

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
June 11th, 2025

MINUTES

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

Absent: Commissioner Pat Harper

Guests: Assistant Chief Shields
All Point Bulletin, Pat Grubb
Islena Faircrest

A. CALL TO ORDER

The meeting was called to order at 4:05 pm by Commissioner Lester.

B. PUBLIC COMMENT

None at this time.

C. BOARD ACTION

C.1 Approval of Minutes

MOTION: Commissioner Katz moved to approve the Minutes of the Regular Meeting of May 14th, 2025 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.

D.2 Approval of the Fire District Vouchers

MOTION: Commissioner Katz moved to approve the Vouchers in the amount of \$35,443.23 for payment. The motion was seconded by Commissioner Lester. **Motion passed 2 – 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Katz moved that payroll in the amount of \$19,921.86 be approved for payment. The motion was seconded by Commissioner Lester. **Motion passed 2 – 0**

D.4 Budget Update

Financial Manager Markel reported that 61.08% of the budget remained at the end of May 2025, compared with the May 2024 amount remaining of 62.95%.

E. CORRESPONDENCE

Chief reported no correspondence.

F. CHIEF'S REPORT

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

Chief noted that the blood drive was a great success, and the next one will be held on August 9th during the District's annual open house event.

No news yet on the two AFG grant applications.

The District has hired 4 new members.

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

The District currently has 41 members, 10 of whom are Point Roberts residents.

Volunteer hours in May came to 2,874.5. There were a total of 45 calls.

G. UNFINISHED BUSINESS

None at this time, but Chief wants to extend his thanks to Assistant Chief Shields and all of the volunteers for really stepping up to take care of the community in his absence, as his wife has taken ill and is currently hospitalized at St. Joseph's in Bellingham.

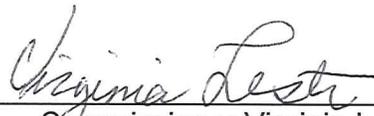
H. NEW BUSINESS

Assistant Chief Shields reported radio/pager issues over the past several weeks, resulting in failed tone outs, which are extremely important for a timely response. He says the district is working together with Prospect to resolve the issues. In the meantime, they have developed a work around whereby they will directly call the station after 3 minutes has elapsed from the time of tone with no response.

I. ADJOURNMENT

As there was no further business, Commissioner Lester moved to adjourn the meeting at 4:22 pm. Commissioner Katz seconded the motion. **Motion passed 2 – 0.**

The next Regular Meeting of the Board of Commissioners will be July 9th, 2025, at 4:00 pm.



Commissioner Virginia Lester



Commissioner Norm Katz

Dated July 9 / 25

Attest: 

Recording Secretary Linda Hughes

not in attendance in June

Commissioner Pat Harper

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 13th, 2025

MINUTES

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

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 11th, 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 9th 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 13th, 2025, at 4:00 pm.

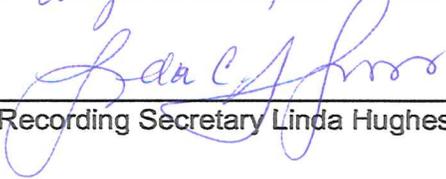


Commissioner Virginia Lester



Commissioner Norm Katz

Dated August 13, 2025

Attest: 

Recording Secretary Linda Hughes

absent for portion of meeting

Commissioner Pat Harper

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
September 10th, 2025

MINUTES

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

Absent: Chief Christopher Carleton, via video link
Commissioner Pat Harper

Guests: All Point Bulletin, Pat Grubb
Islena Faircrest

A. CALL TO ORDER

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

B. PUBLIC COMMENT

None at this time.

C. BOARD ACTION

C.1 Approval of Minutes

MOTION: Commissioner Katz moved to approve the Minutes of the Regular Meeting of August 13th, 2025 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.

D.2 Approval of the Fire District Vouchers

MOTION: Commissioner Katz moved to approve the Vouchers in the amount of \$88,950.65 for payment. The motion was seconded by Commissioner Lester. **Motion Passed 2 – 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Katz moved that payroll in the amount of \$22,675.49 be approved for payment. The motion was seconded by Commissioner Lester. **Motion passed 2 – 0**

D.4 Budget Update

Financial Manager Markel reported that 45.79% of the budget remained at the end of August 2025, compared with the August 2024 amount remaining of 41.89%.

D.5 Void Warrant

Financial Manager Markel asked for approval to void Warrant #01262568, as the payee company is no longer in business and the proprietor requested payment to be made to him personally.

MOTION: Commissioner Katz moved that warrant #01262568, dated August 26, 2024, payable to Point Roberts Carpet Cleaning in the amount of \$340.00 be voided and reissued in the proprietor's name. The motion was seconded by Commissioner Lester. **Motion passed 2 – 0**

E. CORRESPONDENCE

No correspondence to report at this time.

F. CHIEF'S REPORT

Chief Carleton's report was submitted and summarized by Assistant Chief Shields for the month of August 2025, as Chief Carleton remains on paid family medical leave for the month of September.

The new LifePak 35 cardiac monitor has been received. As noted in the Chief's report last month, the new monitor was necessary as the current one is no longer serviceable.

There are currently 38 members, 10 of which are Point Roberts residents. Volunteer hours in August came to 2,969. There was a total of 55 calls.

G. UNFINISHED BUSINESS

None at this time.

H. NEW BUSINESS

No new business at this time.

Commissioner Lester thanked Assistant Chief Shields for all he has been doing to support the district during Chief Carleton's family medical leave absence.

I. ADJOURNMENT

As there was no further business, Commissioner Katz moved to adjourn the meeting at 4:22 pm. Commissioner Harper seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be October 8th, 2025, at 4:00 pm.



Commissioner Virginia Lester



Commissioner Norm Katz

Dated

October 8 / 25

Attest:



Recording Secretary Linda Hughes

Absent from September mtg.

Commissioner Pat Harper