

**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  
October 8<sup>th</sup>, 2025

**MINUTES**

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

Absent: Chief Christopher Carleton

Guests: All Point Bulletin, Pat Grubb  
Bill Zidel

**A. CALL TO ORDER**

The meeting was called to order at 4:00 pm by Commissioner Lester.

**B. PUBLIC COMMENT**

None at this time.

**C. BOARD ACTION**

C.1 Approval of Minutes

**MOTION:** Commissioner Lester moved to approve the Minutes of the Regular Meeting of September 10<sup>th</sup>, 2025 as presented. The motion was **SECONDED** by Commissioner Katz. **Motion Passed: 2-0.** Commissioner Harper abstained as he was not in attendance for the September meeting.

## 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 Harper moved to approve the Vouchers in the amount of \$36,021.92 for payment. The motion was seconded by Commissioner Katz. **Motion Passed 3 – 0**

### D.3 Approval of Fire District Payroll

**MOTION:** Commissioner Harper moved that payroll in the amount of \$16,864.49 be approved for payment. The motion was seconded by Commissioner Katz. **Motion passed 3 – 0**

### D.4 Budget Update

Financial Manager Markel announced that Chief Carleton remains out on Paid Family Medical Leave for October.

She also reported that 35.53% of the budget remained at the end of September 2025, compared with the September 2024 amount remaining of 33.16%.

### D.5 Resolution 2025-01

Financial Manager Markel asked for a Resolution to void two old warrants more than a year old.

**MOTION:** Commissioner Katz moved to approve Resolution 2025-01 cancelling two warrants outstanding for longer than a year, accompanied by Exhibit A itemizing them. The motion was seconded by Commissioner Harper. **Motion passed 3 – 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 September, 2025.

There is no news on the outstanding AFG grant applications to report on.

A New Recruit Academy has recently started.

There are currently 38 members, 10 of which are Point Roberts residents. Volunteer hours in September came to 2,543. There was a total of 29 calls.

### G. UNFINISHED BUSINESS

None at this time.

### H. NEW BUSINESS

It was agreed to have a Special budget workshop meeting on November 5 at 4:30 pm.

It was also agreed to postpone the regular commissioners meeting in November from November 12<sup>th</sup> to November 13<sup>th</sup> at 4:30 pm

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 4:13 pm. Commissioner Harper seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be November 13<sup>th</sup>, 2025, at 4:30 pm.

  
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Commissioner Virginia Lester

  
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Commissioner Norm Katz

  
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Commissioner Pat Harper

Dated November 13/25

Attest:   
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Recording Secretary Linda Hughes