

**LEWIS COUNTY FIRE DISTRICT #2
COMMISSIONERS MEETING MINUTES
March 16, 2023 - 6:00 p.m.**

In Attendance:

In person meeting.

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

CALL MEETING TO ORDER

The meeting was called to order by Chairman Moore at 6:00 p.m. Thomas Koenig 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. Commissioner Spahr made a motion to approve the agenda as presented. Commissioner Borte seconded the motion. Motion carried.

PUBLIC COMMENT

There was no public comment.

READING AND APPROVAL OF MINUTES

The minutes of the January 12, 2023, regular meeting was read. Chairman Moore called for a motion. Commissioner Borte made the motion to approve January 12, 2023 minutes as presented. Commissioner Spahr seconded the motion. Motion carried.

The minutes of the February 9, 2023, regular meeting was read. Chairman Moore called for a motion. Commissioner Spahr made the motion to approve February, 2023 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 as presented. Commissioner Spahr made the motion to approve the transmittal dated 2/09/2023-03/14/2023 in the amount of \$41,405.74. 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 \$81,333.63. Commissioner Spahr seconded the motion. Motion carried.

PURCHASE ORDER REQUESTS:

Three purchase order requests were presented to the Board; Alert-All for the purchase of 200 7-piece activity kits to be distributed to classes during fieldtrips to District 2. DNR Phase 1 Grant for purchase of batteries, helmets and pants. Springbrook Express for Professional Services and New User Training for District Secretary Ibarra. The Board reviewed the requests and Chairman Moore signed the approvals.

APPROVAL OF PAYROLL

Commissioners reviewed the payroll summaries from February 2023. Chairman Moore called for a motion. Commissioner Borte made a motion to approve the February 2023 payroll summaries in the amount of \$39,927.89. Commissioner Spahr seconded the motion. Motion carried.

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

COLLECTION/ CHARITY ACCOUNTS

The total collection of accounts for January, 2023 was \$1,695.95. Chairman Moore called for a motion to process the collection accounts presented according to District policy. Commissioner Borte made the motion to process the collection account 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 Chief's Report sent out prior to the meeting.

1. **Fire Training:** Chief Dorothy presented a request for four volunteers to attend the WSFFA Annual Firefighter School in Wenatchee in May 2023; Donivananne Calstoy, Erik Grove, Mike Berg and Chris Davidson. The Board reviewed the travel, lodging and food expenses and approved.

UNFINISHED BUSINESS

1. **Tucker Road Rental Residence:** The Board reviewed purchases made for renovations at the Tucker Road Station 2 residence. Total purchases to date are \$22,517.24, which includes full interior painting, new flooring & trim, dumpster service, new door, toilets, stove, sinks and blinds, and tree limbing. Anticipated remaining costs are plumbing, professional cleaning, moss removal on roof, septic tank pumped and drain rock. All expenses will be paid out of the monies received from the portion of District 2's collection of assests sold from Medic One.
2. **Station 2 Building Status Update:** Chairman Moore reported that everything is complete, and requested the approval to purchase the building permit. Commissioner Borte made a motion to approve the purchase of the building permit. Commissioner Spahr seconded the motion. Motion carried.

3. **Security System Update:** Chief Dorothy reported that the security system has been installed at all three stations.
4. **ALS Services for 2023:** Chief Dorothy reported that he's received the revised ALS Service Agreement from District 15 and will forward to the Commissioners for review. Chairman Moore called for a Special Meeting before April 1, 2023 to review and sign with Chief Underdahl from District 15. The ALS Service Agreement will be effective April 1, 2023.
5. **Medic One:** Chairman Moore reported that the Distribution of Assets and the Dissolution of Medic One has been approved. The declaration of Medic One's dissolve will be published in The Chronicle newspaper.
6. **Procurement of Chassis:** Chief Dorothy reported that he received a quote for the new ambulance but will be requesting a revised quote to reflect District 2's custom specs. The final quote and financing options will be presented at the next Commissioners meeting for their review and decision on how the ambulance will be purchased.
7. **ALS License Renewal Update:** Application is pending.
8. **Volunteer Association 501C3:** Assistant Chief Davidson reported that the Volunteer Association will be reapplying for a new EIN due to an error made by the IRS. Once in place, the Volunteer Association will reapply for a 501C3.
9. **Boat Purchase Proposal:** Assistant Chief Davidson proposed the purchase of a personal watercraft instead of a boat due to the costs of purchasing a boat, along with costs associated with managing, storage, maintenance and operating far exceeding the cost of a personal watercraft. After thorough research, Assistant Chief Davidson found a personal watercraft that is most suitable for water rescue and provided a quote for a Seadoo Explorer Pro 170, which includes a limited lifetime engine warranty, trailer, stability collars and life sled for the amount of \$27,300.00. Assistant Chief Davidson requested the Board approve a \$500.00 fully-refundable deposit to secure the personal watercraft until the Board can make a final decision on the purchase. Chairman Moore called for a motion. Commissioner Borte made a motion to approve paying the \$500.00 deposit. Commissioner Spahr seconded the motion. Motion carried.
10. **Lewis County Investment Pool:** District Secretary Ibarra reported that the Lewis County Treasurer's Office is still working on individual reports for all investors. Investment interest is reflected in the monthly Treasurer's Report sent to the District. Any further information received will be presented to the Board when available.

