

**LEWIS COUNTY FIRE DISTRICT #2
COMMISSIONERS MEETING MINUTES
October 13, 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 6:00 p.m. Chairman Moore led in the Pledge of Allegiance.

RECORDING OF MEETING

None

APPROVAL OF AGENDA

Chairman Moore called for a motion for the approval of the agenda, striking the 2020-2030 Comprehensive Plan. Commissioner Borte made a motion to approve the agenda as amended. Commissioner Spahr seconded the motion. Motion carried.

PUBLIC COMMENT

There was no public comment.

PRESENTATION

ToledoTel presented a proposal to the Board for security cameras to be installed at all three of District 2's stations. Chairman Moore called for a motion to accept ToledoTel proposal to install security cameras at all three stations. Commissioner Spahr made the motion to approve hiring ToledoTel. Commissioner Borte seconded the motion. Motion carried.

READING AND APPROVAL OF MINUTES

The minutes of the September 8, 2022, regular meeting was read. Chairman Moore called for a motion. Commissioner Borte made the motion to approve September 8, 2022 minutes as presented. 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

Chairman Moore called for a motion to approve the transmittal dated 9/08/2022 – 10/13/2022 in the amount of \$ 39,571.98. 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 \$83,899.85. Commissioner Spahr seconded the motion. Motion carried.

APPROVAL OF PAYROLL

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

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

COLLECTION/ CHARITY ACCOUNTS

The total collection of accounts for September, 2022 was \$14,262.60. Chairman Moore called for a motion to process the collection accounts presented according to District policy. Commissioner Spahr made the motion to process the collection account according to District Policy. 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. **Volunteer Resignations:** Chief Dorothy reported that three volunteers have resigned from their volunteer duties; Kyler Reed on September 19, 2022 and Matt and Angela Bartholomew on September 23, 2022.

Chairman Moore called for a motion. Commissioner Spahr a made to accept resignations as of these dates for these volunteers. Commissioner Borte seconded the motion. Motion carried.

2. **Volunteer Recruitment:** Chief Dorothy reported that James Schumann has completed all required testing to become a volunteer. Chairman Moore called for a motion. Commissioner Spahr has made a motion to approve James Schumann effective September 12, 2022 with a customary 6-month probation. Commissioner Borte seconded the motion. Motion carried.
3. **ESO Solutions:** Chief Dorothy reported a webinar coming up in November to go over migration from ER to ESO.
4. **Volunteer Assistant Chief:** Chief Dorothy announced that he has appointed Chris Davidson as District 2's Volunteer Assistant Chief. Chairman Moore called for a motion. Commissioner Borte made the motion to approve Chris Davidson as the District's Volunteer Assistant Chief, effective September 12, 2022. Commissioner Spahr seconded the motion. Motion carried.

UNFINISHED BUSINESS

1. **Station 2 Roof Repairs Invoice:** No change from last month's decision.
2. **SW Commissioner's Meeting:** Commissioner Spahr attended the October meeting. They will be held bi-annually, at not charge for attending.
3. **Station 2 Building Status:** The wetland report was sent to the County on 10/13/2022. Chairman Moore will now proceed with the SEEPA report.
4. **Stryker Annual Maintenance Proposal:** Chief Dorothy proposed that the District do a 3-year maintenance contract for the Lucas, pay for repairs as needed on the power cots as there is no longer a maintenance agreement on them due to age, and not renew annual maintenance agreement on LifePac.
5. **House Bill 1929 Capital Projects, Buildings and Equipment Grant for 2023:** Chairman Moore will follow up with District 15 to get more information on this grant.
6. **Medic One:** A majority vote of the Board of Directors of Lewis County Medic One resulted in dissolving Medic One, effective January 1, 2023.

NEW BUSINESS

- 1. 2019-2021 State Audit:** The audit is underway. Advisor Wallace is working with Auditor to provide all requested documents. The Auditor's Report will be presented to the Board once the audit is complete.
- 2. 2023 Preliminary Budget:** Reviewed. Final Budget will be presented at December's Commissioner meeting.
- 3. Computer Tracking Software:** The Board discussed looking into pricing for computer tracking software.
- 4. Employee Emails:** The Board discussed and decided to add and provide each duty personnel and assistant chief district emails, and delete Amy Archer's district email.

GOOD OF THE ORDER

- 1. Lewis County Medic One Meeting ~ 6:00 p.m., October 18, 2022:** Chairman Moore will attend and report at next month's meeting.
- 2. October School Tours:** The District hosted five school tours, including four Kindergarten classes from Toledo Elementary and the Toledo Home School Group.


EXECUTIVE SESSION:

Chairman Moore called for an Executive Session RCW 42.30.110(1)(g) for thirty minutes at 8:40 p.m. to include Chairman Moore, Commissioner Borte, Commissioner Spahr, Advisor Diane Wallace and District Secretary Ibarra. The Executive Session ended at 9:10 p.m. Chairman Moore reported District Secretary Ibarra's three-month evaluation is complete.

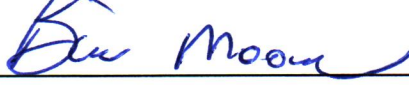
ADJOURNMENT

Chairperson Moore made a motion to adjourn the meeting. Commissioner Borte seconded. Meeting adjourned at 9:15 p.m.

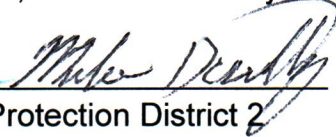
These being the minutes of October 13, 2022, Lewis County Fire District 2
Commissioners Meeting approved on November 10, 2022.



Prepared by:
by: Jacqueline Ibarra, District Secretary



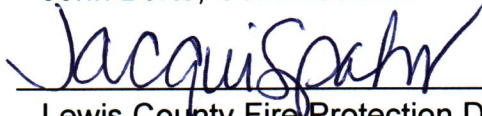
Lewis County Fire Protection District 2
Bill Moore, Chairman of the Board



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