

**LEWIS COUNTY FIRE DISTRICT #2
COMMISSIONERS MEETING MINUTES
September 9, 2022 - 6:00 p.m.**

In Attendance:

In person meeting.

<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	Jacqueline Ibarra	Diane Wallace	See sign-in sheet

CALL MEETING TO ORDER

The meeting was called to order by Chairman Moore at 6:08 p.m. Jacqueline Ibarra led in the Pledge of Allegiance.

RECORDING OF MEETING

None

APPROVAL OF AGENDA

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

PUBLIC COMMENT

There was no public comment.

READING AND APPROVAL OF MINUTES

The minutes of the August 11, 2022, regular meeting was read. Special Meeting minutes from August 16, 2022 was read. Chairman Moore called to reapprove August 11, 2022 minutes and August 16, 2022 minutes. Commissioner Spahr made the motion. Commissioner Borte seconded the motion. Motion carried.

REVIEW FUEL PURCHASES, OPEN ACCOUNTS, CREDIT CARD CHARGES

Current purchases were reviewed and signed by Commissioners.

APPROVAL OF TRANSMITTALS

Chairman Moore called for a motion to approve the transmittal dated 8/12/2022 – 9/08/2022 in the amount of \$ 76,291,37. Commissioner Spahr made the motion to

approve the transmittal as presented. Commissioner Borte seconded the motion. Motion carried.

APPROVAL OF TRANSFER OF FUNDS

Chairman Moore called for a motion to approve the Transfer of Funds as presented. Commissioner Borte made a motion to approve the transfer of funds to Columbia Bank in the amount of \$102,224.53. Commissioner Spahr seconded the motion. Motion carried.

APPROVAL OF PAYROLL

Commissioners reviewed the payroll summaries from August 2022. Chairman Moore called for a motion to approve the August 2022 payroll summaries as presented. Commissioner Spahr made a motion to approve payroll summaries. Commissioner Borte seconded the motion. Motion carried.

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

COLLECTION/ CHARITY ACCOUNTS

The Total Collection of Accounts for August, 2022 was \$275.00. Commissioner Moore called for a motion to process the collection accounts presented according to District policy. Commissioner Spahr called for the motion. Commissioner Borte seconded the motion. Motion carried.

FINANCIAL FUND REPORTS

Financial Fund Reports were reviewed.

CHIEFS REPORT

Chief Dorothy reviewed the Chief's Report sent out prior to the meeting.

Chief Dorothy informed the Board of the following;

1. **Fleet Vehicle A2-1:** Chief Dorothy stated that A21 is in need of winter tires. He will obtain quotes and present them at October Commissioners Meeting.
2. **New Volunteers:** Chief Dorothy presented two volunteer applications; Jacqueline Ibarra & Andrew Gandarillas. The Entrance Committee interview was held on August 1, 2022 for Jacqueline I. and July 25th, 2022 for Andrew G. Applications were approved with the customary probation period.
3. **Training for Chris Montalvo:** Chief Dorothy presented a training request for Chris Montalvo to attend the Supraglottic Airway training in Olympia, WA on October 7, 2022. Chairman Moore called for a motion to approve per diem for

breakfast and the use of a company vehicle per District policy. Chairman Moore called for a motion to approve training registration, use of a district vehicle and per diem for breakfast in accordance with District policy. Commissioner Spahr made the motion. Commissioner Borte seconded the motion. Motion carried.

UNFINISHED BUSINESS

1. **2022-2032 Comprehensive Plan:** This will be represented at the October 13, 2022 Commissioners Meeting.
2. **Station 2 Roof Repairs:** Chief Dorothy reported his communications with the owner of Roof Doctor. The owner offered a discount to complete the unfinished roof area. Chairman Moore called for a motion to send a check in the amount of \$26,500.00 to the Roof Doctor as final and full payment. Commissioner Borte made a motion to send a full and final payment to the Roof Doctor in the amount of \$26,500.00. Commissioner Spahr seconded the motion. Motion carried.
3. **City of Toledo Fire Investigation:** Chief Dorothy reported to the Board that he has confirmed Lewis County does not have an active fire investigator but will be working with the City of Chehalis to contract through them. Chief Dorothy reported that the City of Toledo will need to contact the City of Chehalis to work on a contract as well, and to inform the that it is not the responsibility of Lewis County Fire District 2 to investigate fires.
4. **Volunteer Assistant Chief:** Chairman Moore, following up from the August Commissioner Meeting, inquired about the status of Chief Dorothy selecting an assistant chief. Chief Dorothy reported that no Officer Meetings has been held since the last Commissioners Meeting, so Chief Dorothy will report on this at the October 13, 2022 Commissioners Meeting.
5. **Station 2 Building Status:** Chairman Moore met with a Lewis County engineer to review the building requirements of the site. The engineer will be sending this information to Chairman Moore and Lewis County.
6. **Last Pass:** District Secretary Jacqueline presented the LastPass website for secure password keeping and sharing to be used by District administration. Chairman Moore called for a motion to approve a 6-month trial run. Commissioner Spahr made the motion. Commissioner Borte seconded the motion. Motion carried.

