

# **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 11<sup>th</sup>, 2024

### **MINUTES**

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

Absent: Commissioner Virginia Lester  
Chief Christopher Carleton

Guests: All Point Bulletin, P. Grubb  
John Upston

#### **A. CALL TO ORDER**

The meeting was called to order at 4:02 by Commissioner Katz, after noting that Chief Carleton and Commissioner Lester are absent due to travel obligations.

#### **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 14<sup>th</sup>, 2024 as presented. There being no other Commissioner in attendance that had attended the August meeting, there was no second and the Motion failed to pass.

## **D. FINANCIAL MANAGER'S REPORT**

### **D.1 Financial Report**

Financial Manager Markel presented the financial report as submitted.

Financial Manager Markel described 3 expenses that were included in the financial report without description, those being (1) Pape Kenworth in the amount of \$4,387.29 for repairs to E5802; (2) Managing A Fire Company in the amount of \$3,750.00 for a human resources training class for Chief Carleton, who will share the course with District 5 members at a future date; and (3) National Testing Specialty in the amount of \$4,154.75 for annual hose testing.

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

**MOTION:** Commissioner Harper moved to approve the Vouchers in the amount of \$56,648.31 for payment. The motion was seconded by Commissioner Katz. **Motion passed 2 – 0**

### **D.3 Approval of Fire District Payroll**

**MOTION:** Commissioner Harper moved that payroll in the amount of \$19,736.95 be approved for payment. The motion was seconded by Commissioner Katz. **Motion passed 2 – 0**

### **D.4 Budget Update**

Financial Manager Markel noted that 41.87% of the budget remained at the end of August, compared with the August 2023 amount remaining of 42.35%.

## **E. CORRESPONDENCE**

Assistant Chief Shields reports no correspondence.

## **F. CHIEF'S REPORT**

Assistant Chief Shields presented Chief Carleton's report for the month of August, 2024.

Assistant Chief Shields confirmed the receipt of \$241,220.28 in grant funding from AFG for portable radios, in accordance with the announcement made by Chief Carleton at the August meeting. No news has been received from AFG regarding the grant

application for an ambulance, and Chief Carleton feels it may be unlikely now that the District will be awarded that grant this year.

There were a total of 57 calls for the month of August, 20 of which were EMS calls and 21 of which were fire classifications.

**G. UNFINISHED BUSINESS**

No unfinished business at this time.

**H. NEW BUSINESS**

No new business at this time.

**I. ADJOURNMENT**

As there was no further business, Commissioner Harper moved to adjourn the meeting at 4:10 pm. Commissioner Katz seconded the motion. **Motion passed 2 – 0.**

The next Regular Meeting of the Board of Commissioners will be October 9<sup>th</sup>, 2024, at 4:00 pm.

*absent*

\_\_\_\_\_  
Commissioner Virginia Lester

*[Signature]*  
\_\_\_\_\_  
Commissioner Norm Katz

*[Signature]*  
\_\_\_\_\_  
Commissioner Pat Harper

Dated *October 9, 2024*

Attest: *[Signature]*  
Recording Secretary Linda Hughes