

**LEWIS COUNTY FIRE DISTRICT #2  
COMMISSIONERS MEETING MINUTES  
July 13, 2023 - 6:00 p.m.**

**In Attendance:**

In person meeting.

<u>Commissioners</u>	<u>Chief</u>	<u>Assistant Chief</u>	<u>District Secretary</u>	<u>Visitors/Zoom</u>
Bill Moore Jacqui Spahr	Mike Dorothy	Chris Davidson	Jacqueline Ibarra	See sign-in sheet

**CALL MEETING TO ORDER**

The meeting was called to order by Chairman Moore at 6:01 p.m. Chairman Moore led in the Pledge of Allegiance.

**RECORDING OF MEETING**

None

**APPROVAL OF AGENDA**

Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the agenda as presented. Chairman Moore seconded the motion. Motion carried.

**PUBLIC COMMENT**

There was no public comment.

**READING AND APPROVAL OF MINUTES**

The minutes of the June 15, 2023 regular meeting was read. Chairman Moore called for a motion. Commissioner Spahr made the motion to approve June 15, 2023 minutes as presented. Chairman Moore seconded the motion. Motion carried.

The minutes of the June 26, 2023 special meeting was read. Chairman Moore called for a motion. Commissioner Spahr made the motion to approve June 26, 2023 minutes as presented. Chairman Moore seconded the motion. Motion carried.

**REVIEW FUEL PURCHASES, OPEN ACCOUNTS, CREDIT CARD CHARGES**

Current purchases were reviewed and signed by Commissioners.

**PURCHASE ORDER REQUESTS:**

Assistant Chief Davidson presented a purchase order request for five Streamlight Vantage Helmet Lights for interior Firefighters for sufficient fire-rated helmet lights. These lights cost \$90.82 each, for a total of \$490.00 including tax. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the purchase of the request as presented. Chairman Moore second the motion. Motion carried.

**APPROVAL OF TRANSMITTALS**

Chairman Moore called for a motion to approve the transmittal as presented. Commissioner Spahr made the motion to approve the transmittal dated 6/10/2023 through 7/06/2023 in the amount of \$312,537.06. Chairman Moore 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 Spahr made a motion to approve the transfer of funds to Umpqua Bank in the amount of \$102,712.71 Chairman Moore seconded the motion. Motion carried.

## **APPROVAL OF PAYROLL**

Commissioners reviewed the payroll summary for June 2023. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the June 2023 payroll summaries in the amount of \$34,398.41. Chairman Moore seconded the motion. Motion carried.

Chairman Moore called for a motion. Commissioner Spahr made a motion to approve July 2023 payroll when available. Chairman Moore seconded the motion. Motion carried.

## **COLLECTION/ CHARITY ACCOUNTS**

The total collection of accounts for July, 2023 was \$3,108.74. Chairman Moore called for a motion. Commissioner Spahr made the motion to process the collection account according to District Policy. Chairman Moore 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.

1. **Equipment:** Chief Dorothy reported that the engine at Station 3 was loaned to District 20 for a few weeks while District 20's engine is being used at District 15.

## **UNFINISHED BUSINESS**

1. **Procurement of Chassis:** Secretary Ibarra presented an additional invoice for payment of the 2023 Ford E450 Ambulance for two change orders in the amount of \$12,080.18 including tax. It was reported there will be no further cost to Braun Northwest for the ambulance after payment of these change orders. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve payment to Braun Northwest in the amount of \$12,080.18 for the change orders for the build of the 2023 Ford E450 Ambulance. Chairman Moore seconded the motion. Motion carried.
2. **First Due Update:** Chief Dorothy, Assistant Chief Davidson and Secretary Ibarra continue to meet with the implementation team of First Due weekly.
3. **Umpqua Bank ~ Secondary Checking:** Secretary Ibarra reported that she spoke with the Lewis County Treasurer's office and Umpqua Bank regarding a secondary checking account for the District. She is requesting that the District approves opening a checking account at Umpqua Bank with one debit card to be issued to Chief Dorothy. The checking account would hold a max balance of \$10,000.00, and replace the First Citizens credit card issued to Chief Dorothy. Chairman Moore called for a motion. Commissioner Spahr made a motion for the District to open a secondary checking account, with a max balance of \$10,000.00 and one debit card to be issued to Chief Dorothy, and the cancelation of the First Citizen credit card account once the checking account is opened and debit card is issued. Chairman Moore seconded the motion. Motion carried.
4. **Resolution 2023-05 ~ 2006 International Ambulance Surplus:** Resolution 2023-05 for the Surplus of the 2006 International Ambulance was presented to the Board. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve Resolution 2023-05; 2006 International Ambulance Surplus. Chairman Moore seconded the motion. Motion carried.

