

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
February 14th, 2024

MINUTES

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

Guests: Assistant Chief John Shields

A. CALL TO ORDER

The meeting was called to order at 4:06 by Commissioner Lester.

B. PUBLIC COMMENT

None at this time.

C. BOARD ACTION

C.1 Approval of Minutes

MOTION: Commissioner Katz moved to approve the Minutes of the Regular Meeting of January 10th, 2024 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 the Fire District Vouchers

MOTION: Commissioner Harper moved to approve the Vouchers in the amount of \$59,106.39 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 \$25,397.95 be approved for payment. The motion was seconded by Commissioner Katz. **Motion passed 3 – 0**

Financial Manager Markel then advised that the County had completed their year-end procedures, and that the remaining carryover balance from 2023 is \$5,074.41 which will now be transferred to the District's capital investment account.

D.4 Budget Update

Financial Manager Markel's financial report indicates that 93.78% of the budget remained at the end of January, compared with the January 2023 amount remaining of 94.08%.

E. Point Roberts Hospital District Rent

Financial Manager Markel reminded the Commissioners that when the 2024 budget was prepared, the proposed rental increase to the Hospital District was set at 5% without yet having the actual CPI amount at that time. She further advised that the actual CPI is 4.4% and noted that if the Board chose to increase the rent by the CPI of 4.4%, it would result in an annual increase of \$826.26 over last year's rent, which would total \$19,604.87 in annual rental income from the Hospital District. The Board agreed unanimously to increase the PRHD rent in the amount of the CPI 4.4%.

F. CORRESPONDENCE

None to report currently.

G. CHIEF'S REPORT

Chief Carleton submitted and reviewed his report for the month of January.

Chief provided an update on his surgery and recovery, noting that he will likely remain on sick leave until the end of March. He offered his thanks to Assistant Chief Shields and all the members for everything they've done in his absence.

Chief continued that he is keeping a close eye on the budget expenditures due to the increased cost of personnel coverage during his absence. At this time, he anticipates that the District will be able to put approximately \$300,000 into reserves at the end of this year.

Chief reported that the bid has gone out for a Welcome Home Project vehicle. A bid will potentially be chosen on the 26th. All bids are being received and handled by District Counsel, Brian Snure. Once a vehicle is procured, Chief will be looking for drivers, reaching out to Circle of Care for a possible collaboration. As mentioned previously, any driver chosen will need to complete the District's internal driving instruction.

AFG grants are once again being submitted. Chief is particularly hopeful for the grant to cover the cost of radios. He reported that AFG has amended certain grant parameters and they no longer fund mobile radios. That new restriction will reduce this year's grant application for radios to approximately \$150,000. Chief noted that if the grant application is again unsuccessful, we will need to plan for the replacement of the radios.

Chief reported that the district had 42 incident calls in January.

H. UNFINISHED BUSINESS

None.

I. NEW BUSINESS

Chief wanted to remind the public that minutes and videos of all commissioner meetings are available on the District website, although the timing of uploading is variable dependent upon the webmaster's availability.

J. ADJOURNMENT

As there was no further business, Commissioner Katz moved to adjourn the meeting at 5:35 pm. Commissioner Harper seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be March 13th, 2024, at 4:00 pm.



Commissioner Virginia Lester
Norm Katz




Commissioner Norm Katz Virginia Lester



Commissioner Pat Harper

Dated March 13, 2024

Attest: 

Recording Secretary Linda Hughes