

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
November 9th, 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
Mary Acosta
Erin Kelly
Pat Grubb

A. CALL TO ORDER

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

B. PUBLIC COMMENT

Bill Zidel asked where to direct his questions about the SuperTrack contract. Commissioner Lester advised him to bring those questions to the Hospital District Meeting scheduled for later this evening.

C. BOARD ACTION

C.1. Approval of the Minutes of the Regular Meeting of October 12th, 2022

MOTION: Commissioner Lester moved to approve the Minutes of the October 12th meeting as presented. The motion was seconded by Commissioner Katz. **Motion passed 3 – 0**

C.2 Approval of the Minutes of the Special Meeting of October 26th, 2022

MOTION: Commissioner Lester moved to approve the Minutes of the October 26th 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 Katz moved to approve the Vouchers in the amount of \$72,282.89 for payment. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Katz moved that payroll in the amount of \$17,825.46 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

D.4 Budget Update

Financial Manager Markel reported that 23.68% of the budget remained at the end of October, compared with the October 2021 amount remaining of 25.66%.

Chief wants to address the expenses over \$1000.00. Stryker Medical used to be Physio Control and that contract is for maintaining our AED's (defibrillators) and goes through 2025. The cost is \$6,252.60.

Wex fuel amount of \$1,541.97 is the bill for fuel for the apparatus.

Municipal Emergency Services for \$2,045.75 is for fit testing.

L&N Curtis for \$27,678.32 cost is toward 13 bunker sets, and is a capital purchase.

Lexipol, in the amount of \$6,250.00, is our yearly cost for our Policy and Procedures Manuals.

Bold Merchandise for \$2,324.61 is for district t-shirts.

N.W Chevrolet for \$4,7845.54 is the cost of repairs to Scooby Doo - Utility 58. A special mechanic was needed to do the work on our 1976 van, which was leaking everything. This van had not been taken into the shop in 15 to 20 years, so that seems to be good value when considering how long it's been since the van was serviced. It houses our hazmat, air cascade and other fire suppression items.

The \$3,400 noted for EMT and Fire Training for two EMT's currently going through training out of Idaho, which includes the cost of their books.

The WA Fire Chiefs amount of \$1,150.00 is for my (Chief Carleton) membership.

Station Automation, in the amount of \$1,270.50 is for PS Tracks, the platform we utilize to do our apparatus checks.

There were no questions from any of the Commissioners about these expenses.

Commissioner Lester asked Financial Manager Markel about the Resolutions that she had indicated were for consideration at this meeting. Chief Carleton searches for the Resolutions so he can display them on the Zoom platform for everyone to see.

Financial Manager Markel described the need for a resolution to void long-outstanding warrants.

MOTION: Commissioner Katz moved to approve Resolution 2022-01 to cancel all stale-dated warrants that were issued but have not been cashed prior to July 1, 2021. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

E. CORRESPONDENCE

Chief Carleton reported that the district received a thank you card that he believed was directed to the responders who attended a cardiac arrest on Bayview Drive.

He said that the district also received several emailed thank you notes from various participants in our public CPR classes.

Commissioner Lester asked if the CPR classes are still ongoing. Chief responded that he would like to host one more class in late November or early December.

Commissioner Lester asked how many people have participated in the CPR classes. Chief responded that 150 people have attended so far.

F. CHIEF'S REPORT

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

Chief Carleton reported that the last vaccination event of this year was scheduled for November 13th, and said that approximately 120 people had signed up to receive the bivalent vaccine so far. Chief noted that the program would continue in the new year.

The annual volunteer recognition banquet is scheduled for November 12th.

Regular vehicle maintenance is ongoing.

After Chief described the nature of the calls that the district members had attended, Commissioner Lester remarked that they have been quite busy. Chief responded that November has already been a very busy month, with 21 calls attended to so far, mostly due to the extensive power outage. He noted that 2022 will likely be a record year for the number of calls, guessing it might be 400 to 450 by the end of December.

G. UNFINISHED BUSINESS

A summarized review of the proposed 2023 budget was given by Chief Carleton, which included a discussion about the potential rent increase to the Hospital District in March of 2023. After some consideration of options, it was agreed to increase the 2023 Hospital District rent by 7.6%, the same increase as last year, but less than the current CPI.

MOTION: Commissioner Katz moved to increase the Hospital District 2023 rent by 7.6%, with notice to the Hospital District that setting the rent increase lower than the current CPI should not be considered precedent for future rent considerations. Commissioner Harper seconded the Motion. **Motion Passed 3 - 0**

MOTION: Commissioner Katz moved to approve the 2023 budget. Commissioner Harper seconded the Motion: **Motion passed 3-0**

MOTION: Commissioner Harper moved to approve Resolution 2022-02, certifying and adopting the levy. The motion was seconded by Commissioner Katz. **Motion passed 3-0**

MOTION: Commissioner Katz moved to approve Resolution 2022-03, certifying and accepting the 2023 levy and budget. The motion was seconded by Commissioner Harper. **Motion passed 3-0**

H. NEW BUSINESS

No new business discussed at this time. Chief wishes all a safe and happy holiday season.

He also noted that 60 or 70 carbon monoxide monitors have been distributed to households within our community, and Chief extends a warm thank you to Lowe's, and to our local hardware store, Nielsons. We have received a few legitimate carbon monoxide calls this year, where carbon monoxide has been detected in the homes of those attended.

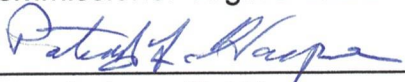
I. ADJOURNMENT

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

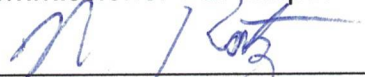
The next Regular Meeting of the Board of Commissioners will be December 14th, 2022, at 4:00 pm.



Commissioner Virginia Lester



Commissioner Pat Harper



Commissioner Norm Katz

Dated December 14 / 22

Attest: 

Recording Secretary Linda Hughes