

# 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  
July 13<sup>th</sup>, 2022

### MINUTES

In Attendance via Zoom platform:

Commissioner Virginia Lester  
Commissioner Pat Harper  
Commissioner Norm Katz  
Chief Christopher Carleton  
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 June 8th, 2022

**MOTION:** Commissioner Katz moved to approve the Minutes of the June 18th 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.

Commissioner Lester asked if there were any questions about the financials. There were none at this time, however she noted that fuel prices have increased significantly, \$537.00 more than last month.

#### D.2 Approval of Fire District Vouchers

**MOTION:** Commissioner Harper moved to approve the Vouchers in the amount of \$26,209.36 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 \$16,246.21 be approved for payment. The motion was seconded by Commissioner Katz. **Motion passed 3-0**

Financial Manager Markel requested approval of a correction to the June payroll total of \$18,280.21. One check in the amount of \$1,683.00 had been included in the listed details, but that amount had not been carried forward to the total payroll amount for June.

**MOTION:** Commissioner Katz moved that payroll total in June be amended to reflect the correct total of \$18,280.21. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

#### D.4 Budget Update

Financial Manager Markel reported that 57.94% of the budget remained at the end of June, compared with the June 2021 amount remaining of 55.79%.

### E. CORRESPONDENCE

Chief Carleton reported that the correspondence consisted mainly of thank you notes for the Volunteer Recognition event that was hosted in June.

### F. CHIEF'S REPORT

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

Chief reported that he has received over 100 emails and calls about the upcoming vaccination event on July 31st. Pfizer and Moderna vaccines will be offered at that event.

Chief reiterated his plans to host CPR training courses over the summer, with the first one to be held on July 24th, at 1:00 pm at the Fire Hall. He expects approximately 200 to 250 participants to enroll.

Chief noted that this year's Open House will be held on August 20th, and that the Annual Golf Tournament for the members will be held on August 27th.

Chief confirmed that Tony Kelley will review the District insurance policy and renewal at the August regular meeting. Chief expects a significant increase in premiums this year, approximately \$5,000 to \$6,000 but Tony Kelley is researching potential insurance providers for comparison with the insurance we have with McNeil & Co.

Commissioner Lester asked the Chief how so many participants to the CPR courses will be handled? He responded that there are two other instructors besides himself, as well as some

video training. If the weather is nice, they plan to host the events outdoors, but also feels that the training room will be sufficient to hold it indoors if the weather doesn't cooperate.

**G. UNFINISHED BUSINESS**

Commissioner Lester noted that it was earlier decided to return to in-person meetings in August, but several new Covid cases have recently been reported. She asked Chief Carleton if he was concerned about that. He responded that he is not, saying that although there has been an uptick in cases recently, it does not rise to the level of an outbreak. In the last 3 to 4 weeks, only a couple of people have tested positive, and he has no concern about returning to in-person meetings. Those who are not comfortable attending, or who do not feel well enough to attend, will still have the Zoom online option to participate.

Chief reported that PCR testing is now only held on Sundays, from 10:00 am to 11:00 am.

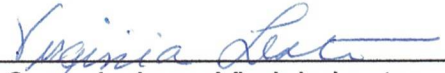
**H. NEW BUSINESS**


Commissioner Lester reminded Chief Carleton that he was going to speak to the district's attorney to determine whether the district could pay the new E-Post private business for the continued service of posting our meeting notices and other announcements. Chief thinks that now that E-post is no longer a non-profit organization, that the district should be able to pay for that service, but he will confirm that with attorney Snure.

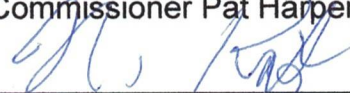
**I. ADJOURNMENT**

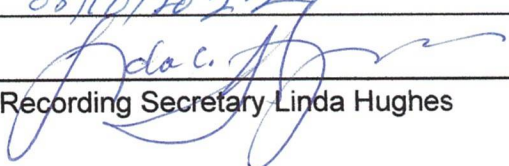
As there was no further business, Commissioner Harper moved to adjourn the meeting. Commissioner Katz seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be August 10th, 2022, at 4:00 pm.

  
\_\_\_\_\_  
Commissioner Virginia Lester

  
\_\_\_\_\_  
Commissioner Pat Harper

  
\_\_\_\_\_  
Commissioner Norm Katz

Dated 08/10/2022  
Attest:   
Recording Secretary Linda Hughes