## NEW BUSINESS

1. **Billing Procedures Policy Update:** Secretary Ibarra presented Billing Procedure Policy for Transport Billing. Three amendments were discussed for change as follows:
  - Remove: "When accounts reach a balance of \$250.00 or less a patient may request charity by returning and indigent care application to Systems Design, which shall be forwarded to the District Business Manager with any other pertinent information they have regarding this account."
  - Remove: "For patients who are deceased without transport, patient shall be billed at the current BLS rate. This account shall not be sent to collections, and any co-pay amount that would be the responsibility of the patient shall be written off as non-collectable. If the patient does not have insurance coverage the entire fee shall be written off as non-collectable."
  - Revised: The District's write-off amount for pre-collection accounts increased from \$250.00 to \$275.00.

Chairman Moore called for a motion. Commissioner Spahr made a motion to increase the District's write-off amount for pre-collection accounts from \$250.00 to \$275.00. Chairman Moore seconded the motion. Motion carried.

The Billing Procedure Policy will be updated and presented at the next Commissioner's Meeting for signatures.

2. **Lexipol Annual Renewal:** Secretary Ibarra presented the annual renewal contract for Lexipol, and program used for District policies for personnel and volunteers. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve renewing contract with Lexipol. Chairman Moore seconded the motion. Motion carried.
3. **Time-Off Request:** Secretary Ibarra reported she will be submitting a time-off request for one week in December, 2023.

## GOOD OF THE ORDER

### EXECUTION SESSION

Chairman Moore called for an Executive Session RCW 42.30.110(1)(g) for forty-five minutes at 7:05 p.m. to include Chairman Moore, Commissioner Spahr and Chief Dorothy.

Chief Dorothy left the Executive Session at 7:25 p.m.

Secretary Ibarra was called into the Executive Session at 7:38 p.m.

The Executive Session ended at 7:50 p.m. and the regular meeting reconvened at 7:50 p.m.

### RCW 42.30.110(1)(g) ~ Evaluations:

Chairman Moore reported that the 1-year evaluations for Brandon Richey and Thomas Koenig have been completed.

Chairman Moore called for a motion. Commissioner Spahr made a motion to approve Brandon Richey and Thomas Koenig's 1-year evaluation as presented by Chief Dorothy and increase their hourly rate by \$1.00, effective July 5, 2023. Commissioner Spahr seconded the motion. Motion carried.

Chairman Moore reported that the 1-year evaluation for District Secretary, Jacqueline Ibarra, was completed. Chairman Moore also reported that the evaluation was already presented to Commissioner Borte prior to meeting due to Commissioner Borte's absence at this meeting.

Chairman Moore called for a motion. Commissioner Spahr made a motion to approve Jacqueline Ibarra's 1-year evaluation as presented, moving her to full-time, increasing pay to \$26.00 an hour, paid medical and dental insurance, and to include vacation and sick pay accrual. Full-time status, hourly pay increase and medical and dental insurance will be effective July 1, 2023, and vacation and sick pay will be retro paid from January 1, 2023. Chairman Moore seconded the motion. Motion carried.


**RCW 42.30.110(1)(g) ~ Holiday Pay:**

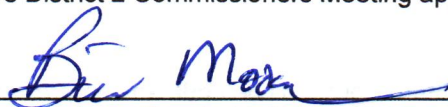
No decision was made.


**ADJOURNMENT**

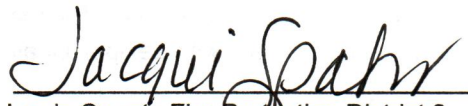
Chairmen Moore made a motion to adjourn the meeting. Commissioner Spahr seconded the motion. Motion carried. Meeting adjourned at 7:52 p.m.

These being the minutes of July 13, 2023, Lewis County Fire District 2 Commissioners Meeting approved on August 10, 2023.

  
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Prepared by:  
Jacqueline Ibarra, District Secretary

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

  
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Lewis County Fire Protection District 2  
Mike Dorothy, Fire Chief

  
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Lewis County Fire Protection District 2  
~~John Borte, Commissioner~~  
Jacquie Spahr  
NOT AVAILABLE  
\_\_\_\_\_  
Lewis County Fire Protection District 2  
~~Jacqui Spahr, Commissioner~~  
John Borte