

# ***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**

**May 11<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 4:01 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 April 13th, 2021

**MOTION:** Commissioner Katz moved to approve the Minutes of the April 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.

Commissioner Lester inquired about the expense to Katz Consulting. Chief responded that this expense was for new jackets purchased for the members. Commissioner Katz has no connection to Katz Consulting.

Chief added that the expense to Rescue Hub is for a new training tracking platform that is being tested. The system would merge the data from four other systems currently being used, and if suitable would keep track of training calendars, firefighter assignments, classes and other important data, all on one platform.

### D.2 Approval of Fire District Vouchers

**MOTION:** Commissioner Harper moved to approve the Vouchers in the amount of \$24,168.28 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 \$16,436.21 be approved for payment. The motion was seconded by Commissioner Katz **Motion passed 3-0**

### D.4 Budget Update

Financial Manager Markel reported that 71.37% of the budget remained at the end of April, compared with the April 2021 amount remaining of 73.57%. Chief added he is continuing to keep an eye on fuel expenses in an effort to stay on budget, but driver training must continue.

## E. CORRESPONDENCE

Chief Carleton reported receiving several inquiries regarding the ongoing vaccination and covid testing events.

## F. CHIEF'S REPORT

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

Chief reported that the next vaccination event will be held on May 15th, which will administer the Moderna and Pfizer vaccinations. There will be no J&J vaccinations available at this time due to current FDA guidance.

Chief Carleton announced that he intends for the District to host a series of CPR training courses over the summer, with a goal of getting 200 people certified in CPR and choking response.

Chief reported that there will be another member intake campaign this summer, noting that another four members have recently left our District and joined the Surrey Fire Department. He added that, of the 16 new hires the Surrey Department brought on, four were chosen from Point Roberts, which is high recognition of the quality of our training academy.

Chief anticipates a busy outdoor burning season this year. He asks the community to please call in outdoor burning that might need to be checked on. His members would welcome the opportunity to ensure the fire is safe and appropriately permitted. Chief reiterated his expectation that a full burn ban will likely be implemented this summer, perhaps even before the 4th of July weekend.

The District now has 130 carbon monoxide detectors to give out to the public and will be announcing that information in the upcoming Fireside Chat article that he is in the process of writing. The detectors cost approximately \$3000, some of which was provided by private donation and \$1,500 of which came from the District. Secretary Hughes thanked the Chief for honoring Gail and Murray Church in this compassionate way.

There are also approximately 300 boxes of rapid covid tests to be given out upon request at upcoming covid vaccination and testing events.

## **G. UNFINISHED BUSINESS**

Chief is really looking forward to a busy summer season, hoping for the return of the many long-absent friends and family members who have been unable to visit the Point during the time of the pandemic. He is looking forward to the resurgence of our small economy, hoping that many visitors will frequent local businesses.

## **H. NEW BUSINESS**

Secretary Hughes reported that she had recently learned from one local resident who had cleared away 840 lbs of green waste (dry tinder) from his property, as a direct result of the recent wildland fire assessment completed by the Department of Natural Resources in Point Roberts. Wildland fires are a great concern to this district as there is a high percentage of forest coverage and a lot of dry tinder everywhere, including around homes, in gardens and in the forest. Linda also reported that this same person asked for his message to be passed on to the Commissioners that he strongly feels a smoking ban in public parks is essential for the prevention of wildfire, and suggested that a good start might be to erect reminder signs in the park.

Chief responded that smoking bans in parks are very difficult to police and enforce, but that he too would like to take every precaution to avoid wildfire. He recalled a time when the members were out cleaning roadside litter and he found a cigarette butt resting on a half-burned leaf. Only luck and high humidity of that particular season stopped that fire. Chief will re-visit this with Park officials.

Chief is also still in discussion with Whatcom County Parks about a possible collaboration with the Fire District to burn the slash piles in the park, while awaiting the Park's decision on whether they might choose to chip the landscaping piles instead, which would be safer.

**I. ADJOURNMENT**

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

The next Regular Meeting of the Board of Commissioners will be June 8th, 2022, at 4:00 pm.



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Commissioner Virginia Lester

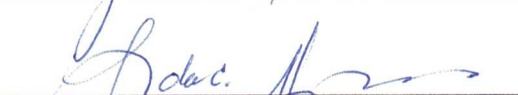


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Commissioner Pat Harper



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Commissioner Norm Katz

Dated June 8 / 22

Attest: 

Recording Secretary Linda Hughes