

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
April 13th, 2022**

MINUTES

In Attendance via Zoom platform:

Commissioner Virginia Lester
Commissioner Pat Harper
Commissioner Norm Katz
Chief Christopher Carleton

Absent:

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

C.1. Approval of the Minutes of the Regular Meeting of March 9th, 2021

MOTION: Commissioner Harper moved to approve the Minutes of the March 9th meeting as presented. The motion was seconded by Commissioner Katz. **Motion passed 3-0**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Chief Carleton presented the financial report as submitted by Financial Manager Markel.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Harper moved to approve the Vouchers in the amount of \$19,400.28 for payment. The motion was seconded by Commissioner Katz. **Motion passed 3-0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Harper moved that payroll in the amount of \$16,532.21 be approved for payment. The motion was seconded by Commissioner Katz **Motion passed 3-0**

D.4 Budget Update

Chief Carleton reported that 77.25% of the budget remained at the end of March, compared with the March 2021 amount remaining of 81.12%. Chief noted that costs are up significantly due to inflation and cited the fuel expense as one example.

Commissioner Lester asked if Chief knew approximately how much had been spent in Covid-related expenses. Chief replied that without the exact amount, he knew it was over \$50,000.00. Chief continued by saying that he has made application for reimbursement of those expenses, which is currently in the final review stage, and he added that there are a few outstanding invoices to be submitted on that claim for reimbursement.

E. CORRESPONDENCE

Chief Carleton reported receiving notes of thanks from members of the community. Commissioner Lester added that occasionally goodies are also dropped off to thank the Covid testing/vaccination volunteers.

F. CHIEF'S REPORT

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

Chief reported that 7 new hire members have joined the District. He noted that the APB will be doing a spread on the District and new volunteers in the May issue. Chief added that he anticipates bringing on another 5 new hires to help with the weekend duties.

Chief reported that the District will be holding the next vaccination event on May 15th.

Chief discussed the upcoming scheduled maintenance for each of the apparatus, adding that the fleet is aging and it should be expected that even regular maintenance costs will increase.

Chief itemized the various calls attended in the month of March. Commissioner Harper asked for the definition of a "water event." Chief replied that term references broken pipes.

Chief noted that he expects a high increase in summer visitors this year, now that Covid restrictions are being somewhat lifted at the Canadian border, and with those returning visitors he is also expecting an increase in outdoor burning. He also anticipates there will be a full bun ban in effect by July or August. As it happens, Chief reported that he saw a fire in progress on his way to this meeting, and will be attending to it afterwards to discuss it with the person on-site, as he thought he noticed construction debris being added to the fire.

G. UNFINISHED BUSINESS

Commissioner Lester formally welcomed Commissioner Norm Katz to the Board of Commissioners.

H. NEW BUSINESS

None

I. ADJOURNMENT

As there was no further business, Commissioner Lester moved to adjourn the meeting. Commissioner Katz seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be May 11th, 2022, at 4:00 pm.



Commissioner Virginia Lester



Commissioner Pat Harper



Commissioner Norm Katz

Dated May 11, 2022

Attest: 
Recording Secretary Linda Hughes