

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 8th, 2024

MINUTES

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

Absent: Commissioner Pat Harper

Guests: Assistant Chief Shields
All Point Bulletin, P. Grubb
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 April 10th, 2024 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.

Chief Carleton explained some of the unusual expenses, noting that \$3,289.95 to WC FARS Assessment is annual dues paid to the county; \$2,680.00 to Omid Nouripour was for de-mossing the roof of the fire station; \$5,200.64 to the Holiday Inn was for Mayday class room and meals (a grant paid for the main part of the course and the instructors came from various parts of the country); \$3,107.45 to Blue Card Command is the annual fee for licenses; \$5,542.87 to NW Chevrolet for repair of electrical issues on the Chief's vehicle (which needed to go in a few times to fully rectify the recurring issues); and \$1,335.00 to Life Assist for medical supplies.

D.2 Approval of the Fire District Vouchers

MOTION: Commissioner Lester moved to approve the Vouchers in the amount of \$41,877.96 for payment. The motion was seconded by Commissioner Katz. **Motion passed 2 – 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Lester moved that payroll in the amount of \$18,283.95 be approved for payment. The motion was seconded by Commissioner Katz. **Motion passed 2 – 0**

D.4 Budget Update

Financial Manager Markel's financial report indicates that 69.90% of the budget remained at the end of April, compared with the April 2023 amount remaining of 73.43%.

E. CORRESPONDENCE

None to report at this time.

F. CHIEF'S REPORT

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

Chief reported that he spoke with Brian Snure, the district's legal counsel, regarding the proposed purchase of HVAC mini-split units for upstairs and the Clinic. He was advised

that if such units could be procured for under \$50,000 he could simply get bids from 3 businesses on the approved roster of contractors. Chief contacted 6 businesses on the roster and only 1 was willing to bid the job under \$50,000. The owner of Airganics from Edmonds came to visit the Clinic and the upstairs location and provided a quote of just over \$47,000 for the job. That includes the equipment, installation, electricians, and travel. They hope to start on that job right away (on or before May 20th) and be completed by June 30th, and then the County would be scheduled for the inspection.

CERT classes are ongoing now, with 17 or 18 participants.

June 8th is the date scheduled for the Department of emergency Management's food drop, a test to determine emergency response capabilities. During this event, approximately 20 to 30 private float planes participate in dropping 400 to 800 lbs of food in Point Roberts (which is then donated to the Food Bank). The participating teams will be camping overnight.

CP58 is now in service. This is the Welcome Home vehicle, utilizing district trained drivers and Bill Zidel, who has completed the pre-requisite driver training, submitted his documents, and underwent a physical.

The District has 44 members, who provided 2470 volunteer hours of service to the community. The District responded to 34 calls in April.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

Commissioner Katz reported that he had been contacted by a Canadian who was interested in becoming a recruit in our fire district. Chief responded that Canadian recruits must have their 10-01 firefighting training completed before being eligible for consideration as a recruit for WCFD5. U.S. citizens are eligible for training by the District at a cost of about \$4,000 per member, after which they are under contract to serve the District for two years.

Chief announced that he will be attending a risk reduction conference in Phoenix on May 14th, 15th and 16th. He added that he hopes to be able to host CPR training this summer, as well as a fall prevention seminar.

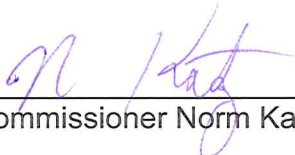
I. ADJOURNMENT

As there was no further business, Commissioner Lester moved to adjourn the meeting at 5:05 pm. Commissioner Katz seconded the motion. **Motion passed 2 – 0.**

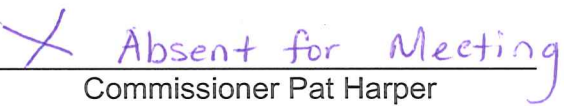
The next Regular Meeting of the Board of Commissioners will be June 12th, 2024, at 4:00 pm.



Commissioner Virginia Lester

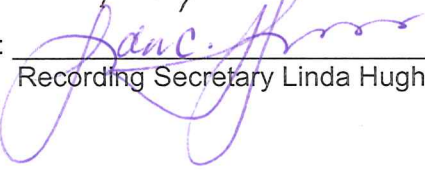


Commissioner Norm Katz

X 

Commissioner Pat Harper

Dated 06/12/2024

Attest: 

Recording Secretary Linda Hughes