

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

December 14th, 2022

MINUTES

In Attendance:

Commissioner Virginia Lester
Commissioner Norm Katz
Commissioner Pat Harper
Chief Christopher Carleton
Financial Manager Patty Markel

Absent:

District Secretary Linda Hughes
Minutes prepared from audio/video recording

Guests:

Assistant Chief John Shields
Bill Zidel
Pat Grubb

A. CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Commissioner Lester.

B. PUBLIC COMMENT

None at this time.

C. BOARD ACTION

C.1. Approval of the Minutes of the Regular Meeting of November 9th, 2022

MOTION: Commissioner Harper moved to approve the Minutes of the November 9th meeting as presented. The motion was seconded by Commissioner Katz. **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 \$60,913.73 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 \$18,224.46 be approved for payment. The motion was seconded by Commissioner Katz. **Motion passed 3 – 0**

D.4 Budget Update

Financial Manager Markel reported that 13.59% of the budget remained at the end of November, compared with the November 2021 amount remaining in the budget of 19.12%.

E. CORRESPONDENCE

Chief Carleton reported having received a few more emails thanking the District for the CPR training.

F. CHIEF'S REPORT

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

Chief noted that it has already been a record year for calls, adding that 71 calls had been received in November alone; the most ever in one month. He reported that the District has received 459 calls to date this year, adding that pre-Covid time period the District received approximately 300 calls per year.

G. UNFINISHED BUSINESS

Chief Carleton updated the Commissioners on the status of various grant applications he would be working on for submittal in the new year, including an AFG grant for an ambulance (approximately \$150,000.00), another for updated radio equipment (approximately \$400,000.00), and potentially one to the Colton Foundation for extraction equipment, and looking for an opportunity to apply for a grant for training command positions.

Chief clarified that the 13.5% remaining in the budget goes to November 30th and that December expenses are part of the 2023 budget.

H. NEW BUSINESS

No new business discussed at this time.

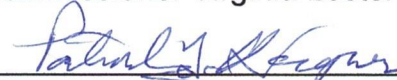
I. ADJOURNMENT

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

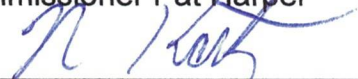
The next Regular Meeting of the Board of Commissioners will be January 11th, 2023, at 4:00 pm.



Commissioner Virginia Lester

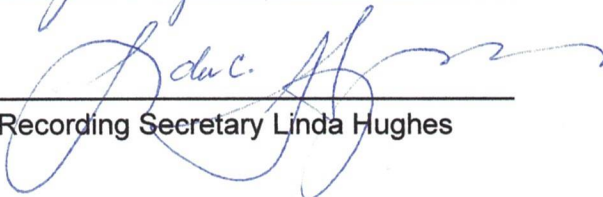


Commissioner Pat Harper



Commissioner Norm Katz

Dated January 11 / 22

Attest: 
Recording Secretary Linda Hughes