

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

### **MINUTES**

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

Guests: Assistant Chief John Shields  
Pat Grubb  
Bill Zidel

#### **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 the Minutes of the Regular Meeting of January 11th, 2023

**MOTION:** Commissioner Lester moved to approve the Minutes of the January 11th meeting as presented. The motion was seconded by Commissioner Katz. **Motion passed 2 – 0**

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

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

Financial Manager Markel presented the financial report as submitted.

Commissioner Lester asked for the details of the Amazon charge. Assistant Chief Shields replied that it was for the new wireless system.

### **D.2 Approval of Fire District Vouchers**

**MOTION:** Commissioner Katz moved to approve the Vouchers in the amount of \$21,561.90 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 \$16,196.46 be approved for payment. The motion was seconded by Commissioner Lester. **Motion passed 2 – 0**

Financial Manager Markel advised that she would transfer the remaining 1.022% of the 2022 budget, in the amount of \$11,478.84, to the capital projects account.

### **D.4 Budget Update**

Financial Manager Markel reported that 94.08% of the budget remained at the end of January compared with the January 2022 amount remaining in the budget of 90.83%.

## **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 and submitted by Assistant Chief Shields.

## **G. UNFINISHED BUSINESS**

None.

**H. NEW BUSINESS**

None.

**I. ADJOURNMENT**

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

The next Regular Meeting of the Board of Commissioners will be March 8th, 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 March 9, 2023

Attest:   
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Recording Secretary Linda Hughes