

# **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 11<sup>th</sup>, 2023

### **MINUTES**

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

Absent: Chief Christopher Carleton

Guests: All Point Bulletin  
Islena Faircrest

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

The meeting was called to order at 4:04 by Commissioner Lester.

#### **B. PUBLIC COMMENT**

None at this time.

#### **C. BOARD ACTION**

##### **C.1 Approval of Minutes**

**MOTION:** Commissioner Lester moved to approve the Minutes of the Regular Meeting of September 13<sup>th</sup>, 2023 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 the Fire District Vouchers

**MOTION:** Commissioner Lester moved to approve the Vouchers in the amount of \$23,975.43 for payment. The motion was seconded by Commissioner Katz. **Motion passed 3 – 0**

### D.3 Approval of Fire District Payroll

**MOTION:** Commissioner Lester moved that payroll in the amount of \$22,204.46 be approved for payment. The motion was seconded by Commissioner Katz. **Motion passed 3 – 0**

### D.4 Budget Update

Financial Manager Markel's financial report indicates that 27.75% of the budget remained at the end of September, compared with the September 2022 amount remaining of 31.05%.

Financial Manager Markel also reported that she and Chief Carleton had met with the Auditor's office for the exit interview, which went well, adding that the accountability report is expected soon, and the first invoice is included in this month's warrants.

Assistant Chief Shields reviewed the expenses over \$1,000, including the \$1,980 to Supertrack for the cost of member physicals, and \$1,894 to NW Chevrolet for repairs to Chief Carleton's Tahoe.

## E. CORRESPONDENCE

None to report at this time.

## F. CHIEF'S REPORT

Assistant Chief Shields submitted and reviewed Chief Carleton's report.

There were 44 calls in September.

Commissioner Katz asked what is a false alarm? Assistant Chief Shields said in this month's case, it was a medical pendant that was inadvertently triggered by a user who wears it on her wrist and accidentally tapped it while raking leaves in her yard.

Commissioner Lester wanted to note that Chief Carleton has been hosting and attending a number of community meetings regarding the proposed levy lid lift.

**G. UNFINISHED BUSINESS**

None.

**H. NEW BUSINESS**


None.

**I. ADJOURNMENT**

As there was no further business, Commissioner Katz moved to adjourn the meeting at 4:18 pm. Commissioner Harper seconded the motion. **Motion passed 2 – 0.**

The next Regular Meeting of the Board of Commissioners will be November 8<sup>th</sup>, 2023, at 4:00 pm.

  
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Commissioner Virginia Lester

  
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Commissioner Norm Katz

  
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Commissioner Pat Harper

Dated October 11, 2023

Attest:   
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Recording Secretary Linda Hughes