

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
August 10th, 2022**

MINUTES

In Attendance: Commissioner Virginia Lester
Commissioner Pat Harper
Commissioner Norm Katz
Assistant Chief John Shields
District Secretary Linda Hughes

Also attending on Zoom: Financial Manager Patty Markel

Guests: Tony Kelley, Kelley Insurance
other 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 July 13th, 2022

MOTION: Commissioner Katz moved to approve the Minutes of the July 13th 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

MOTION: Commissioner Harper moved to approve the Vouchers in the amount of \$25,105.99 for payment. The motion was seconded by Commissioner Katz. **Motion passed 3-0**

(Later in this meeting, a correction was revealed as necessary and a new Motion regarding the warrants tabled and passed)

D.3 Approval of Fire District Payroll

MOTION: Commissioner Harper moved that payroll in the amount of \$18,103.21 be approved for payment. The motion was seconded by Commissioner Katz. **Motion passed 3-0**

D.4 Budget Update

Financial Manager Markel reported that 51.01% of the budget remained at the end of July, compared with the July 2021 amount remaining of 49.90%.

E. CORRESPONDENCE

Assistant Chief Shields reported no correspondence at this time.

F. CHIEF'S REPORT

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

Commissioner Lester asked if the high number of calls had broken some kind of record. Assistant Chief Shields said that it had.

Commissioner Katz asked about the water rescue referred to in the Chief's report and Assistant Chief Shields responded that the District assisted the Coast Guard with a boat rescue.

Assistant Chief Shields added that there was also 1 automobile engine fire during the 4th of July parade which was attended.

Commissioner Harper asked if we have the total number of Covid vaccines and tests administered. Commissioner Lester indicated that the Fire District doesn't keep that information, but that the Clinic does.

G. UNFINISHED BUSINESS

There was no unfinished business to discuss at this time.

H. NEW BUSINESS

Tony Kelley reported on his firm's efforts on renewal of the District 5 insurance policy. He noted that in earlier conversations with Chief Carleton, he had reported an increase in premiums of the current insurance policy of \$6,397.00, in part due to property value increases (and increases in replacement costs) due to inflation, and also that WCFD5 was at a premium threshold due to claims.

Mr. Kelley indicated that his firm had put out bids to other insurance agencies and was continuing to source the best insurance coverage for the lowest premium cost. He reported that he was still awaiting quotes and it may be in the District's best interest to review those options in September.

Commissioner Lester expressed concern that the current insurance policy expires on September 1st, and Mr. Kelley assured the Commissioners that the District has a continuous coverage policy that would continue "until cancelled" with the Emergency Services Insurance Provider (ESIP).

Commissioner Lester thanked Mr. Kelley for taking care of the District for so long, noting that this year's insurance premium increase is large, but understandable. She noted that the District's income is limited and that a continued search for less costly insurance was prudent.

Assistant Chief Shields noted that a Special Meeting could be called to discuss insurance options if something should come available. Commissioner Lester agreed but wanted the Special Meeting scheduled now so that all parties could be available and prepared for the meeting. A Special Meeting to discuss the District's insurance coverage was scheduled for August 24th, at 4:00 pm.

At this time, Financial Manager Markel noted that a correction was needed to this month's voucher total, due to a spreadsheet calculation error. The new voucher total is \$25,503.99, an increase of \$398.00, which had not been included in the cell range calculation.

MOTION: Commissioner Katz moved to approve the Vouchers in the amount of \$25,503.99 for payment. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

I. EXECUTIVE SESSION

Commissioner Lester called for an Executive Session, to last approximately 30 minutes, for the purpose of discussing the salary of Chief Carleton.

The meeting was re-called to order at 4:39 p.m. by Commissioner Lester, who reported that during the Executive Session, it had been unanimously decided to raise Chief Carleton's annual salary by 3%, effective August 1st, 2022.

MOTION: Commissioner Harper moved to increase in Chief Carleton's salary by 3%, effective August 1, 2022. The motion was seconded by Commissioner Katz. **Motion passed 3-0**

J. ADJOURNMENT

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

A Special Meeting of the Board of Commissioners is scheduled for August 24th, 2022, at 4:00 pm, to discuss the insurance policy options of the District.

The next Regular Meeting of the Board of Commissioners will be September 14th, 2022, at 4:00 pm.



Commissioner Virginia Lester




Commissioner Pat Harper



Commissioner Norm Katz

Dated Sept. 14 / 22

Attest: 

Recording Secretary Linda Hughes