

Whatcom County Fire District #5

Point Roberts Fire Department

2030 Benson Road, Suite A
Point Roberts, Washington, 98281

Special Meeting of the Board of Commissioners

June 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
Assistant Chief John Shields

Guests: All Point Bulletin, Erin Kelly
Bill Zidel
Assistant Chief John Shields

A. CALL TO ORDER

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

B. PUBLIC COMMENT

None.

C. BOARD ACTION

C.1 Approval of Minutes

MOTION: Commissioner Lester moved to approve the Minutes of the Regular Meeting of May 13th, 2026, as presented. The motion was **SECONDED** by Commissioner Harper. **Motion Passed: 2 - 0.** Commissioner Ray Smith abstained.

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Markel presented the financial report as submitted.

Chief Carleton reviewed the expenses over \$1,000.00, including the Auditor for \$7,055.00, the annual communications tower rent of \$6,450.80, purchase of an updated ATV for \$4,500.00, HVAC servicing for \$1,577.60, annual Blue Card membership of \$3,816.43, and \$1,523.20 for summer hats for the firefighters.

D.2 Approval of the Fire District Vouchers

MOTION: Commissioner Smith moved to approve the Vouchers in the amount of \$57,330.48 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 \$21,705.18 be approved for payment. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

D.4 Budget Update

Financial Manager Markel reported that 65.89% of the budget remained at the end of May 2026, compared with the May 2025 amount remaining of 61.08%.

E. CORRESPONDENCE

None at this time.

F. CHIEF'S REPORT

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

Chief's report contained a continuing caution when burning, noting that the annual burn ban will commence on June 15th this year and is expected to continue through September. Only recreational fires are exempt from the burn ban at this time. Burn permits can now be obtained online at the district website www.WCFD5.com

Chief's vehicle continues to have an electrical problem relating to a sensor on one of the many air bags in his vehicle.

There are currently 47 members, 11 of whom are Point Roberts residents.

There was a total of 39 calls. Total calls to date this year is 143.

G. UNFINISHED BUSINESS

Chief reported that the District website will be updated and will now include the Financial Reports and possibly the Chief reports.

H. NEW BUSINESS – Surplus ATV and Keiser indoor exercise bike

Chief submitted a Letter of Surplus Declaration for the Kawasaki ATV and an indoor exercise bike. He added that the ATV was donated to the District and the bike has zero value. Chief recommends accepting a charitable donation for each of the surplus items.

The Commissioners reviewed the declaration and discussed potential methods of offering the units for sale. It was agreed by all that accepting donations to the Point Roberts Volunteer Firefighter Association effectively puts the money right back into the community.

MOTION: Commissioner Smith moved that the declaration to surplus the Kawasaki ATV and the Keiser indoor exercise bike be accepted, and that the items be listed for sale by donation to the Point Roberts Volunteer Firefighter Association. The motion was seconded by Commissioner Lester. **Motion passed 3 – 0**

Chief will report back on this matter at the next meeting. The Letter of Declaration will be filed in the Minute Book.

I. EXECUTIVE SESSION – Personnel matters

MOTION: Commissioner Lester moved that the commissioners enter an executive session at 4:10 pm to discuss personnel matters, for a period of 20 minutes, to reconvene at 4:30 pm. The motion was seconded by Commissioner Harper. **Motion passed 3 – 0**

The meeting was re-called to order at 4:30 p.m.

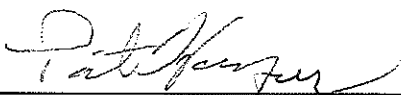
J. ADJOURNMENT

As there was no further business, Commissioner Smith moved to adjourn the meeting at 4:32 pm. Commissioner Harper seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be July 8th, 2026, at 4:00 pm.



Commissioner Virginia Lester

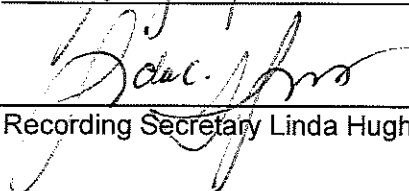


Commissioner Pat Harper



Commissioner Ray Smith

Dated July 8/26

Attest: 

Recording Secretary Linda Hughes