NEW BUSINESS

1. **Advisor Resignation:** Chairman Moore presented the resignation letter of Advisor Diane Wallace, dated March 8, 2023. Diane Wallace will be resigning from her position and retiring, effective March 31, 2023. District Secretary Ibarra added that Diane has a balance of 110.18 hours of vacation hours left, and Diane has confirmed she wishes to be paid out 100 hours of vacation with March 2023's payroll and forfeits the remaining balance. Chairman Moore called for

a motion. Commissioner Spahr made a motion to accept the resignation of Diane Wallace as presented, effective March 31, 2023. Commissioner Borte seconded the motion. Motion carried.

2. **Storage:** Assistant Chief Davidson requested the purchase of a 40-ft air-tight sealed, dry storage container from Dry-Box and have it located a Station 2. He provided a quotes for both new and used containers. Chairman Moore called for a motion. Commissioner Borte made a motion to approve the purchase of a used 40-ft container, as quoted, for the amount of \$3,600.00 plus tax, which includes delivery fees. Commissioner Spahr seconded the motion. Motion carried.
3. **Trauma Reports to Hospital:** District Secretary Ibarra reported that she received confirmation from Dr. McCahill that all incident reports that resulted in patient transfer to a hospital, must be sent to the receiving facility within 24 hours, per WAC 246-976-330 and has asked the Board to approve she reinstate District 2's fax line immediately so trauma reports can be sent as required by law. Chairman Moore called for a motion. Chairman Moore called for a motion. Commissioner Borte made a motion to reinstate the District's fax line. Chairman Moore seconded the motion. Motion carried.


GOOD OF THE ORDER

1. **2023 Annual Volunteer Appreciation Dinner:** District Secretary Ibarra updated the Board that the headcount is 38 total for the event, and she will provide a final cost report at the next Commissioners meeting. This will be held on Saturday, April 1, 2023 at 6:00pm, located at Mill City Grill in Longview, WA.
2. **Facebook Access:** District Secretary Ibarra reported that, with prior approval from Chairman Moore, she provided administrative access to Assistant Chief Davidson to post about volunteer training and Volunteer Firefighter/EMT Rebecca Feigenbaum to post about the Volunteer Association's activities on the District's Facebook page.
3. **Volunteer Association:** The Volunteer Association has confirmed they are signed up with STP (Seattle to Portland) to be a host for the cyclists. The location will be at the District's main station, and cyclists will be housed in the training room for one evening during the STP event. No cyclists have signed up yet.
4. **2023 DNR PPE & Operation Grant Application Update:** DNR confirmed that District 2 was not awarded either of the grants.
5. **Columbia Bank Transition to Umpqua Bank:** District Secretary Ibarra reported that as of March 20, 2023 Columbia Bank will be dissolved into Umpqua Bank. All preparation for this transition has been completed.

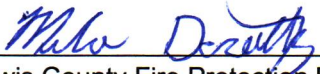
ADJOURNMENT

Chairman Moore made a motion to adjourn the meeting. Commissioner Borte seconded. Meeting adjourned at 8:35 p.m.

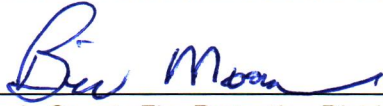
These being the minutes of March 16, 2023, Lewis County Fire District 2 Commissioners Meeting approved on April 13, 2023.



Prepared by:
Jacqueline Ibarra, District Secretary



Lewis County Fire Protection District 2
Mike Dorothy, District Chief



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



Lewis County Fire Protection District 2
John Borte, Commissioner



Lewis County Fire Protection District 2
Jacqui Spahr, Commissioner