

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
April 10th, 2024

MINUTES

In Attendance: Commissioner Virginia Lester
Commissioner Norm Katz
Chief Christopher Carleton
District Secretary Linda Hughes

Absent: Commissioner Pat Harper
Financial Manager Markel

Guests: Assistant Chief Shields
All Point Bulletin, P. Grubb
Loretta Chandler
Bill Zidel

A. CALL TO ORDER

The meeting was called to order at 4:02 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 March 13th, 2024 as presented. The motion was seconded by Commissioner Katz.
Motion passed 2 – 0

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Chief Carleton presented the financial report as submitted by Financial Manager Markel.

Chief Carleton explained some of the unusual expenses, noting that \$1,436.62 to Uline Ship Supplies was for new shelving; \$2,176.00 to Final Touch Auto Spa was to finalize the outer wrap and protective coating on the new Welcome Home vehicle; and \$4,705.50 to Bonneville Communications was for 10 new pagers.

D.2 Approval of the Fire District Vouchers

MOTION: Commissioner Katz moved to approve the Vouchers in the amount of \$39,574.52 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 \$24,292.95 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 77.32% of the budget remained at the end of March, compared with the March 2023 amount remaining of 80.68%.

E. CORRESPONDENCE

None to report at this time.

F. CHIEF'S REPORT

Chief Carleton submitted and reviewed his report for the month of March, 2024.

Chief reported that there are 10 new recruits, and there are now 44 members.

There are no vehicle or apparatus issues to report this month.

The District responded to 34 calls in March.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

Chief reported that he had been looking into options of repair for the fire hall parking lot. There are several spots that really need repair, and ultimately the entire parking lot needs to be resurfaced. When Chief made inquiries a couple of years ago, the estimated cost to re-do the entire surface was approximately \$300,00 to \$500,000. After some discussion, it was decided to move forward with spot repairs only at this time.

Chief reported on the various grant applications that he is awaiting responses to. He noted that he has applied a few years in a row for grants toward the cost of an ambulance and also new radios, without be awarded those grants. If current grant applications also prove to be unsuccessful, he reports that the District will have to plan to look into purchasing these much needed items.

Commissioner Lester asked if the parking lot repairs should be delayed until after the purchase of the new ambulance. Chief replied that the new ambulance will require a cement floor, not asphalt, so the repairs should not be delayed for that reason.

Chief has been looking into various construction options for a building to house the new ambulance. Chief is envisioning a steel pole building, to be located near the exterior stairs to the upstairs quarters, thereby improving response times. Chief noted that a lot of work is yet to be done before proceeding with this project. He added that that level of procurement (the level the District has to go out to bid for jobs) is expected to increase significantly in July of this year.

Chief is also looking into the purchase of mini-splits (AC/heating units) for the upstairs quarters and also for the Clinic, noting that the current heating and cooling systems for these areas are very inefficient. Estimates have so far been under \$50,000, so going out for bid would not be required, but Chief would procure 3 estimates for consideration. There was some discussion about the lack of qualified HVAC vendors who are willing to come to Point Roberts for such a job. Chief mentioned that he intends to expand his search for a qualified vendor into Skagit County or even Seattle.

Commissioner Katz asked for clarification of the mini-split unit. Chief described the ductless units and how they are known for efficiency.

The Commissioners discussed whether to pursue a purchase now or wait until the procurement levels are potentially raised in July. Commissioner Katz noted that it may be more difficult to obtain an HVAC contractor to come to Point Roberts if we wait until the hotter months.

MOTION: Commissioner Lester moved that Chief Carleton be authorized to spend up to \$50,000 on MSRC units as described. The motion was seconded by Commissioner Katz. **Motion passed 2 – 0**

Chief Carleton reported that the new Welcome Home van was now parked outside the Fire Hall and asked if the Commissioners had seen it yet. He added that a couple more graphics were yet to be added to the vehicle exterior.

Chief noted that a few people have responded with interest to his public request for drivers. Once he vets a few drivers and they complete the internal driving instruction protocol, he hopes to have the Welcome Home Program up and running in May.

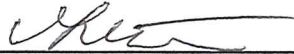
Bill Zidel asked if the quote for the parking lot includes removal and disposal of the current asphalt. Chief replied that it does.

Chief ended his report by saying that he is back in rotation now, after having taken some sick time for his cancer surgery and recovery. He thanks the members for stepping up in his absence, and the community for their prayers and support.

I. ADJOURNMENT

As there was no further business, Commissioner Harper moved to adjourn the meeting at 5:05 pm. Commissioner Katz seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be May 8th, 2024, at 4:00 pm.



Commissioner Virginia Lester



Commissioner Norm Katz

Commissioner Pat Harper

Dated

Attest:



Recording Secretary Linda Hughes