

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

May 13th, 2026

MINUTES

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

Absent: Chief Christopher Carleton

Guests: All Point Bulletin, Erin Kelly
Islena Faircrest
Ray Smith
Kate Grey
Chris Moore
Dee Gough
Israel James

A. CALL TO ORDER

The meeting was called to order at 3:56 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 April 8th, 2026, as presented. The motion was **SECONDED** by Commissioner Lester. **Motion Passed: 2 - 0.**

D. FINANCIAL MANAGER'S REPORT

D.1 Financial Report

Financial Manager Markel presented the financial report as submitted.

Assistant Chief John Shields reviewed the expenses over \$1,000.

D.2 Approval of the Fire District Vouchers

MOTION: Commissioner Harper moved to approve the Vouchers in the amount of \$42,928.87 for payment. The motion was seconded by Commissioner Lester. **Motion Passed 2 – 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Harper moved that payroll in the amount of \$24,289.18 be approved for payment. The motion was seconded by Commissioner Lester. **Motion passed 2 – 0**

D.4 Budget Update

Financial Manager Markel reported that 73.27% of the budget remained at the end of April 2026, compared with the April 2025 amount remaining of 68.32%.

Financial Manager Markel reported that the audit has been completed and the District is in good standing, with no issues to report. She estimates that the cost of the audit will be approximately \$9,500.00 and will be included in next month's expenses. The next audit will be in 2029.

E. CORRESPONDENCE

Assistant Chief John Shields reported that the correspondence consisted of several letters and CV's relative to the open Commissioner position.

F. CHIEF'S REPORT

Assistant Chief John Shields summarized the Chief's report for the month of April 2026.

Chief's report contained a caution when burning recommendation, noting that the annual burn ban will likely commence in June this year and is expected to continue through September. Burn permits can now be obtained online at the district website www.WCFD5.com

Assistant Chief Shields shared that 10 new members are currently being onboarded.

There are currently 37 members, 11 of whom are Point Roberts residents.

There was a total of 22 calls.

G. UNFINISHED BUSINESS

None

H. EXECUTIVE SESSION – Candidates for Commissioner Position

Commissioner Lester suggested that before entering into the Executive Session, that the commissioners would like to hear from each of the candidates in attendance.

Chris Moore, Israel James, Ray Smith and Dee Gough all presented a brief summary of their qualifications and interest to serve on the board of commissioners.

MOTION: Commissioner Lester moved that the commissioners enter into an executive session at 4:15 pm to review the candidate applications for appointment to the vacant commissioner position, for 30 minutes, to return to order at 4:45 pm. The motion was seconded by Commissioner Harper. **Motion passed 2 – 0**

The meeting was re-called to order at 4:37 p.m.

Commissioner Lester announced that the various applications for appointment to the vacant commissioner position had been reviewed and the commissioners unanimously chose Raymond Smith to be appointed, with thanks to all applicants for their interest.

NEW BUSINESS

None at this time.

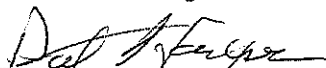
I. ADJOURNMENT

As there was no further business, Commissioner Lester moved to adjourn the meeting at 4:39 pm. Commissioner Harper seconded the motion. **Motion passed 2 – 0.**

The next Regular Meeting of the Board of Commissioners will be June 10th, 2026, at 4:00 pm.



Commissioner Virginia Lester



Commissioner Pat Harper

Dated June 8, 2026

Attest: 

Recording Secretary Linda Hughes