

# ***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  
November 13<sup>th</sup>, 2025

### **MINUTES**

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

Guests: All Point Bulletin, Pat Grubb  
Kate Gray  
Islena Faircrest

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

The meeting was called to order at 4:35 pm by Commissioner Lester.

#### **B. PUBLIC COMMENT**

Linda Hughes thanked the Chief and the members of the district for their prompt and professional response to a recent family emergency.

#### **C. BOARD ACTION**

##### **C.1 Approval of Minutes**

**MOTION:** Commissioner Harper moved to approve the Minutes of the Regular Meeting of October 8<sup>th</sup>, 2025 as presented. The motion was **SECONDED** by Commissioner Katz. **Motion Passed: 3-0.**

**MOTION:** Commissioner Harper moved to approve the Minutes of the Special Meeting of November 5<sup>th</sup>, 2025 as presented. The motion was **SECONDED** by Commissioner Katz. **Motion Passed: 3-0.**

## **D. EXECUTIVE SESSION**

### **D.1 Discussion of salary / compensation packages**

Commissioner Lester announced the commencement of an Executive Session at 4:36 pm, for the purpose of discussing various salaries and compensation packages, for a duration of 25 minutes, expected to reconvene at 5:00 pm.

Commissioner Lester called the meeting back to order at 5:01 pm.

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

### **E.1 Financial Report**

Financial Manager Markel presented the financial report as submitted.

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

**MOTION:** Commissioner Katz moved to approve the Vouchers in the amount of \$56,145.91 for payment. The motion was seconded by Commissioner Harper. **Motion Passed 3 – 0**

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

**MOTION:** Commissioner Katz moved that payroll in the amount of \$22,194.86 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

### **E.4 Budget Update**

Financial Manager Markel reported that 27.55% of the budget remained at the end of October 2025, compared with the October 2024 amount remaining of 23.15%.

## **E. CORRESPONDENCE**

Chief Carleton reported there was no correspondence, other than a couple of thank you notes.

## F. CHIEF'S REPORT

Chief Carleton's report was submitted and summarized by Chief Carleton for the month of October, 2025.

There is no news on the outstanding AFG grant applications to report on, likely due to the lengthy federal government shutdown.

Four new members have been recruited, whom Chief Carleton hopes will be online with us in December of this year or January of 2026.

There are currently 42 members, 10 of which are Point Roberts residents. Volunteer hours in October came to 2,886. There was a total of 32 calls.

Chief reviewed the expenses, due to the acquisition of a new photocopier and drone, and updated training videos and books.

## G. UNFINISHED BUSINESS

### G.1 2026 Budget Review

Chief identified the various additional funds that are available to the district from new construction and other sources.

He also reviewed expected sources of income, beginning with the allotted annual increase known as the 1% increase, based on the levy income in 2025 of \$1,202,501.94 (revised from Workshop meeting) for a potential increase in levy income of \$12,025.02, bringing the total projected levy income for 2026 to \$1,214,526.90.

As the Commissioners had entered an Executive Session earlier in the meeting to discuss salaries and compensation packages, that information would now be considered for entry into the 2026 budget.

**MOTION:** Commissioner Lester moved to approve a salary increase for Chief Carleton of 3.5% to \$85,000.00, a salary increase for Assistant Chief Shields of 3.5% to \$45,540.00 and a salary increase for Financial Manager Markel of 2.5% to \$17,000.00. The motion was **SECONDED** by Commissioner Katz. **Motion Passed: 3-0.**

After consideration of the various changes in income and expenses, the total 2026 budget will now be \$943,242.00

### G.2. Resolution 2025-03 – Levy Certification

**MOTION:** Commissioner Katz moved to approve Resolution 2025-03 to authorize the Whatcom County Treasurer to sequester and deposit monies received from the 2026

levy, and to take the 1% increase to the tax levy for 2026. The motion was **SECONDED** by Commissioner Harper. **Motion passed 3 – 0**

G.3. Resolution 2025-04 – Budget Adoption

**MOTION:** Commissioner Katz moved to approve Resolution 2025-04 to adopt the 2026 budget of \$943,242.00, attached to these Minutes as Exhibit A. The motion was **SECONDED** by Commissioner Harper. **Motion passed 3 – 0**

**H. NEW BUSINESS**

Chief reviewed the efforts to locate missing resident David Anderson. He advised that the man had a tracker on him and some information has been passed on to law enforcement. Chief noted that a team of dogs had been deployed in the search, as well as 3 drones, a helicopter search and several Search & Rescue members and lots of local volunteers. The official search lasted 2 ½ days before being suspended. Local volunteers are still looking for Mr. Anderson.

Pat Grubb of the All Point Bulletin asked when the budget will be posted online. Chief noted that it should be posted within a few days.

**I. ADJOURNMENT**

As there was no further business, Commissioner Katz moved to adjourn the meeting at 5:58 pm. Commissioner Harper seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be December 10<sup>th</sup>, 2025, at 4:00 pm.



Commissioner Virginia Lester



Commissioner Norm Katz



Commissioner Pat Harper

Dated December 10/25

Attest:   
Recording Secretary Linda Hughes