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
January 8th, 2025

MINUTES

In Attendance:	Commissioner Virginia Lester Commissioner Pat Harper Commissioner Norm Katz Financial Manager Markel District Secretary Linda Hughes
Absent:	Chief Christopher Carleton
Guests:	Assistant Chief Shields Bill Zidel Rhiannon Allen Yeagers Sydney Morris All Point Bulletin, Pat Grubb

A.
B. CALL TO ORDER

The meeting was called to order at 4:02 pm by Commissioner Lester.

C. PUBLIC COMMENT

None at this time.

D. BOARD ACTION

C.1 Approval of Minutes

MOTION: Commissioner Katz moved to approve the Minutes of the Regular Meeting of December 11th, 2024 as presented. The motion was **SECONDED** by Commissioner Harper. **MOTION PASSED:** 3-0.

E. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Markel presented the financial report as submitted.

Commissioner Lester inquired about the charge to Supertrack in the amount of $1,080.00, and Assistant Chief Shields responded by identifying that cost was for firefighter medical exams.

D.2 Approval of the Fire District Vouchers

MOTION: Commissioner Katz moved to approve the Vouchers in the amount of $25,679.14 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 $16,448.95 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

D.4 Budget Update

Financial Manager Markel reported that 6.70% of the budget remained at the end of December, compared with the December 2023 amount remaining of .76%.

E. CORRESPONDENCE

Assistant Chief Shields reported no new correspondence at this time.

F. CHIEF'S REPORT

Chief Carleton's report for the month of December, 2024 was presented and summarized by Assistant Chief Shields.

Assistant Chief Shields confirmed submission of two new AFG grant applications, one for a replacement fire engine in an amount of over $900,000.00 and another grant for education for over $70,000.00.

He further reported that the new ambulance is now in Ferndale, obtaining the final decals for service to WCFD5, and that when the apparatus arrives in Point Roberts, the mobile radios will be installed and then a formal dedication ceremony will be scheduled.

Chief's vehicle continues to experience electrical problems have not yet been resolved and continue to be investigated by the mechanics.

Assistant Chief Shields reported that a check had been received from the insurance company for the loss of the ambulance involved in a motor vehicle incident last year, and confirmed that the funds have been deposited into the capital account.

The Chief's report indicates that there are currently 48 members in the District, 12 of whom are from Point Roberts.

Volunteer hours in the month of December was 2,237. There were 33 calls.

G. UNFINISHED BUSINESS

None at this time.

H. NEW BUSINESS

None at this time.

I. ADJOURNMENT

As there was no further business, Commissioner Harper moved to adjourn the meeting at 4:34 pm. Commissioner Katz seconded the motion. **Motion passed 3 – 0**.

The next Regular Meeting of the Board of Commissioners will be February 12th, 2025, at 4:00 pm.

Commissioner Virginia Lester

Commissioner Norm Katz

Commissioner Pat Harper

Dated February 12/25

Attest: Linda Hughes

Recording Secretary Linda Hughes