

**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  
December 13<sup>th</sup>, 2023

**MINUTES**

In Attendance: Commissioner Virginia Lester  
Commissioner Norm Katz  
Commissioner Pat Harper  
Assistant Chief Shields  
Financial Manager Markel  
District Secretary Linda Hughes

Absent: Chief Christopher Carleton

Guests: All Point Bulletin, Pat Grubb

**A. CALL TO ORDER**

The meeting was called to order at 4:00 by Commissioner Lester.

**MOTION:** Commissioner Lester moved to table the Executive Session planned for today's meeting to the January meeting. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

**B. PUBLIC COMMENT**

None at this time.

## C. BOARD ACTION

### C.1 Approval of Minutes

**MOTION:** Commissioner Lester moved to approve the Minutes of the Regular Meeting of December 13<sup>th</sup>, 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.

Commissioner Lester inquired about some of the expenses. Assistant Chief identified the \$1,961.98 to Print Place was for the cost of the flyers mailed out to taxpayers before the election related to the levy lid lift; \$3,424.05 to Saltwater Café was the cost of catering the annual Firefighters Awards banquet; \$5,236.60 to Seawestern was for the purchase of new thermal imaging camera equipment; and the \$5,001.81 to Profire was for the servicing of the fire engine.

### D.2 Approval of the Fire District Vouchers

**MOTION:** Commissioner Katz moved to approve the Vouchers in the amount of \$36,307.76 for payment. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

### D.3 Approval of Fire District Payroll

**MOTION:** Commissioner Katz moved that payroll in the amount of \$19,240.46 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

### D.4 Budget Update

Financial Manager Markel's financial report indicates that 9.35% of the budget remained at the end of November, compared with the November 2022 amount remaining of 13.59%.

## E. RESOLUTIONS

Financial Manager Markel presented the Resolutions before the Board for consideration, described as:

- Resolution 2023-03 Void Cancel Warrants
- Resolution 2023-04 Burn Permits
- Resolution 2023-05 Ambulance/Billing Transports
- Resolution 2023-06 Welcome Home Program

**MOTION:** Commissioner Katz moved to approve Resolution 2023-03 to cancel outstanding warrants issued prior to July of 2022. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

**MOTION:** Commissioner Katz moved to approve Resolution 2023-04 for the District to eliminate burn permit fees until such time as the Board of Commissioners formally requires reinstatement of such fees. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

**MOTION:** Commissioner Harper moved to approve Resolution 2023-05 allowing the District to no longer charge emergency medical services fees. The motion was seconded by Commissioner Katz. **Motion passed 3 – 0**

**MOTION:** Commissioner Harper moved to approve Resolution 2023-06 to authorize the Chief to establish a Welcome Home Program to provide no cost medical transport from Whatcom County locations back to the District, for District residents who are admissible into Canada **AND TO** reserve the right to discontinue such program at any time and without any advance notice to the District residents. The motion was seconded by Commissioner Katz. **Motion passed 3 – 0**

## CORRESPONDENCE

Assistant Chief Shields indicated there was no correspondence to report on.

## F. CHIEF'S REPORT

Chief Carleton's report was submitted and reviewed by Assistant Chief Shields.

Assistant Chief began by reiterating Chief Carleton's thanks to this community for their support and approval of the Levy initiative.

Assistant Chief also reported on the upcoming Santa visit and pancake breakfast with our firefighters.

He noted there are no apparatus issues to report on.

The volunteer tracking software is now operational and there were 3,355 volunteer hours in the month of November.

Chief logged 177.5 hours and Assistant Chief logged 112.5 hours.

There were 49 calls last month.

#### **G. UNFINISHED BUSINESS**

Financial Manager Markel brought up the potential increase in commissioner remuneration as approved by the Washington Fire Commissioners Office of Financial Management, effective January 1, 2024 to \$161.00 per meeting. Ms. Markel advised that the WCFD5 commissioners currently receive \$128.00 per meeting.

**MOTION:** Commissioner Lester moved to increase the remuneration of the WCFD5 commissioners to \$161.00 per meeting in accordance with the recommendation of the WA Fire Commissioners OFM. The motion was seconded by Commissioner Katz.

**Motion passed 3 – 0**

#### **H. NEW BUSINESS**

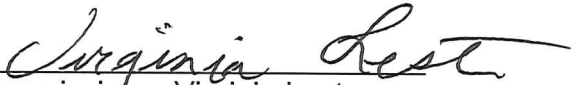
None at this time.

Pat Grubb of the All Point Bulletin asked Assistant Chief Shields for more information on the water rescue that was noted in the Chief's report. Assistant Chief Shields reported that the call had been made for a windsurfer that was presumed to be in trouble, but in fact the surfer was not in any trouble. He was surfing from Lighthouse Park to the ferry terminal landing. Pat Grubb asked how the water rescue efforts were deployed and Shields advised that the Coast Guard hovercraft was dispatched, arriving 12 minutes from the time it left Sea Island at the airport to the time it reached the windsurfer.

#### **I. ADJOURNMENT**

As there was no further business, Commissioner Katz moved to adjourn the meeting at 4:24 pm. Commissioner Harper seconded the motion. **Motion passed 2 – 0.**

The next Regular Meeting of the Board of Commissioners will be January 10<sup>th</sup>, 2023, at 4:00 pm.

  
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Commissioner Virginia Lester

  
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Commissioner Norm Katz

  
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Commissioner Pat Harper

Dated December 13, 2023

Attest:   
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Recording Secretary Linda Hughes