

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
December 10th, 2025

MINUTES

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

Guests: All Point Bulletin, Pat Grubb
Kate Gray
Islena Faircrest

A. CALL TO ORDER

The meeting was called to order at 4:10 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 November 13th, 2025, 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 Harper moved to approve the Vouchers in the amount of \$48,979.06 for payment. The motion was seconded by Commissioner Katz. **Motion Passed 3 – 0**

D.3 Approval of Fire District Payroll

MOTION: Commissioner Harper moved that payroll in the amount of \$24,589.86 be approved for payment. The motion was seconded by Commissioner Katz. **Motion passed 3 – 0**

D.4 Budget Update

Financial Manager Markel reported that 19.94% of the budget remained at the end of November 2025, compared with the November 2024 amount remaining of 9.35%.

Chief reviewed the expenses, including the annual firefighter recognition dinner in the amount of \$8,163.79 and preventative maintenance on vehicles.

E. CORRESPONDENCE

Chief Carleton reported that the district had received several thank you and holiday cards.

F. CHIEF'S REPORT

Chief Carleton's report was submitted and summarized by Chief Carleton for the month of November 2025.

Chief reported that he would be in Point Roberts until December 19th, before returning to Houston to be with his recovering wife. He hopes to return to Point Roberts full-time in January or February.

There is no news on the outstanding AFG grant applications to report on, the continued delay likely due to the lengthy federal government shutdown. He noted that the FEMA grant application window will be open in January.

There are currently 42 members, 10 of which are Point Roberts residents. Volunteer hours in November came to 2,752. There was a total of 30 calls.

G. UNFINISHED BUSINESS

Chief reported that the approved 2026 budget has now been posted to the district website.

H. NEW BUSINESS

Chief announced that there will be upgrades forthcoming to the district social media platforms, Facebook, Instagram, etc., including a district video. He's also looking into options to create recruitment and training videos.

He also noted that he will be looking into a potential replacement ambulance vehicle for the current backup ambulance and will also be planning for replacement of the fire engine.

Also, there is a roof leak somewhere in the fire hall, the source has not yet been identified. The parking lot will soon need to be re-surfaced or replaced within the next couple of years.

Chief noted that there is currently \$1.653 million in the capital reserve account for these types of expenses, and he anticipates that another \$300,000.00 will be carried over this year.

Pat Grubb asked about the process to replace a fire engine, specifically since the commission of a new one often takes a few years, asking whether a substantial down payment required. Chief replied that a down payment is required and noted that the "delay" in obtaining a new fire engine is because almost every one of them is a custom design to fit the needs of the fire district commissioning the apparatus. Chief added that he is looking into possibly purchasing from a smaller builder, an "off the rack" type scenario, as long as one can be found that meets our district's needs.

Chief noted that the annual pancake breakfast with Santa will be held at the Community Center this year and offers everyone best wishes for a great holiday season.

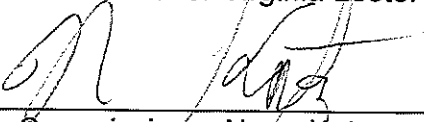
I. ADJOURNMENT

As there was no further business, Commissioner Katz moved to adjourn the meeting at 4:41 pm. Commissioner Harper seconded the motion. **Motion passed 3 – 0.**

The next Regular Meeting of the Board of Commissioners will be January 14th, 2026, at 4:00 pm.



Commissioner Virginia Lester

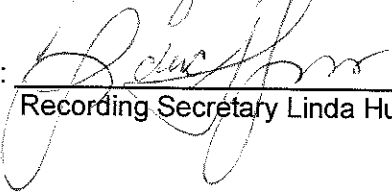


Commissioner Norm Katz



Commissioner Pat Harper

Dated January 14 / 26

Attest: 

Recording Secretary Linda Hughes