

# **Whatcom County Fire District #5**

## **Point Roberts Fire Department**

**2030 Benson Road, Suite A  
Point Roberts, Washington, 98281  
Special Meeting of the Board of Commissioners  
Work Session for 2023 Budget**

**October 26<sup>th</sup>, 2022**

### **MINUTES**

Attendance In Person: Commissioner Virginia Lester  
Commissioner Pat Harper  
Commissioner Norm Katz  
Chief Christopher Carleton

In Attendance via Zoom platform: Financial Manager Patty Markel  
District Secretary Linda Hughes

Guests: Assistant Chief Shields

#### **A. CALL TO ORDER**

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

#### **B. WORK SESSION FOR 2023 BUDGET**

Chief Carleton reminded everyone that this is a work session only and that no formal action will be undertaken today. He then shared a screen on the Zoom platform for all viewers to follow along, beginning with the annual levy calculation worksheet and proposed budget. Chief described the current levy available to the District for Commissioners to consider. Although referred to as the 1% increase, this year's available levy increase is .94702%, which would result in revenue of \$6,009.69.

Chief continued with the total projected revenue in this year's proposed budget of \$6667,899.16, which does not include some sources of revenue such as new home construction, burn permits, rent, payment of back taxes owed, etc.

Chief asked Financial Manager Markel to identify how much revenue the District has not received due to unpaid property taxes. She responded that \$49,034 remains owing at this time.

Commissioner Harper asked how far back do these unpaid taxes go and Financial Manager Markel answered that they typically only go back 4 years, with varying amounts owing from each of those years.

Chief Carleton then reviewed the entire budget, through each division of categorized expenses, and each line item within those divisions.

Chief Carleton noted that once the budget is finalized, at the November Regular Meeting, it will then be posted on the District website for everyone to see.

Commissioner Lester asked if anyone had any questions. There was some discussion about the costs of fire support from organizations outside our District, and potential cross-training opportunities.

Commissioner Lester asked if there was any possibility of recovering some of the District's expenses related to Covid. Chief Carleton responded that he had submitted necessary receipts for reimbursement of eligible Covid-related expenses through federal sources amounting to approximately \$30,000. He also reported pursuing reimbursement of Covid-related expenses from Whatcom County of approximately \$80,000.

Commissioner Lester thanked Chief Carleton and Financial Manager Markel for their work on the Budget.

#### C. EXECUTIVE SESSION

At 5:00 pm, Commissioner Lester called for an Executive Session for the Commissioners to discuss the salary of Chief Carleton

At 5:45 pm, the Commissioners returned from Executive Session to say no action will be taken at this time. The continuance of the discussion Chief Carleton's salary will be determined at a later date.

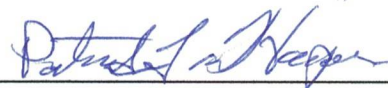
#### D. ADJOURNMENT

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 November 9th, 2022, at 4:00 pm.



Commissioner Virginia Lester

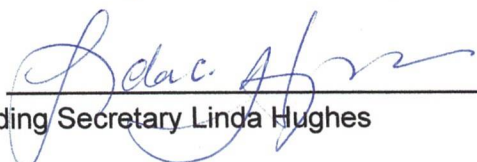


Commissioner Pat Harper



Commissioner Norm Katz

Dated November 9 / 22

Attest:   
Recording Secretary Linda Hughes