

# **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 10<sup>th</sup>, 2025

### **MINUTES**

In Attendance: Commissioner Virginia Lester  
Commissioner Norm Katz, via video link  
Financial Manager Markel, via video link  
District Secretary Linda Hughes  
Assistant Chief John Shields

Absent: Chief Christopher Carleton, via video link  
Commissioner Pat Harper

Guests: All Point Bulletin, Pat Grubb  
Islena Faircrest

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

The meeting was called to order at 4:01 pm 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 August 13<sup>th</sup>, 2025 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.

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

**MOTION:** Commissioner Katz moved to approve the Vouchers in the amount of \$88,950.65 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 \$22,675.49 be approved for payment. The motion was seconded by Commissioner Lester. **Motion passed 2 – 0**

### D.4 Budget Update

Financial Manager Markel reported that 45.79% of the budget remained at the end of August 2025, compared with the August 2024 amount remaining of 41.89%.

### D.5 Void Warrant

Financial Manager Markel asked for approval to void Warrant #01262568, as the payee company is no longer in business and the proprietor requested payment to be made to him personally.

**MOTION:** Commissioner Katz moved that warrant #01262568, dated August 26, 2024, payable to Point Roberts Carpet Cleaning in the amount of \$340.00 be voided and reissued in the proprietor's name. The motion was seconded by Commissioner Lester. **Motion passed 2 – 0**

## E. CORRESPONDENCE

No correspondence to report at this time.

## F. CHIEF'S REPORT

Chief Carleton's report was submitted and summarized by Assistant Chief Shields for the month of August 2025, as Chief Carleton remains on paid family medical leave for the month of September.

The new LifePak 35 cardiac monitor has been received. As noted in the Chief's report last month, the new monitor was necessary as the current one is no longer serviceable.

There are currently 38 members, 10 of which are Point Roberts residents. Volunteer hours in August came to 2,969. There was a total of 55 calls.

#### G. UNFINISHED BUSINESS

None at this time.

#### H. NEW BUSINESS

No new business at this time.

Commissioner Lester thanked Assistant Chief Shields for all he has been doing to support the district during Chief Carleton's family medical leave absence.

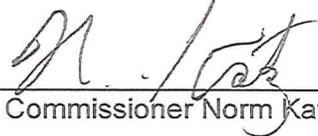
#### I. ADJOURNMENT

As there was no further business, Commissioner Katz moved to adjourn the meeting at 4:22 pm. Commissioner Harper seconded the motion. Motion passed 3 – 0.

The next Regular Meeting of the Board of Commissioners will be October 8<sup>th</sup>, 2025, at 4:00 pm.



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



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Commissioner Norm Katz

Dated

October 8 / 25

Attest:

  
\_\_\_\_\_  
Recording Secretary Linda Hughes

Absent from September mtg.  
\_\_\_\_\_  
Commissioner Pat Harper