

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
September 13th, 2023

MINUTES

In Attendance:

Commissioner Virginia Lester
Commissioner Norm Katz

Chief Christopher Carleton
Financial Manager Markel
District Secretary Linda Hughes

Guests:

Assistant Chief Shields
All Point Bulletin
Unidentified person 360-201-9963

A. CALL TO ORDER

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

B. PUBLIC COMMENT

None at this time.

C. BOARD ACTION

C.1 Approval of Minutes

MOTION: Commissioner Katz moved to approve the Minutes of the Regular Meeting of August 9th, 2023 as presented. The motion was seconded by Commissioner Lester.

Motion passed 2 – 0

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Markel presented the financial report as submitted.

D.2 Approval of the Fire District Vouchers

Chief Carleton reviewed the expenses in excess of \$1,000, including \$1,041.64 to Chief Carleton for reimbursement of travel expenses related to the training conference he attended; the District insurance policy renewal of \$43,546.00; Stryker Sales in the amount of \$6,790.32 which was for maintenance of all of the defib accessories the District has at various locations around the point, including updating the programming.

Chief noted that the Lifepak 15 will soon need to be replaced as it is approaching the end of its life expectancy. Chief hopes to trade one in. The District has two of them.

Chief continued to review expenses, noting the \$2,166.14 to Smith Mechanical was for repairs to the AC unit during a training session in very hot weather. He reported that they came out to service the unit at 7:00 am on a Sunday, for which everyone in attendance was very grateful.

Chief reported that the cost of \$2,717.50 to Saltwater Café was for the 40 May Day workshop lunches. The class itself was paid for with grant funding.

Chief continued with expenses, noting that \$3,215.89 to Premier Tents was for the purchase of two additional 10 x 20 tents used for outdoor events and CERT practices.

The \$1,419.95 to Alert All was for promotional materials used throughout the year, coloring books, children's helmets, etc.

MOTION: Commissioner Katz moved to approve the Vouchers in the amount of \$81,638.06 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 \$17,783.46 be approved for payment. The motion was seconded by Commissioner Lester. **Motion passed 2 – 0**

D.4 Budget Update

Financial Manager Markel's financial report indicates that 42.35% of the budget remained at the end of August compared with the August 2022 amount remaining of 43.95%.

E. **CORRESPONDENCE**

Chief reported that a number of thank you letters have been received for hosting Bill Meursing's celebration of life. He also noted that there may be a video of the event posted to the WCFD5 website.

F. **CHIEF'S REPORT**

Chief reviewed the current recruitment process, noting that he will be closing the application window around the end of August. At that time he hopes to have approximately 30 applicants.

Commissioner Lester asked how many applicants get through. Chief replied that over the next 6 to 10 months, likely 10-15 candidates will become certified. He mentioned meeting a few new people to Point Roberts that have expressed interest in potentially joining the District, including an RN who is interested in assisting with the Cares Program.

Chief reported having advertised a Levy Open House to answer any questions people might have about the proposed levy lid lift. He reviewed his hope to implement a no-pay ambulance program, plus a welcome home program to pick up patients at the hospital and bring them home. He is hoping to expand that program to eventually take patients to doctor appointments. With the new funding, he hopes to add paramedics, pursue the objectives of the Capital Facilities Plan, purchase much needed safety clothing, expand the risk reduction program (falls, cooking safety, hoarding dangers, etc), add more volunteer training and CPR training.

Chief noted that there is nothing to report on apparatus this month. There are no volunteer hours recorded on his Chief Report but he is working with the new software program to reestablish tracking of those hours.

There were 45 calls in August.

Chief wants to remind the public that the District still has a few free carbon monoxide detectors for homes with fuel burning appliances. He asks interested homeowners to give the District a call and we will install it.

Commissioner Lester thanked Chief Carleton for his report, noting that it has been comprehensive.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

None.

I. ADJOURNMENT

As there was no further business, Commissioner Katz moved to adjourn the meeting at 4:31 pm. Commissioner Lester seconded the motion. **Motion passed 2 – 0.**

The next Regular Meeting of the Board of Commissioners will be October 11th, 2023, at 4:00 pm.



Commissioner Virginia Lester



Commissioner Norm Katz

Dated 10/11/23

Attest: 

Recording Secretary Linda Hughes