

**LEWIS COUNTY FIRE DISTRICT #2
COMMISSIONERS MEETING MINUTES**

April 14, 2022

5:00 p.m.

In Attendance:

In person meeting met COVID-19 requirements and was available by Zoom to the public.

<u>Commissioners</u>	<u>Chief</u>	<u>District Secretary</u>	<u>Advisor</u>	<u>Visitors/Zoom</u>
Jacqui Spahr Bill Moore John Borte	Mike Dorothy	Amy Archer	Diane Wallace	Listed on Sign In

CALL MEETING TO ORDER

The meeting was called to order by Chairman Moore at 5:03 p.m. Chairman Moore led in the Pledge of Allegiance.

RECORDING OF MEETING

None

APPROVAL OF AGENDA

Chairman Moore made amendments to the agenda.

- Added to Unfinished Business is Lewis County Investment Pool & Life Flight agreement. Clarifying on DNR grants submitted
- Move First Quarter Budget Review to Financial Funds Report
- Add Meeting with District 15 Commissioners

Chairman Moore called for approval of the amended agenda. Commissioner Spahr made a motion to approve the agenda as amended. Commissioner Borte seconded the motion. Motion carried.

PUBLIC COMMENT

None

EXECUTIVE SESSION

Chairman Moore called an Executive Session RCW 42.30.110(1)(g) for thirty minutes at 5:06 p.m. to include Commissioners Moore, Borte and Spahr with the addition of Advisor Diane Wallace.

Executive Session ended at 5:36 p.m.

Regular meeting reconvened at 5:40 p.m.

Chairman Moore announced the Board had made no decisions.

READING AND APPROVAL OF MINUTES

The minutes of the March 10, 2022, meeting was read. Commissioner Borte made a motion to approve the March 10, 2022, minutes as printed. Commissioner Spahr seconded the motion. Motion carried.

REVIEW FUEL PURCHASES, OPEN ACCOUNTS, CREDIT CARD CHARGES

Current purchases were reviewed and signed by Commissioners.

APPROVAL OF TRANSMITTALS

Commissioner Spahr made a motion to approve the transmittal dated 03-11-2022 to 04-14-2022 in the amount of \$39,853.05. Commissioner Borte seconded the motion. Motion carried.

APPROVAL OF TRANSFER OF FUNDS

Commissioner Borte made a motion to approve the transfer of funds to Columbia Bank in the amount of \$87,417.64 Commissioner Spahr seconded the motion. Motion carried.

APPROVAL OF PAYROLL

Commissioners reviewed the payroll summaries from March 2022. Commissioner Spahr made a motion to approve payroll summaries for March. Commissioner Borte seconded the motion. Motion carried.

Chairman Moore called for approval to sign April 2022 payroll when available. Commissioner Borte made a motion to sign April 2022 payroll when available. Commissioner Spahr seconded the motion. Motion carried.

COLLECTION/ CHARITY ACCOUNTS

Accounts were brought before the Board for review in the amount of \$12,542.96. Commissioner Borte made a motion to process accounts according to district policy. Commissioner Spahr seconded the motion. Motion carried.

FINANCIAL FUND REPORTS

Financial Fund Reports were reviewed.

CHIEFS REPORT

Chief Dorothy reviewed the Chiefs Report sent out prior to the meeting.

Chief Dorothy informed the Board of the following:

1. Presented Junior Firefighter Hunter Feighenbaum application to the Board. Commissioner Spahr made a motion to accept Junior Firefighter Hunter Feighenbaum effective April 14, 2022, with the customary 6-month probationary period. Commissioner Borte seconded the motion. Motion carried.
2. Matt & Angie Bartholomew submitted applications and are now going through the application process.
3. Kevin Weeks has been cleared to return to full duty effective April 4, 2022.
4. Seattle to Portland Bike Ride. The Association is on the list of overnight accommodations.
5. Chief Dorothy stated he found the cost for used Conex Box to be approximately \$4000.00. Chief will continue to look for used boxes for trainings. Commissioner Borte suggested to

- look around in the community and see if we someone is interested in donating Conex boxes. Possibly advertise on our department website and Facebook pages.
6. Chief Dorothy stated the Durango has a water leak in windshield. Currently scheduled for repair at the dealership.
 7. Volunteer Kyler Reed will be graduating from the Academy on April 21, 2022. Chief Dorothy will be attending his graduation.

