

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
October 12th, 2022**

MINUTES

In Attendance: Commissioner Virginia Lester
Commissioner Norm Katz
Commissioner Pat Harper
Chief Christopher Carleton
Financial Manager Patty Markel
District Secretary Linda Hughes

Guests: Assistant Chief John Shields
Bill Zidel
Pat Grubb

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 September 14th, 2022

MOTION: Commissioner Lester moved to approve the Minutes of the September 14th 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.

Commissioner Lester asked about the expense to Reference Media, and Chief Carleton responded that it was for the purchase and installation of new projection equipment in the Training Room. Chief noted that the previous equipment had become inoperable, and added that this expense was a capital expenditure.

Commissioner Lester asked about the expense to Vital Smarts, and Chief Carleton responded that it was for training, and that the expense to Dell was for a new computer in the Training Room.

D.2 Approval of Fire District Vouchers

MOTION: Commissioner Harper moved to approve the Vouchers in the amount of \$35,123.76 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 \$18,416.46 be approved for payment. The motion was seconded by Commissioner Katz. **Motion passed 3 – 0**

D.4 Budget Update

Financial Manager Markel reported that 31.05% of the budget remained at the end of September, compared with the September 2021 amount remaining of 36.85%.

E. CORRESPONDENCE

Chief Carleton reported no correspondence at this time.

F. CHIEF'S REPORT

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

Chief Carleton reported that the CPR campaign has had 146 participants to date. He noted that the most recent class was difficult because the district received several emergency calls throughout the class, which resulted in it being delayed by several hours.

Chief reported that the pump trucks would soon be going in for their annual maintenance and pump testing, at an expected cost of approximately \$6,000 to \$7,000.

Chief announced that the Volunteer Recognition benefit dinner is scheduled for November 12th this year, and as yet he still does not have everyone's RSVP.

Chief reported that the district would be switching over to a more eco-friendly fire-fighting foam and the trucks would need to have their foam systems flushed in preparation for the new product.

G. UNFINISHED BUSINESS

A Special Meeting was scheduled for October 26, 2022 at 4:00 for the Budget workshop.

H. EXECUTIVE SESSION

The Executive Session was postponed at this time. There was some discussion whether it could be held at the same time as the upcoming Special Budget Workshop meeting and Chief said that he would contact Brian Snure for advice on that matter.

NEW BUSINESS

Chief Carleton reported on various grant funding he is currently seeking for the district. He is applying for an Assistance to Firefighters Grant for new radio technology, which he expects will cost between \$200K and \$300K. He said that all of the district's current hand, vehicle and base station radios should be replaced. He noted that he is additionally seeking another grant for the purchase of a new (used) Ambulance vehicle.

With regard to grant application writing, Chief reviewed the service provided by [FireGrants.com](#), an entity that helps fire districts prepare grant applications, usually with a higher success rate than those filed without the assistance of a professional grant writing service. The cost is \$6,250 but can be variable, depending on how much the service is relied upon to complete applications. For instance, if Chief completes the majority of the grant application and hires the service for assistance to formulate the specific narratives that AFG awards grants upon, the cost could be reduced to \$3,100. There are also some rebates available if the grant application is successful. Chief reported that AFG receives over 100,000 grant applications per year, and he was asking for the Commissioners approval of this expenditure to bolster the potential success rate of the district's grant applications.

Commissioner Katz asked how many hours are typically spent on grant writing. Chief responded that with the assistance of his mentor, the narrative portion of a grant application can usually be done in approximately 20 hours. He noted that the details part of the applications are simpler because they require mostly numerical details and not composed narratives, but he added that although simpler, the responses must be precise.

The Commissioners all agreed that the cost of the grant writing assistance service would be beneficial to the district.

Chief brought up the purchase of a district vehicle that he will soon be looking into. The vehicle purchase was approved last year but has not yet been purchased due to economic constraints. Chief intends to start formulating a plan for a replacement vehicle soon. He noted that he feels it is time to update the Capital Facilities Plan, and it was decided to place that on the December Agenda for review.

Commissioner Lester thanked Bill Zidel for joining the meeting and also thanked Pat Grubb for attending the meeting and for taking the district information to the public in the form of news coverage.

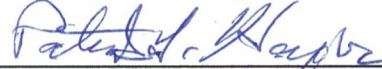
I. ADJOURNMENT

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

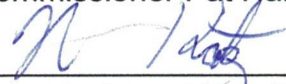
The next Regular Meeting of the Board of Commissioners will be *November 9*, 2022, at 4:00 pm.



Commissioner Virginia Lester




Commissioner Pat Harper



Commissioner Norm Katz

Dated *November 9, 2022*

Attest: 

Recording Secretary Linda Hughes