

# **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  
January 12<sup>th</sup>, 2022**

### **MINUTES**

In Attendance via Zoom platform:

Commissioner Virginia Lester  
Commissioner Pat Harper  
Commissioner Raye Newmen  
Chief Christopher Carleton  
Financial Manager Patty Markel

Also attending on Zoom:

District Secretary Linda Hughes

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 December 8th, 2021**

**MOTION:** Commissioner Newmen moved to approve the Minutes of the December 8th 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 \$36,269.42 for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

### D.3 Approval of Fire District Payroll

**MOTION:** Commissioner Harper moved that payroll in the amount of \$19,913.21 be approved for payment. The motion was seconded by Commissioner Newmen. **Motion passed 3-0**

### D.4 Budget Update

Financial Manager Markel reported that 12.53% of the budget remained at the end of December, compared with the December 2020 amount remaining of 14.49%. Financial Manager Markel reported that Whatcom County has not yet completed their year-end, but expects they will complete it mid-January, and that she should have the final carry-over amount for investment identified in time for the February 2022 meeting.

Chief Carleton indicated that he will be getting together with Financial Manager Markel to review the year-end.

## E. CORRESPONDENCE

Chief Carleton reported that there were a number of Christmas cards received in December, and there continues to be quite a lot of inquiries about covid testing and vaccines, along with some notes of thanks from members of the community.

## F. CHIEF'S REPORT

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

Chief reported that Covid testing continues to be conducted on Wednesdays and Sundays, and he is planning to offer the Pfizer vaccine in January. Chief noted that protocols for vaccinating children under the age of 12 are being investigated, and he intends to review those protocols with his team to determine whether those specialized vaccination clinics should continue.

Chief noted that his Tahoe is currently out of service, explaining that the front differential unexpectedly went out and those repairs are expected to be in the range of \$3,200. He also mentioned that E58 is back from its annual maintenance appointment.

Chief is planning to send 2 members for EMT training in February, and perhaps also 1 AEMT.

Chief reported that a \$5,000 donation has been pledged to the District, toward the purchase of carbon monoxide detectors to give to local families, in the wake of the tragic local deaths of two

people whose new home did not have the life-saving device. He reported that these mid-range devices cost approximately \$30 to \$40, so this pledge would cover the purchase of over 100 of them.

Commissioner Newmen said that he was delighted to hear that Chief was looking into providing carbon monoxide detectors to members of our community. Commissioner Newmen also asked whether it was a good time to consider replacing the Tahoe vehicle. Chief replied that he was planning to look into a replacement vehicle for the Tahoe after the milestone of 150,000 miles, which he feels will likely be reached 2023.

Chief reported that the County is implementing new guidance on construction fees, which will be needed for future budgeting and the Capital Facilities plan. He continued by saying that the current Capital Facilities plan projects going into a deficit position in 2028, barring any surprises. He feels that it may be time to review the plan, which was adopted in 2018, and he feels could need some changes by 2023. Chief asked for the Capital Facilities plan to be added to the Agenda for the February meeting, in order to begin the process of reviewing it.

## **G. UNFINISHED BUSINESS**

None.

## **H. NEW BUSINESS**

At this time Commissioner Lester acknowledged Commissioner Newmen for his service to the Fire District, as he will be leaving Point Roberts and resigning from the board, effective January 31, 2022. Commissioner Newmen replied that it has been an honor and a privilege to serve the community in this position.

Pat Grubb asked Chief Carleton about the membership drive that was indicated at the previous meeting. Chief replied that it should have commenced this month, and noted that he would check with the Captains to see how it is going.

Pat Grubb asked about the gender ratio of the current members. Chief replied that of the current 43 members, 4 are female and the balance are male. He noted that gender is not a consideration for acceptance into the district, but that the best possible candidates are chosen based on results of CPAT testing (Candidate Physical Agility Test) which is the industry standard.

Pat Grubb asked what the ratio is between Fire and EMS calls for the year. Chief replied that he feels it is about 50/50 but he will look into that to determine a more accurate ratio.

I. **ADJOURNMENT**

As there was no further business, Commissioner Newmen 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 February 9th, 2022, at 4:00 pm.



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Commissioner Virginia Lester



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Commissioner Pat Harper

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Commissioner Raye Newmen

Dated February 9, 2022

Attest:  \_\_\_\_\_

Recording Secretary Linda Hughes