UNFINISHED BUISNESS

1. **Advisory Position:** Chairman Moore advised the Board that Advisor, Diane Wallace accepted the Board's offer to extend past the original agreement end date of April 30, 2022. Diane will remain the District Advisor until further notice.
2. **Agreement for Provided EMS Services-**
 - Adventure Medic: The Board agreed to table this item at this time.
 - Life Flight: It was the decision of the Board to bill Life Flight for future service without a contractual agreement.
3. **Employee Handbook Draft Revision:** Chairman Moore suggested we have a special meeting on just this subject. Chairman Moore set a date of April 27, 2022, at 5:00p.m.
4. **DNR Grants (3):**
 - Phase 2 Radio Grant: Chief Dorothy reported the department was awarded ten radios. The radios have been ordered.
 - Infrastructure Grant: Application has been submitted.
 - PPE Grant: Application has been submitted.
5. **Lewis County Investment Pool Agreement:** Chairman Moore read the Lewis County Investment Pool Agreement to the board. Commissioner Spahr made a motion to sign the agreement. Commissioner Borte seconded the motion. Motion carried. Chairman Moore signed the agreement.

NEW BUSINESS

1. **Lewis County Medic One- March Meeting:** Chairman Moore gave an update on the March meeting.
2. **WSFFA Fire School Training- Wenatchee May 19-22, 2022:** Chief Dorothy asked the Board to send Chris Davidson to the training. All classes Chris attends he will incorporate into future trainings for the department. Commissioner Borte made a motion to pay class registration fee, hotel for a 3-night stay, food, provide a department vehicle and fuel per department policy. Commissioner Spahr seconded the motion. Motion carried.
3. **Fire Department Website:** Chairman Moore discussed the current condition of the website. Discussion followed. It was agreed the website needed to be overhauled. The District Secretary will review and update.
4. **2020-2030 Comprehensive Plan:** Chairman Moore discussed the need to update the plan on a yearly basis in December. Time period should always be a rolling 10 years.
5. **First Quarter-Budget Review:** Due to calculation errors the Board requested that it be corrected and brought back to the May meeting.
6. **District 15 Commissioners:** Chairman Moore expressed the need for the Board to talk with neighboring Fire Districts concerning current and future EMS and Fire protection

services, planning for Industrial, business, and residential growth. Commissioner Spahr asked Chairman Moore to contact District 15-Winlock to scheduling a meeting with District 15 Commissioner's Board at one of their meetings.

EXECUTIVE SESSION

Chairman Moore called an Executive Session RCW 42.30.110(1)(g) for thirty minutes at 8:05 p.m. to include Chairperson Moore, Commissioners Borte, Commissioner Spahr and Chief Dorothy.

Chief Dorothy was excused at 8:24 p.m.

At 8:25 p.m. Chairman Moore extended for an additional thirty minutes, requesting Amy Archer to enter the Executive Session at 8:25 p.m.

Amy Archer chose to exit the meeting at 8:54 p.m.

Regular meeting reconvened at 8:55 p.m.

Chairman Moore announced the Board had made the following decision:

- Completion of Chief Dorothy's three-month evaluation.
- Completion of District Secretary's Amy Archer's three-month evaluation.

GOOD OF THE ORDER

1. Lewis County Medic One meeting April 19, 2022, 6:00 p.m., Toledo main station.

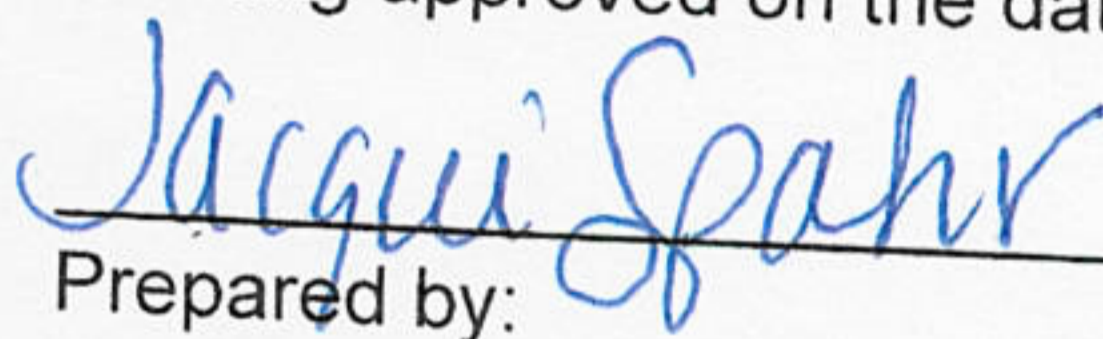
ADJOURNMENT

Commissioner Moore made a motion to adjourn the meeting. Commissioner Spahr seconded the motion. Motion carried.

