

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

May 10th, 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
Rhianon Allen
Assistant Chief John Shields

A. CALL TO ORDER

The meeting was called to order at 4:03 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 April 12th, 2023

MOTION: Commissioner Harper moved to approve the Minutes of the April 12th meeting as presented. The motion was seconded by Commissioner Katz **Motion passed 3 – 0**

C.2. Approval of the Minutes of the Special Meeting of April 26th, 2023

MOTION: Commissioner Harper moved to approve the Minutes of the April 26th 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 \$32,825.36 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 \$17,656.46 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.

D.4 Budget Update

Financial Manager Markel's financial report indicates that 73.43% of the budget remained at the end of April compared with the April 2022 amount remaining in the budget of 71.37%.

E. CORRESPONDENCE

Chief Carleton advised that correspondence had been received from a family on Largaud that wanted to offer their dilapidated house for live fire-training. After the home has been inspected for asbestos, Chief will review whether the structure is suitable, safe and practical for training purposes.

F. CHIEF'S REPORT

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

Chief reports that the next two scheduled Special Meetings to discuss the potential for a possible bond or levy lid lift will be held on May 17th and 22nd, 2023. He announced that there will be additional meetings on this matter held in June and it is hoped that the Commissioners will be able to decide whether it is prudent to put a bond or levy lid request on the upcoming ballot in November.

Chief reported on the current and new personnel in the District, although some of whom are currently testing for full-time salaried positions elsewhere.

Chief noted that there were 38 calls last month, bringing the year-to-date total calls to 148.

G. UNFINISHED BUSINESS

Chief presented an updated Capital Facilities Plan, reviewing the current state of the fire station, apparatus, other vehicles, and reiterating the anticipated capital needs facing the District.

He noted that he has recently submitted two grant applications which would slightly alleviate the capital requirements for the District, each for approximately \$300,000; one for new radios, and the other for an ambulance.

Chief reviewed the District's current level of service rating and how it affects homeowner's insurance rates, noting that upgraded equipment would definitely impact that score in a positive way.

He outlined the \$4.293 million in capital costs projected in the Capital Facilities Plan, for between now and the year 2036. He noted that inflation is currently outpacing our income and the 1% annual income increase allowed each year. Even though the total property value of Point Roberts increased over \$200 million in 2022, our current levy rate went from \$0.85 per \$1,000 value to just \$0.69 per \$1,000. Chief noted that this is unsustainable, considering the restriction of the allowable 1% increase in levy income.

With all income sources considered, the District is receiving approximately a 1.7% increase in revenue each year, but the operating expenses have been increasing by approximately 4% per year. With no change to that scenario, he projects that by 2028, the District will be operating in a deficit of expenses, and by 2036 the District would be in a deficit of \$723,000, adding that if we act on the capital expenditures outlined in the Capital Facilities Plan, at this rate the District will be in a deficit in excess of \$4 million by 2036. He further noted that although some repairs and replacements could be delayed, those costs will increase every year only adding to the projected deficit.

MOTION: Commissioner Harper moved that Capital Facilities Plan be approved as presented. The motion was seconded by Commissioner Katz. **Motion passed 3 – 0**

Chief Carleton will have the approved Capital Facilities Plan posted to the District's website.

In May, Chief Carleton will be attending a 2-day fire training course in Phoenix. In June, there are two open burns scheduled at the Justice Institute in Maple Ridge, B.C., noting that the facility our firefighters used to train at is no longer operating and the facility in Maple Ridge is the next closest one. The cost for attendance is \$7,000 but he noted that our firefighters gain invaluable training.

In July, Chief has new "May Day" classes scheduled for our members. This is response training to May Day calls.

H. NEW BUSINESS

None.

I. ADJOURNMENT

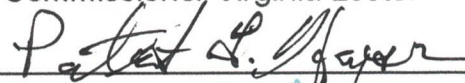
As there was no further business, Commissioner Harper moved to adjourn the meeting at 4:57 pm. Commissioner Katz seconded the motion. **Motion passed 2 – 0.**

The next Regular Meeting of the Board of Commissioners will be June 14th, 2023, at 4:00 pm.

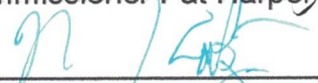
The next Special Meeting of the Board of Commissioner will be May 17th, 2023, at 4:00 pm.



Commissioner Virginia Lester



Commissioner Pat Harper



Commissioner Norm Katz

Dated _____

June 14, 2023

Attest: _____


Recording Secretary Linda Hughes