

# **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**

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

### **MINUTES**

In Attendance:

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

Guests:

Assistant Chief John Shields  
Pat Grubb

#### **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 December 14th, 2022

**MOTION:** Commissioner Harper moved to approve the Minutes of the December 14th meeting 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 Fire District Vouchers**

**MOTION:** Commissioner Harper moved to approve the Vouchers in the amount of \$19,884.68 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 \$18,867.46 be approved for payment. The motion was seconded by Commissioner Katz. **Motion passed 3 – 0**

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

Financial Manager Markel reported that .89% of the budget remained at the end of December, compared with the December 2021 amount remaining in the budget of 12.53%. Ms. Markel reported that the remaining funds would amount to approximately \$23,000 and will report on the final carry over amount at the February meeting, once the County has completed all of its year-end financial statements.

## **E. CORRESPONDENCE**

Chief Carleton reported having received a few Christmas cards and notes of thanks.

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

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

Chief reported that he continues to pursue grant funding for a number of things, including radios and a new ambulance vehicle.

## **G. UNFINISHED BUSINESS**

Chief Carleton will be meeting with the County Finance and County Planning departments to review the District's Capital Facilities Plan. As noted previously, the plan needs updating and Chief intends to have a draft updated Plan available for the February or March meeting.

Chief noted that he also intends to speak with the County Finance department about the possibility of a future levy lid lift and/or a bond, although he noted that the local Park District has announced their intention of seeking a bond this year also.

**H. NEW BUSINESS**

Chief has an Agreement that requires the notarized signatures of all the Commissioners. Linda will be bringing the Agreement around to each Commissioner to receive and notarize those signatures.

**I. ADJOURNMENT**

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

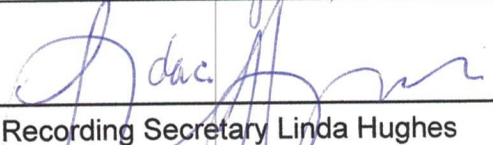
The next Regular Meeting of the Board of Commissioners will be February 8th, 2023, at 4:00 pm.

  
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Commissioner Virginia Lester

  
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Commissioner Pat Harper

  
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Commissioner Norm Katz

Dated February 8, 2023

Attest:   
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Recording Secretary Linda Hughes