

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

July 8th, 2026

MINUTES

In Attendance: Commissioner Virginia Lester
Commissioner Pat Harper
Commissioner Ray Smith
Chief Christopher Carleton
Financial Manager Markel, via video link
District Secretary Linda Hughes

Guests: All Point Bulletin, Erin Kelly
Christian Craig
Islena Faircrest

A. CALL TO ORDER

The meeting was called to order at 4:01 pm by Commissioner Lester.

B. PUBLIC COMMENT

None.

C. BOARD ACTION

C.1 Approval of Minutes

MOTION: Commissioner Harper moved to approve the Minutes of the Regular Meeting of June 8th, 2026, as presented. The motion was **SECONDED** by Commissioner Lester.

Motion Passed: 3 - 0.

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Markel presented the financial report as submitted.

Commissioner Smith inquired about the expense to the Justice Institute. Chief Carleton explained that it represents an annual cost for live fire training.

Chief added that the charge to JFC (Joint Force Tactical) is for uniform pants, and the charge to Day Wireless is for the service contract of the communication tower.

D.2 Approval of the Fire District Vouchers

MOTION: Commissioner Smith moved to approve the Vouchers in the amount of \$38,723.25 for payment. The motion was seconded by Commissioner Harper. **Motion Passed 3 – 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Smith moved that payroll in the amount of \$22,519.18 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

D.4 Budget Update

Financial Manager Markel reported that 57.73% of the budget remained at the end of June 2026, compared with the June 2025 amount remaining of 54.85%.

E. CORRESPONDENCE

Chief reported receiving a thank you note from the children of the local primary school, for participation in the last day of school event.

F. CHIEF'S REPORT

Chief Carleton submitted and summarized his report for the month of June 2026.

Chief reported on the successful CERT event, with 15 or more attendees. He also reported that he has been conducting CPR courses, attended by about 40 or 50 people so far. He noted that the recommended criteria for clearing an airway blockage have changed so he recommends people getting re-certified if it's been a while since they were trained.

Chief's vehicle continues to have an electrical problem relating to a sensor on one of the many air bags in his vehicle. No other vehicle issues to report.

There are currently 46 members, 11 of whom are Point Roberts residents.

There was a total of 51 calls. 22 of these calls were home visits, as the service has become more widely known and utilized by the community.

Commissioner Lester asked if all the CERT trainees were new. Chief said yes, they are all new trainees. There was some discussion of CERT training and potentially developing a list of trainees for use in case of a community emergency.

G. UNFINISHED BUSINESS

Chief said that he has received no news on the federal grant applications he submitted. He is still hopeful that the District will be awarded a federal grant this year.

He added that some new capital expenditures have recently emerged. The ham radio tower was built with federal grant money but now has deteriorated coaxial cables that need to be replaced. He feels this will likely be a \$10,000.00 expenditure and would be paid for from funds in the capital improvements account.

Commissioner Lester asked if this type of deterioration could be avoided in the future, and Chief said yes, the reason for the cable deterioration is the lowering and raising of the tower itself. The tower is designed to withstand very strong winds, so the plan is to leave it raised for use at all times.

Chief noted that he is seeking a new lead ham radio operator to take over the weekly tower inspections and become the lead communication of local ham radio operators.

Chief reported that the two items that were deemed surplus received successful bids for purchase. The ATV was released for a donation of \$4,505.00 and the exercise bike went for a donation of \$200.00. A total of \$4,705 was raised for the Volunteer Firefighter Association.

H. NEW BUSINESS

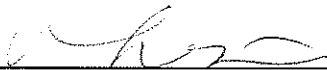
Chief Carleton reported that the septic system for the station has backed up three times in the past couple of months. He noted that the original installer came out to look at it. The pipes had sunk, causing a gravity backflow problem. As some additional work will be needed to lift the pipes, add fill and re-set them, this work will have to go out to bid.

During this process, some design flaws were found in the pipes from the upstairs quarters, which will be corrected at the same time the pipe situation gets resolved.

I. ADJOURNMENT

As there was no further business, Commissioner Lester moved to adjourn the meeting at 4:28 pm. Commissioner Harper seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be August 12th, 2026, at 4:00 pm.



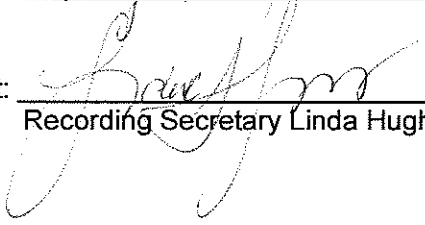
Commissioner Virginia Lester

Commissioner Pat Harper



Commissioner Ray Smith

Dated August 12/26

Attest: 

Recording Secretary Linda Hughes