

# **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**

**March 8<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  
Erin Kelly - APB  
Steve & Jacqui Kinsey  
Annelle Norman  
Allison Calder  
Del & Charlotte Kingsbury  
Bernadette

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

The meeting was called to order at 3:58 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 February 8th, 2023

**MOTION:** Commissioner Lester moved to approve the Minutes of the February 8th 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.

Commissioner Lester asked for the details of the Kinsco expenditure, to which Assistant Chief Shields replied that it is the cost for the medals and awards to be given out to rescuers and families of firefighters at their upcoming banquet.

### D.2 Approval of Fire District Vouchers

**MOTION:** Commissioner Harper moved to approve the Vouchers in the amount of \$33,044.04 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 \$15,913.46 be approved for payment. The motion was seconded by Commissioner Katz. **Motion passed 3 – 0**

### D.4 Budget Update

Financial Manager Markel reported that 88.19% of the budget remained at the end of February compared with the February 2022 amount remaining in the budget of 85.92%.

Financial Manager Markell added that the District had been awarded and received grant funding to help reimburse the cost of Covid supplies, in the amount of \$33,915.00, and added that those funds will be deposited/invested into the Capital account.

Additionally, Financial Manager Markel noted that the District expects to receive funding from the BLS allocation that was provided to certain districts. WCFD5 expects to receive approximately \$60,000.00 from this source.

## **E. CORRESPONDENCE**

Chief Carleton 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.

Chief reported that the AFG grant applications he submitted are still in progress. These are a grant application for funding of an ambulance in the amount of \$300,000, and another for replacement of radios in the amount of \$360,000.

Chief reported that he had just recently returned from a Fire Safety Educator Courses I and II. The certification he received in these courses will impact the District's ILS rating, which is currently a class 5, and he is hopeful that these new certifications will reduce the rating to a 4. He added that it is his intention to maintain or improve the District's rating year over year, wherever the opportunity exists to do so. Chief added that he intends to take a Fire Inspector Course later this year.

Chief continued his report by noting that additional AFG grant applications are also in progress, and that the new reporting system is now online and operational. The members are reporting that they like the new system, which is used to log calls, responses and other related information.

Chief Carleton and Financial Manager Markel met with Matt Amot at the County to review the District's Capital Facilities plan. Chief feels that he may be able to present an updated Plan at the next Commissioner's meeting, or perhaps at a Special Meeting next month.

## **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 April 12th, 2023, at 4:00 pm.

\_\_\_\_\_  
Commissioner Virginia Lester



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Commissioner Pat Harper

\_\_\_\_\_  
Commissioner Norm Katz

Dated \_\_\_\_\_

*April 12, 2023*

Attest: \_\_\_\_\_

  
Recording Secretary Linda Hughes