7. **District Secretary Employment Letter & Job Description:** The Employment Letter and Job Description for District Secretary, Jacqueline Ibarra was reviewed & signed by the Board and District Secretary Jacqueline.
8. **District Cellphones vs. Cellphone Stipends:** The Board discussed the option of purchasing District cellphones for selected personnel in place of paying the quarterly phone stipend. The decision was made to continue using the cellphone stipend policy and not be issuing District cellphones.
9. **Website Review:** District Secretary Jacqueline presented a new website hosting site, and the new website design to the Board. She requested moving the District's website host from Weebly to Wix. Chairman Moore called for a motion to approve the changes of website host and the purchase of Wix's Pro Package. Commissioner Spahr made the motion. Commissioner Borte seconded the motion. Motion carried.
10. **West Region EMS Grant:** Diane Wallace reported that the grant was awarded. Diane Wallace and District Secretary Jacqueline will proceed in the plans for an event held in the fall of 2022 at the Toledo Senior Center to promote senior fall protection.

NEW BUSINESS

1. **Community CRP/1st Aid Training:** District Secretary Jacqueline will be working with the instructor to coordinate a community CRP/1st Aid training in the fall of 2022.
1. **District 15 Commissioners Meeting:** Attending District 15's Commissioners Meetings was discussed. Chairman Moore called for a motion for the Chairman or designee to attend the Commissioners Meetings for District 15 as long as it is deemed necessary by the Board to obtain information for District 2. Commissioner Spahr made the motion. Commissioner Borte seconded the motion. Motion carried.
2. **Toledo Market Fresh Open Charge Account:** The account will remain open and the District will require a signature for all purchased made.
3. **Employee Handbook:** Chief Dorothy requested that shift trades be revised to allow by duty personnel. Shift trades would not exceed a two month gap. Fire Chief will coordinate all shift trades. No additional overtime is to be created by the shift trades. Chairman Moore called for a motion to approve the revisions to

the Employee Hours of Work policy as presented. Commissioner Spahr made the motion. Commissioner Borte seconded the motion. Motion carried. Chairman Moore called for a motion to approve the requested changes to the Shift Trades policy as presented for a 6-month trial period. Commissioner Spahr made the. Commissioner Borte seconded the motion. Motion carried.

4. **Secretary Computer:** District Secretary Jacqueline request to take computer to CompPrime for maintenance. The Board agreed.
5. **Stryker Maintenance Agreement:** Chief Dorothy presented the annual maintenance renewal invoice from Stryker. Chief Dorothy requested that the District does not renew its maintenance agreement with Stryker.
6. **Security System:** Chris Davidson presented information about a security system. He has requested to pursue managing the install and working with ToledoTel for Wi-Fi set up. Chairman Moore called for a motion to get a wireless security system installed at the main station. Commissioner Borte made a motion to approve a security system install at the main station. Commissioner Spahr seconded the motion. Motion carried. Chris Davidson will also be looking into security for the other two stations and report back at the October 13, 2022 Commissioners Meeting.
7. **House Bill 1929 Capital Projects, Building and Equipment Grant for 2023:** Chairman Moore reported the opportunity to apply for this grant in January 2023.
8. **Uniform Inventory:** A report of inventory for all apparel and uniforms was completed and presented to the board by District Secretary Jacqueline.
9. **2023 Budget:** Diane Wallace reported that all budget item requests are due by October 3, 2022 to be reviewed prior to the October 13, 2022 Commissioners Meeting.

GOOD OF THE ORDER

1. Lewis County Medic One Meeting September 20, 2022, 6:00 p.m.
2. SWFC Meeting October 5, 2022: Commissioner Spahr has confirmed she plans to attend.


EXECUTIVE SESSION

Executive session was postponed due to time restraints.

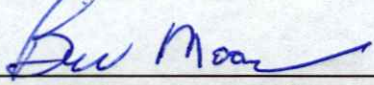
ADJOURNMENT

Chairperson Moore made a motion to adjourn the meeting. Commissioner Borte seconded. Meeting adjourned at 9:06 p.m.

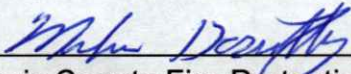
These being the minutes of the September 8, 2022, Lewis County Fire District 2 Commissioners Meeting approved on the date October 13, 2022.



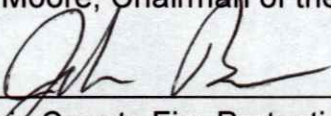
Prepared by:
by: Jacqueline Ibarra, District Secretary



Lewis County Fire Protection District 2
Bill Moore, Chairman of the Board



Lewis County Fire Protection District 2
Mike Dorothy, District Chief



Lewis County Fire Protection District 2
John Borte, Commissioner



Lewis County Fire Protection District 2
Jacqui Spahr, Commissioner