

# **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**

**April 12<sup>th</sup>, 2023**

### **MINUTES**

In Attendance: Commissioner Virginia Lester  
Commissioner Norm Katz  
Assistant Chief John Shields  
District Secretary Linda Hughes

Absent: Financial Manager Patty Markel  
Chief Christopher Carleton  
Commissioner Pat Harper

Guests: Pat Grubb - APB  
Bill Zidel

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

The meeting was called to order at 4:10 p.m. by Commissioner Lester.

It was agreed to move the Financial Report to the end of the Agenda, as Financial Manager Markel is in another meeting at this time, but has her screen open so she can join as soon as she is able to.

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

None at this time.

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

C.1. Approval of the Minutes of the Regular Meeting of March 8th, 2023

**MOTION:** Commissioner Katz moved to approve the Minutes of the March 8th meeting as presented. The motion was seconded by Commissioner Lester. **Motion passed 2 – 0**

## **E. CORRESPONDENCE**

Assistant Chief Shields advised that there was no correspondence to report at this time.

## **F. CHIEF'S REPORT**

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

Chief Carleton and Financial Manager Markel are continuing to review and update the District's Capital Facilities plan.

The last scheduled Covid event will be held April 23, 2023.

## **G. UNFINISHED BUSINESS**

None.

## **H. NEW BUSINESS**

Chief Carleton has requested that a Special Meeting be scheduled this month to begin the conversations regarding a potential levy or bond issuance to deal with the financial deficiencies in the Capital Facilities plan. As Commissioner Harper, Financial Manager Markel, and Chief Carleton are unavailable at this time, Chief will initiate an email request with everyone for availability and scheduling of a Special Meeting.

Discussion ensued about what type of Special Meeting would be held, and it was agreed that it would be a normal Special Meeting to discuss the potential of a levy or bond, although it would likely not include public comment on the Agenda.

## **D. FINANCIAL MANAGER'S REPORT**

### **D.1 Financial Report**

Assistant Chief Shields presented the financial report as submitted, on behalf of Financial Manager Markel.

Commissioner Lester asked about the large expenses to Stryker Sales and LN Curtis. Assistant Chief Shields reported that the expense to Stryker covers gurney's pads, etc. With regard to the LN Curtis expense, he did not have the receipt in front of him and could not identify the specifics of that expense.

D.2 Approval of Fire District Vouchers

**MOTION:** Commissioner Katz moved to approve the Vouchers in the amount of \$34,753.07 for payment. The motion was seconded by Commissioner Lester. **Motion passed 2 – 0**

D.3 Approval of Fire District Payroll

**MOTION:** Commissioner Katz moved that payroll in the amount of \$16,689.46 be approved for payment. The motion was seconded by Commissioner Lester. **Motion passed 2 – 0**

D.4 Budget Update

Financial Manager Markel's financial report indicates that 80.68% of the budget remained at the end of March compared with the March 2022 amount remaining in the budget of 77.25%.

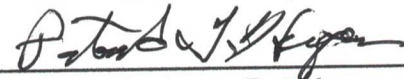
I. **ADJOURNMENT**

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

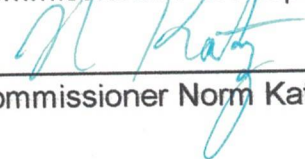
The next Regular Meeting of the Board of Commissioners will be May 10th, 2023, at 4:00 pm.



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Commissioner Virginia Lester



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Commissioner Pat Harper



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Commissioner Norm Katz

Dated May 10, 2023

Attest:   
Recording Secretary Linda Hughes