

# ***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

April 8<sup>th</sup>, 2026

### **MINUTES**

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

Guests: All Point Bulletin, Erin Kelly  
Islena Faircrest  
Rhiannon Allen  
Ray Smith  
Shawn Ireland  
Assistant Chief John Shields

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

The meeting was called to order at 4:02 pm by Commissioner Lester.

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

None.

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

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

**MOTION:** Commissioner Katz moved to approve the Minutes of the Regular Meeting of March 11<sup>th</sup>, 2026, as presented. The motion was **SECONDED** by Commissioner Harper.  
**Motion Passed: 3-0.**

## **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 Katz moved to approve the Vouchers in the amount of \$37,562.42 for payment. The motion was seconded by Commissioner Harper. **Motion Passed 3 – 0**

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

**MOTION:** Commissioner Katz moved that payroll in the amount of \$23,156.18 be approved for payment. The motion was seconded by Commissioner Lester. **Motion passed 3 – 0**

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

Financial Manager Markel reported that 80.00% of the budget remained at the end of March 2026, compared with the March 2025 amount remaining of 75.34%.

Financial Manager Markel reported that the audit of 2023, 2024 and 2025 has commenced. She had a Teams meeting with the auditor's office. Payroll has been chosen for Audit this time, and it is expected to take about two months to complete.

Commissioner Lester confirmed that she has already received a telephone call from the auditor's office.

## **E. CORRESPONDENCE**

Chief Carleton noted the only correspondence at this time was a thank you card.

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

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

Chief reported that the USDA grant application he had submitted to Senator Rick Larsen's office, for approximately \$1.4 million for fire station remodel/renovations, has been chosen to progress through the next phase of the approval process.

He reviewed the ongoing considerations for the station upgrade project to include two more bays, an entire retrofit of the station with sprinklers, more member space including separated quarters for male and female members, plus storage. Chief is working with King Architects, who have provided drawings for this project.

Chief noted that the AFG grant application window is soon to be open and he will be applying for funding for a new engine apparatus and for training costs.

Nothing to report on apparatus, except Chief's vehicle is getting new tires. It still has the same mystery electrical issue he has been reporting for several months.

There are currently 37 members, 11 of whom are Point Roberts residents. 13 new member applicants are going through intake process. Engineer training will be held this weekend.

There was a total of 34 calls.

A crack-down on illegal burning has commenced. Whereas a number of warnings have been issued to repeat offenders in the past, only 1 correction notice is being issued as a warning on illegal burns. Repeat offenders will be reported directly to Clean Air Washington. So far, under these stricter guidelines, 3 repeat offenders have been reported to Clean Air Washington resulting in severe fines, the lowest so far was \$750.00 and the highest was over \$5,000.00.

Chief asks the public to call 911 if they suspect illegal burning.

## **G. UNFINISHED BUSINESS**

None

## **H. NEW BUSINESS**

Commissioner Norm Katz announced his resignation from the Fire District Board of Directors effective at the end of this meeting, as his family is relocating out of State.

Commissioner Lester, Commissioner Harper, and Chief Carleton all expressed gratitude to Mr. Katz for the time and dedication to the role of commissioner that he has served.

In light of Commissioner Katz's resignation, Linda nominated Shawn Ireland for appointment to fill the position for the remainder of the term. Shawn was available online and Linda introduced him to the Chief and the Commissioners.

Commissioner Lester nominated Ray Smith to fill the position for the remainder of Commissioner Katz's term.

Chief thanked both nominees for their interest in serving on the board and asked for copies of their CV's to be forwarded to him at their earliest convenience. Chief will confer with legal counsel and report back at the next meeting.

### I. ADJOURNMENT

As there was no further business, Commissioner Katz moved to adjourn the meeting at 4:37 pm. Commissioner Harper seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be May 13<sup>th</sup>, 2026, at 4:00 pm.

  
\_\_\_\_\_  
Commissioner Virginia Lester

*moved - no signature*  
\_\_\_\_\_  
Commissioner Norm Katz

Dated May 13, 2026

Attest:   
\_\_\_\_\_  
Recording Secretary Linda Hughes

  
\_\_\_\_\_  
Commissioner Pat Harper