

# **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  
September 14<sup>th</sup>, 2022**

### **MINUTES**

In Attendance: Commissioner Virginia Lester  
Commissioner Norm Katz  
Assistant Chief John Shields

Absent: Commissioner Pat Harper  
(Experienced difficulties connecting)

Also attending on Zoom: Financial Manager Patty Markel  
District Secretary Linda Hughes

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

The meeting was called to order at 4:03 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 August 10th, 2022**

**MOTION:** Commissioner Katz moved to approve the Minutes of the August 10th meeting as presented. The motion was seconded by Commissioner Lester. **Motion passed 2-0**

C.2. Approval of the Minutes of the Regular Meeting of August 24th, 2022

**MOTION:** Commissioner Katz moved to approve the Minutes of the August 24th Special Meeting as presented. The motion was seconded by Commissioner Lester. **Motion passed 2-0**

**D. FINANCIAL MANAGER'S REPORT**

D.1 Financial Report

Financial Manager Markel presented the financial report as submitted, noting that the September payables are higher than usual due to the annual insurance premium expense.

Commissioner Lester noted that the Bancorp balance was higher than usual due to some equipment repairs.

D.2 Approval of Fire District Vouchers

**MOTION:** Commissioner Katz moved to approve the Vouchers in the amount of \$59,918.14 for payment. The motion was seconded by Commissioner Lester. **Motion passed 2-0**

D.3 Approval of Fire District Payroll

**MOTION:** Commissioner Harper moved that payroll in the amount of \$20,367.46 be approved for payment. The motion was seconded by Commissioner Katz. **Motion passed 2-0**

D.4 Budget Update

Financial Manager Markel reported that 43.95% of the budget remained at the end of August, compared with the August 2021 amount remaining of 42.94%.

Commissioner Lester noted that the burn permit fees and ambulance transport income was pleasantly higher than usual.

**E. CORRESPONDENCE**

Assistant Chief Shields reported no correspondence at this time.

**F. CHIEF'S REPORT**

Chief Carleton's Chief Officer Report was presented and submitted by Assistant Chief Shields.

Assistant Chief reported that 104 people have participated in the CPR campaign to date.

**G. UNFINISHED BUSINESS**

Commissioner Lester noted that the costs for medical supplies has really increased and asked Assistant Chief Shields if those increased costs might have been Covid-related?

Assistant Chief said that there have been a lot more gloves, masks and other PPE equipment needed throughout the Covid pandemic, and added that Chief Carleton has also been stockpiling necessary narcotics in response to reports of possible shortages in the supply chain.

**H. NEW BUSINESS**

Commissioner Lester indicated that she wanted to schedule another Executive Session to re-evaluate Chief Carleton’s salary since the cost of living has been very volatile.

Financial Manager Markel added that the Commissioners might want to schedule that conversation earlier rather than later, so that any decision they might come to on that District expense would be included in the 2023 budget considerations.

It was agreed to have that Executive Session in the upcoming October meeting.

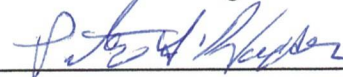
**I. ADJOURNMENT**

As there was no further business, Commissioner Katz moved to adjourn the meeting. Commissioner Lester seconded the motion. **Motion passed 2 – 0.**

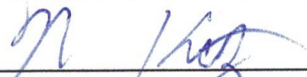
The next Regular Meeting of the Board of Commissioners will be October 12th, 2022, at 4:00 pm.



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Commissioner Virginia Lester

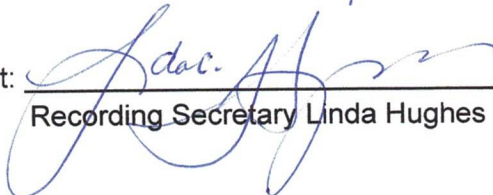


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Commissioner Pat Harper



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Commissioner Norm Katz

Dated October 12 / 22

Attest:   
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Recording Secretary Linda Hughes