

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

July 12th, 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:

Pat Grubb - APB
Assistant Chief Shields

A. CALL TO ORDER

The meeting was called to order at 4:01 p.m. by Commissioner Lester.

B. PUBLIC COMMENT

None at this time.

C. BOARD ACTION

C.1. Approval of Minutes

MOTION: Commissioner Harper moved to approve the Minutes of the Special Meetings of June 12, 2023, June 28, 2023, July 10th, 2023, and the Minutes of the Regular Meeting of June 14, 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.3. Approval of Fire District Vouchers

MOTION: Commissioner Harper moved to approve the Vouchers in the amount of \$32,041.44 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 \$19,583.46 be approved for payment. The motion was seconded by Commissioner Katz. **Motion passed 3 – 0**

Chief Carleton reviewed the expenses in excess of \$1,000. He added that he is looking into the cost of an HVAC split system for upstairs and the Clinic. He noted that preliminary research indicates it might be over \$30,000 and, if so, it would have to go out for bid.

D.4 Budget Update

Financial Manager Markel's financial report indicates that 57.32% of the budget remained at the end of June compared with the June 2022 amount remaining of 57.94%.

Financial Manager Markel also provided an update on the upcoming Audit, saying that she will be coming to Point Roberts to collect items that the auditor needs for the audits of 2020, 2021 and 2022, which she will then deliver to the Auditor's office. It is hoped that the audit will be complete before the end of this year, which will keep the audit expenses in fiscal 2023. She further noted that this is an "accountability audit" which will look into the financials of the District, but also procedures. Ms. Markel will look into obtaining a more detailed description of what this audit will entail.

E. CORRESPONDENCE

Chief Carleton advised that the district has received numerous questions about the potential levy lid lift, inquiries about the CPR classes and a number of thank you letters.

F. CHIEF'S REPORT

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

Chief reports that we are now under a full burn ban, reminding everyone that no recreational fires are allowed during this burn ban. He noted that charcoal BBQ's and propane fires are still allowed.

The annual Open House will be held on August 12th this year. Chief has had flyers made for the event at the local UPS store in Point Roberts. He said that it was fast and efficient service.

Ambulance 858 is in need of repairs which are expected to exceed \$4,000.

G. UNFINISHED BUSINESS

Chief reviewed the ongoing discussions regarding the potential levy lid lift, the updated Capital Facilities Plan, and reviewed the necessary documentation for the Commissioners consideration and approval.

Pat Grubb of the All Point Bulletin asked why the levy lid lift documentation proposed a rate increase, when the District usually submits an annual dollar amount to the County and they then set the rate to achieve that target dollar amount. Chief Carleton called legal counsel Brian Snure and asked him to join the Zoom meeting to address the question. Mr. Snure replied that in year one of a new levy approved by voters, it is tied to a rate, whereas in all subsequent years the levy increases are based on a dollar figure. For lack of a better term, he said, that's simply the way it works.

Chief continued with projecting the proposed Ballot Issue Explanatory Statement on the screen for review, and then the PRO / CON committee advertisement statements for review. There were some minor grammatical errors noted, and fixed.

MOTION: Commissioner Katz moved that all three documents presented be approved as amended. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

Chief then projected the revised Capital Facilities Plan on the screen and explained that this version decreases overall expenses by approximately \$200,000, to hit the revised target of \$4 million in expenses over the next 13 years.

The Commissioners unanimously agreed to the changes to the Capital Facilities Plan as presented.

H. NEW BUSINESS

Chief advises that he intends to host six to eight informative public forums to review the Capital Facilities Plan and the need for the proposed levy lid lift to help the community understand the big picture behind the initiative to be on the ballot this November.

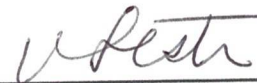
Chief thanked the Commissioners, and the members of the public who have been attending the regular and special meetings to provide input and perspective into the discussions which helped formulate the ballot initiative.

Commissioner Lester thanked Chief Carleton for all of his efforts in developing the discussion points and informative charts which guided these discussions.

I. ADJOURNMENT

As there was no further business, Commissioner Katz moved to adjourn the meeting at 5:03 pm. Commissioner Harper seconded the motion. **Motion passed 3 – 0.**

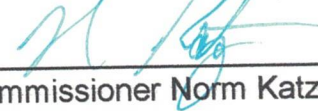
The next Regular Meeting of the Board of Commissioners will be August 9th, 2023, at 4:00 pm.



Commissioner Virginia Lester



Commissioner Pat Harper



Commissioner Norm Katz

Dated August 9, 2023

Attest:



Recording Secretary Linda Hughes