked Commissioner Lester, saying that he was grateful for the opportunity and looked forward to sharing the knowledge and experience to teach Fire Academy.

Commissioner Lester remarked that this community is richer with you and your leadership.

H. UNFINISHED BUSINESS

None

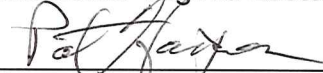
I. ADJOURNMENT

As there was no further business, Commissioner Lester 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 October 13th, 2021, at 4:00 pm.



Commissioner Virginia Lester



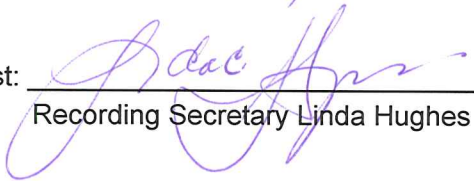
Commissioner Pat Harper

Commissioner Raye Newmen

Dated

October 13, 2021

Attest:



Recording Secretary Linda Hughes