

**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 9<sup>th</sup>, 2025

**MINUTES**

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

Absent: Commissioner Pat Harper

Guests: All Point Bulletin, Pat Grubb  
Islena Faircrest  
Bill Zidel  
Yeagers

**A. CALL TO ORDER**

The meeting was called to order at 4:13 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 June 11<sup>th</sup>, 2025 as presented. The motion was **SECONDED** by Commissioner Katz.  
**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 Lester moved to approve the Vouchers in the amount of \$16,650.87 for payment. The motion was seconded by Commissioner Katz. **Motion Passed 2 – 0**

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

**MOTION:** Commissioner Lester moved that payroll in the amount of \$21,739.86 be approved for payment. The motion was seconded by Commissioner Katz. **Motion passed 2 – 0**

### **D.4 Budget Update**

Financial Manager Markel reported that 54.85% of the budget remained at the end of June 2025, compared with the June 2024 amount remaining of 56.83%.

## **E. CORRESPONDENCE**

Chief reported thank you correspondence received from the family that lost their home on Edwards Drive, and another from the family who lost a loved one on the Lily Point trail system.

## **F. CHIEF'S REPORT**

Chief Carleton submitted and summarized his report for the month of June 2025.

Chief noted reminded everyone of the Open House, to be held on August 9<sup>th</sup> from 11:00 am to 3:00 pm, and will include another blood drive.

No news yet on the two AFG grant applications.

Chief reported receipt of a grant from the Volunteer Charitable Society in the amount of \$31,500. The District will match that amount to purchase a new LifePak 35 cardiac monitor, necessary as the current one is no longer serviceable. Chief reported receipt of a second grant in the amount of \$5,000 toward a new drone, which the District will make up the difference with approximately \$16,000. Chief intends to dedicate the new drone to David Ho, who passed away in the woods in Point Roberts after becoming

disoriented during one of his daily walks. Chief will invite Mr. Ho's family to the dedication.

Three advanced EMT students are currently in Idaho to upgrade their skill certification.

Nothing new to report on the vehicles or apparatus, other than the continued airbag warning light on Chief's vehicle.

Volunteer hours in June came to 2,466.5. There was a total of 48 calls.

#### G. UNFINISHED BUSINESS

None at this time.

#### H. NEW BUSINESS

Chief noted that the insurance renewal documents would be sent to all the Commissioners by email and he asked for them to be reviewed in preparation for the August regular meeting, when Tony Kelley will attend to review the renewal documents.

Chief noted that a new driver of the Welcome Home van will soon be coming onboard.

#### I. ADJOURNMENT

As there was no further business, Commissioner Lester moved to adjourn the meeting at 4:22 pm. Commissioner Harper, who had arrived late to the meeting, seconded the motion. Motion passed 2 - 0.

The next Regular Meeting of the Board of Commissioners will be August 13<sup>th</sup>, 2025, at 4:00 pm.

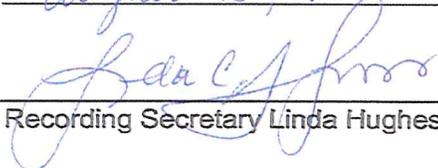


Commissioner Virginia Lester



Commissioner Norm Katz

Dated August 13, 2025

Attest:   
Recording Secretary Linda Hughes

absent for portion of meeting  
Commissioner Pat Harper