

# 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  
June 8<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 4:03 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 May 11th, 2022

**MOTION:** Commissioner Katz moved to approve the Minutes of the May 11th 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 inquired about the expense to LN Curtis & Sons in the amount of \$1,380.15. Financial Manager Markel confirmed the expense was for routine annual service of the breathing air compressor.

Commissioner Lester inquired about the expense to Tower Rental in the amount of \$5,731.45, asking if that was an annual expense. Financial Manager Markel confirmed that it is.

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

**MOTION:** Commissioner Harper moved to approve the Vouchers in the amount of \$23,748.07 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 \$16,597.21 be approved for payment. The motion was seconded by Commissioner Katz. **Motion passed 3–0**

#### D.4 Budget Update

Financial Manager Markel reported that 64.80% of the budget remained at the end of May, compared with the May 2021 amount remaining of 64.91%.

### E. CORRESPONDENCE

Assistant Chief Shields reported that there was no correspondence to share. Chief Carleton attended the meeting without access to audio, and contributed via Zoom Chat where necessary.

### F. CHIEF'S REPORT

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

Assistant Chief reported that the next vaccination event will be held on June 26th.

Assistant Chief confirmed ongoing plans for a series of CPR training courses over the summer, with a goal of getting 200 people certified in CPR and choking response.

Assistant Chief reported on a community-wide Volunteer Appreciation event to be held on June 25th. This event is to honor all local volunteers, and the volunteer firefighters will be participating in the festivities.

Assistant Fire Chief reported on the number and type of calls that were attended to last month. Commissioner Katz inquired what the definition of a "wrong address call" was. Assistant Chief responded that our District had been called out to a Benson Road address in Blaine Washington.

Commissioner Lester asked the Assistant Chief when the planned CPR courses are to take place, and Assistant Chief said he was not aware if the dates had been decided upon as yet. Commissioner Lester asked if the training sessions will be advertised, and Assistant Chief confirmed they would be.

### G. UNFINISHED BUSINESS

None at this time.

**H. NEW BUSINESS**

**H.1 Possible return to in-person meetings at fire station**

Commissioner Lester opened the topic for discussion, noting that we continue to see ongoing reports of new Covid cases in Point Roberts.

Commissioner Katz said he feels the Zoom platform meetings are working well and should be continued.

Commissioner Harper said that he does not mind the Zoom meetings, but is looking forward to a return to in-person meetings, with the Zoom platform continued as well.

Chief Carleton texted into the meeting that the combination of in-person with the continuation of the Zoom platform will become the normal for meetings going forward. It is a helpful way for members of the community to attend at their convenience.

**MOTION:** Commissioner Harper moved that Commissioners return to in-person meetings for the August 2022 meeting, unless a surge in Covid cases deems it unsafe to do so. The motion was seconded by Commissioner Lester. **Motion passed 3-0**

Secretary Hughes reported that notices of the fire district meetings have long been posted on a local news distribution service called PAWS-Interface, and paid for by donation. PAWS-Interface has recently divested the organization from that service, and it is now owned by a private LLC, which has reported that after expenses, all proceeds will be donated to local charities. The annual cost to the Fire District to continue the service will be \$100 for unlimited posts. The Commissioners and Chief Carleton (by chat feature) discussed how the District can continue to utilize that service. To date, Chief Carleton has been making the donations directly from personal funds. He will review with the district's attorney whether that cost could be paid to the new LLC with proper invoicing, but in the interim he intends to continue to pay for it directly.

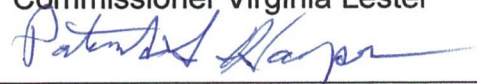
**I. ADJOURNMENT**

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

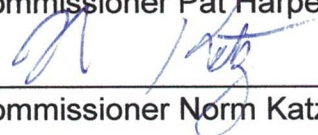
The next Regular Meeting of the Board of Commissioners will be July 13th, 2022, at 4:00 pm.



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Commissioner Virginia Lester

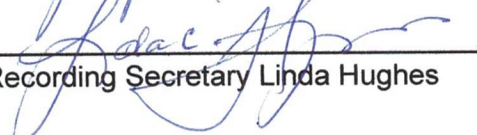


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Commissioner Pat Harper



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Commissioner Norm Katz

Dated July 13 / 22

Attest:   
Recording Secretary Linda Hughes