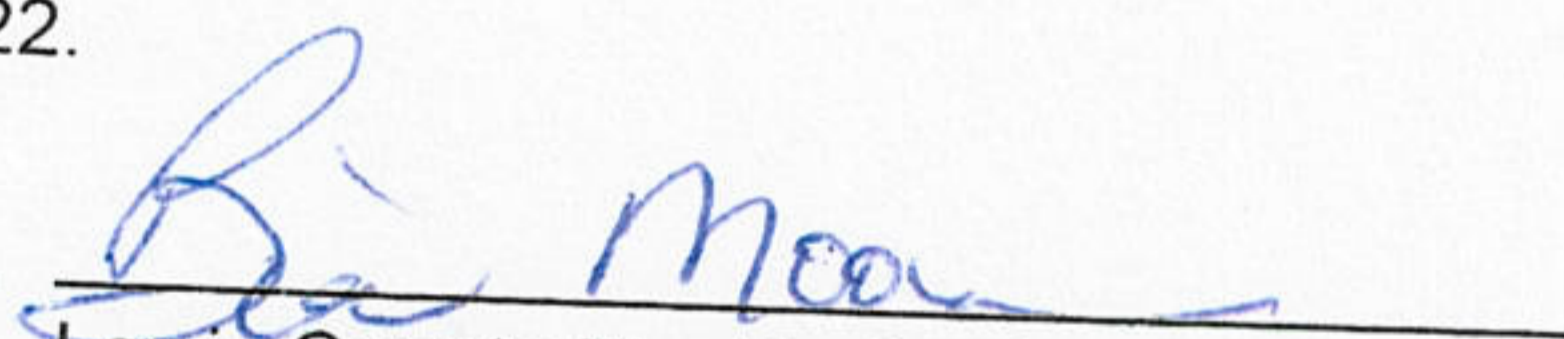
Meeting adjourned at 9:00 p.m.

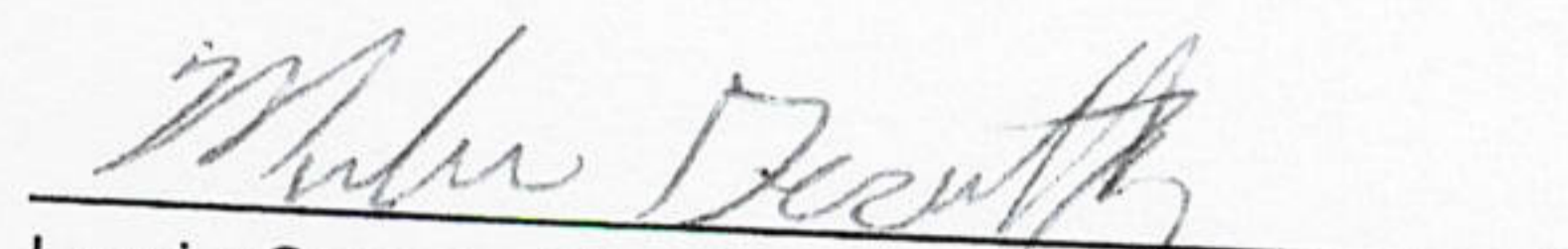
These being the minutes of the April 14, 2022, Lewis County Fire District 2 Commissioners

Meeting approved on the date May 12, 2022.


Prepared by:

Commissioner Jacquie Spahr


Lewis County Fire Protection District 2
Bill Moore, Chairman


Lewis County Fire Protection District 2 by:
Mike Dorothy, District Chief


Lewis County Fire Protection District 2 by:
John Borte, Commissioner


Lewis County Fire Protection District 2 by:
Jacquie Spahr, Commissioner