

# **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

August 9<sup>th</sup>, 2023

### **MINUTES**

In Attendance:

Commissioner Virginia Lester  
Commissioner Norm Katz  
Commissioner Pat Harper  
(arrived late due to Zoom connection issues)

Chief Christopher Carleton  
Financial Manager Patty Markel  
District Secretary Linda Hughes

Guests:

Pat Grubb - APB  
Tony Kelley - Kelley Insurance  
Assistant Chief Shields

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

The meeting was called to order at 4:00 p.m. 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 July 12, 2023 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.

### D.3 Approval of Fire District Vouchers

Chief Carleton reviewed the expenses in excess of \$1,000 on the US Bancorp credit card, including \$1,173.21 to LifeAssist for EMS supplies, \$7,518.17 to the Justice Institute for 2-day fire training for all crews/all shifts, and \$4,158.53 to DK Diesel Performance for repairs to vehicle 5803 (red ambulance) of a coolant leak.

**MOTION:** Commissioner Katz moved to approve the Vouchers in the amount of \$31,329.93 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 \$17,630.46 be approved for payment. The motion was seconded by Commissioner Lester. **Motion passed 2 – 0**

Commissioner Harper arrived at the meeting, after having some difficulty with the Zoom login.

### D.4 Budget Update

Financial Manager Markel's financial report indicates that 49.88% of the budget remained at the end of July compared with the July 2022 amount remaining of 51.01%.

## E. CORRESPONDENCE

Chief Carleton advised that the district had received correspondence from John Lesow along with copies of his letters to District Counsel, Brian Snure, as well as a number of thank you letters from various community members.

## F. CHIEF'S REPORT

Chief Carleton's Chief Officer Report was presented and submitted.

Chief reports that the community continues to be under a full burn ban, and implored the public to remain vigilant during this high-risk wildfire season. He noted that the small amount of rain that has fallen recently was not nearly enough to mitigate the risk of fire.

Chief reviewed of number of repairs to district vehicles, including the coolant leak previously mentioned and also repairs to Chief 58 involving a hose leak. He noted that Chief 58 currently has 160,000 miles on it.

Chief announced that a check in the amount of \$61,000 was received from the County in support of Covid related expenditures. Also, approximately \$30,000 was received from the Department of Emergency Management.

Total calls last month were 39, 9 of which were EMS calls, 13 Fire classifications, and 14 EMS Cares issues.

Commissioner Harper asked if the water rescue call was in response to the abandoned boat aground near Lily Point. Chief said that the fuel had been pumped out of that boat but our members had not attended on that boat. He noted that they had attended at a sinking boat in the Marina.

## **G. UNFINISHED BUSINESS**

None.

## **H. NEW BUSINESS**

Chief welcomed Tony Kelley to discuss the district's insurance policy renewal. Mr. Kelley thanked the Chief and Commissioners for inviting him to present the current policy parameters to them. He noted that Chief had specifically asked him if the ATV was covered in the policy, and Mr. Kelley confirmed that it is indeed covered under the mobile equipment coverage. Mr. Kelley then reviewed each segment of the EMS Protection insurance policy in detail, including Property coverage, General Liability, Business Auto coverage, Crime coverage, Members Auto Umbrella Liability and Portable Equipment coverage. Total policy premium this year will be \$42,951. Mr. Kelley will require an annual report from the Chief outlining the number of members, calls, agreed valuations, etc.

**MOTION:** Commissioner Katz moved to approve the insurance policy as presented. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

Pat Grubb of the All Point Bulletin asked Chief Carleton if he had considered a standard Zoom link for future meetings instead of generating a new one for each meeting. This had caused some difficulty in signing in today, resulting in his (and Commissioner Harper's) late arrival to the meeting when sign in was unsuccessful. Chief responded that he had looked into it and would see if he could get it implemented before the next meeting.

Mr. Grubb also asked for more details on the sinking boat at the Marina. Assistant Chief Shields responded, saying that the boat was located on A Dock, and was listing when the district was called. The boat was then tied to the Dock and a salvage company arrived on the scene, pumped it out and towed it over to Blaine. He noted that the same company had attended the boat aground at Lily Point and pumped it out as well but left the boat where it laid.

Mr. Grubb asked about the stranded boat at Lily Point. Chief responded that he had called the Coast Guard, who advised that they didn't want to respond to an anchored boat.

Mr. Grubb asked for an update on the fire suppression system at the Marina. Chief responded that it had not yet been repaired and therefore remained non-functional. Chief brought this, and other dangerous conditions of the Marina, including the listing of Q and other unsafe docks, to the attention of the Marina manager who advised Chief that many repairs are in the planning stages.

## I. ADJOURNMENT

As there was no further business, Commissioner Lester moved to adjourn the meeting at 4:54 pm. Commissioner Harper seconded the motion. **Motion passed 3 – 0.**

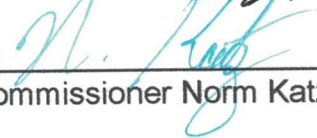
The next Regular Meeting of the Board of Commissioners will be September 13th, 2023, at 4:00 pm.



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Commissioner Virginia Lester



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Commissioner Pat Harper



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Commissioner Norm Katz

Dated September 13, 2023

Attest:   
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Recording Secretary Linda Hughes