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
Work Session for 2027 Budget
November 9th, 2026

MINUTES

In Attendance:	Commissioner Virginia Lester Commissioner Ray Smith Commissioner Pat Harper Chief Christopher Carleton, via video link Financial Manager Markel, via video link
Guests:	Assistant Chief John Shields

A. CALL TO ORDER

The meeting was called to order at 4:00 pm by Commissioner Lester, and invited Chief Carleton to take over the budget presentation.

B. WORK SESSION

Chief Carleton displayed the projected levy income worksheet on the shared screen, and then the budget worksheet, for all in attendance to view and follow along.

Chief described the two budget-related Resolutions that will be prepared and presented at the regular meeting of November 11th.

He identified expected sources of income, beginning with the allotted annual increase known as the 1% increase, based on the levy income in 2026 of approximately $1,219,972.05 for a potential increase in levy income of $12,199.72, bringing the total projected levy income for 2027 to $1,232,171.77.

Chief explained that other income is also anticipated to be received by the district, derived from unpaid taxes, rent, fees, etc. bringing the total projected income for 2027 to $1,263,852.77.

Chief reported that the current budget anticipates spending in the amount of $962,960.00, which would result in a carry-over of available funds to invest into the capital fund of $300,892.77.

Chief mentioned that it is time for consideration of his salary and requested that an Executive Session be scheduled at the next regular meeting. He is requesting a 4.5% increase in salary

from $85,000.00 to $90,000.00. If any changes are to be made to his salary after the Executive Session, the current budget would then be amended accordingly prior to adoption.

In this budget, the salaries of paid employees Assistant Chief John Shields, Financial Manager Patty Markel, and District Secretary Linda Hughes have been increased by 4.5%.

Chief continued to review the budget through each segmented division and line item, pointing out various anticipated increases and decreases in spending.

Chief displayed draft Resolution 2026-01 regarding the request for levy increase of approximately 1% for consideration and approval at the next regular meeting.

Chief displayed draft Resolution 2026-02 regarding the proposed 2027 budget for consideration and adoption at the next regular meeting.

C. ADJOURNMENT

As there was no further business, Commissioner Lester moved to adjourn the meeting at 5:06 pm. Commissioner Smith seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be November 11th, 2026, at 4:00 pm.

Virginia Lester
Commissioner Virginia Lester

Pat Harper
Commissioner Pat Harper

approved from online video link
Commissioner Ray Smith

Dated November 11, 2026

Attest: Linda Hughes
Recording Secretary Linda Hughes