

**LEWIS COUNTY FIRE DISTRICT #2
COMMISSIONERS MEETING MINUTES
July 14, 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 Chairperson Moore at 6:00 p.m. Chairperson Moore led in the Pledge of Allegiance.

RECORDING OF MEETING

None

APPROVAL OF AGENDA

Chairperson 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

None

READING AND APPROVAL OF MINUTES

The minutes of the June 9, 2022, regular meeting was read. Commissioner Spahr made a motion to approve the June 9, 2022, minutes as printed. 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

Commissioner More called for a motion to approve the transmittal dated 06/10/2022 – 07/13/2022 in the amount of \$86,103.99. Commissioner Spahr made the motion to

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

APPROVAL OF TRANSFER OF FUNDS

Commissioner 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 \$39,259.38. Commissioner Spahr seconded the motion. Motion carried.

APPROVAL OF PAYROLL

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

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

COLLECTION/ CHARITY ACCOUNTS

Total Collection of Accounts for July, 2022 was \$16,659.42. Commissioner Moore called for a motion for the process collection accounts presented according to District policy. Commissioner Borte made a motion to process accounts. Commissioner Spahr seconded motion. Motion carried.

FINANCIAL FUND REPORTS

Financial Fund Reports were reviewed.

CHIEFS REPORT

Chief Dorothy reviewed the Chiefs Report, previously sent out prior to the meeting. Chief Dorothy informed the Board of the following: Volunteer Skot Jones resigned from the department on June 30, 2022. Volunteer Teddy England resigned from the department on July 14,2022. Chief Dorothy Stated Roof Doctor will repair main station roof on July 14-15,2022. Sleeping quarters will be inspected on August 1, before completion.

UNFINISHED BUISNESS

- 1. Employee Handbook:** Commissioner Spahr made a motion to approve the new revisions to the Employee Handbook. Commissioner Moore seconded the motion. Motion carried.
- 2. Mid-Year Budget Review:** The mid-year budget was reviewed.

3. **2020-2030 Comprehensive Plan ~ Chief Dorothy:** Draft was not completed and ready for review.

NEW BUSINESS

1. **Lewis County Medic One ~ June Meeting Review ~ Chairman Moore:**
Commissioner Moore stated that there are currently four medics working for Lewis County Medic One. Chief Rich Underdahl of Lewis County Fire District 15 presented a proposal to the Board of Directors of Medic One to take over Medic One. Commissioners discussed plans for District 2 should Medic One dissolve. Commissioner Spahr made a motion to draft a letter indicating District 2's pursuit of contract for ALS service with Lewis County Fire District 15. Commissioner Moore seconded the motion. Motion carried. Commissioner Moore will be reaching out to the Chairman of District 15's Board of Commissioners.
2. **Station II Maintenance/Construction:** Commissioner Borte will be following up with the water drainage issue. Chief Dorothy informed commissioners that the contractor that was looking at this is requiring an official bid request for drain system, fill & grade. Commissioner Moore will be working with Gary Ingles to get bid to build a 36'x36' garage. Commissioner Borte made a motion to approve pursuing a bid from Gary Ingle. Commissioner Spahr seconded the motion. Motion carried.
3. **Average Cost Per Transport for SFY 2021:** The average cost per transport for SFY 2021 was reviewed. The average for per transport to be collected for 2021 will be \$1,000.00 of the \$1,970.00 available.
4. **Update District Account Authorizations:** Commissioner Moore called for a motion to approve Jacqueline Ibarra as a signer for the district. Commissioner Spahr made a motion to approve Jacqueline Ibarra, District Secretary, authorization as a signer for District 2. Commissioner Borte seconded the motion. Motion carried. Commissioner Borte made a motion to remove Amy Archer as an authorized signer from Columbia Bank. Commissioner Spahr seconded the motion. Motion carried.
5. **Per Diem Rate Increase:** Commissioner Spahr presented document to notify the Commissioners that Per Diem rates have been increased. No changes were made to current per diem rates paid by District 2.
6. **New Employees:** Effective July 13, 2022, Jacqueline Ibarra is the District 2 Secretary. This position is part-time, working roughly 25 hours a week and making a salary wage for \$20/hour at 25/hours weekly. This position is primarily remote and Jacqueline Ibarra will have a 90-day review. As of July 5, 2022, Firefighter/EMTs Thomas Koenig and Brandon Richey began full-time employment at District 2 with an hourly pay rate of \$17.50.
7. **Resigned Volunteers:** As of June 30th, 2022, Skot Jones has resigned from volunteer duties at District 2. As of July 14th, 2022, Teddy England has resigned from volunteer duties at District 2. Commissioner Moore called for a motion to

approve the resignations as presented. Commissioner Borte made a motion to approve and announce these resignations. Commissioner Spahr seconded the motion. Motion carried.

EXECUTIVE SESSION

Chairperson Moore called an Executive Session RCW 42.30.110(1)(g) for ten minutes at 8:17 p.m. to include Chairperson Moore, Commissioner Borte and Commissioner Spahr, Advisor Diane Wallace and Chief Dorothy. Regular meeting reconvened at 8:27pm. No decisions made.

GOOD OF THE ORDER

1. Lewis County Medic One meeting on July 19th, 2022.
2. \$4,000.00 was collected from the West Region Grant 2021.
3. District 2 will be hosting the Lewis County Commissioners Dinner on August 15, 2022 at the Toledo Senior Center at 6:30pm. Commissioner Spahr agreed to organize the event.
4. Toledo Cheese Days: Commissioners requested a letter to be written to thank the Toledo Market for their donation of ice cream for Cheese Days.

ADJOURNMENT

Commissioner Borte made a motion to adjourn the meeting. Commissioner Moore seconded. Meeting adjourned at 8:30 p.m.

These being the minutes of the July 9, 2022, Lewis County Fire District 2 Commissioners Meeting approved on the date August 11, 2022.

Prepared by:
Jacqueline Ibarra, District Secretary

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

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:
Jacqui Spahr, Commissioner