

**LEWIS COUNTY FIRE DISTRICT #2
COMMISSIONERS MEETING MINUTES
March 20, 2024 - 5:00 p.m.**

IN ATTENDANCE

Commissioners

Bill Moore
Jacqui Spahr
John Borte

Fire Chief

Chris Davidson

District Secretary

Jacqueline Ibarra

Visitors

Donivananne Calstoy

CALL MEETING TO ORDER The meeting was called to order by Chairman Moore at 5:00 PM. Donivananne Calstoy 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. Commissioner Borte seconded the motion. Motion carried.

APPROVAL OF MINUTES The minutes from February 20, 2024 regular meeting were read. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the meeting minutes from February 20, 2024 as presented. Commissioner Borte seconded the motion. Motion carried.

The minutes from March 11, 2024 special meeting were read. Chairman Moore called for a motion. Commissioner Borte made a motion to approve the meeting minutes from March 11, 2024 as presented. Chairman Moore seconded the motion. Motion carried.

PURCHASE ORDER REQUESTS No Purchase Order Requests were presented.

REVIEWING OF OPERATING EXPENSES – APPROVAL OF TRANSMITTAL Current purchases were reviewed and signed by the Board. Chairman Moore called for a motion. Commissioner Borte made a motion to approve the transmittal dated 02-17-2024 through 03-17-2024 in the amount of \$54,256.29. Chairman Moore seconded the motion. Motion carried.

APPROVAL OF TRANSFER OF FUNDS

Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the Transfer of Funds in the amount of \$95,552.90. Commissioner Borte seconded the motion. Motion carried.

PAYROLL Chairman Moore called for a motion. Commissioner Spahr made a motion to approve February's payroll in the amount of \$41,296.61. Commissioner Borte seconded the motion. Motion carried.

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

COLLECTION & CHARITY ACCOUNTS The total collection amount for March 2024 was \$1,326.89. Chairman Moore called for a motion. Commissioner Spahr called for a motion to process the collection accounts according to District policy. Chairman Moore seconded the motion. Motion carried.

FINANCIAL FUND REPORTS The financial fund reports were reviewed.

CHIEF'S REPORT Chief Davidson reviewed the Chief's Report that was sent out prior to the meeting.

1. **Fire Training:** Chief Davidson presented a request for (4) four to attend the WSFFA Annual Firefighter School in Wenatchee in May 2024; Chief Davidson, Mike Berg, Donivananne Calstoy and Erik Grove. The Board reviewed the request and approved the training, including travel, meal and lodging expenses.

UNFINISHED BUSINESS

Capital Facilities / Needs Assessment Chief Davidson informed the Board that the RFP for a the Needs Assessment had been published in The Chronicle newspaper, resulting in one RFP and an interview would be scheduled with the applicant; RSS Architecture. PC.

Resolution 2024-002; Travel Reimbursement Secretary Ibarra presented the new Travel Reimbursement form and Resolution 2024-002 which adopts the new Travel Reimbursement policy. Chairman Moore called for a motion. Commissioner Borte made a motion to approve Resolution 2024-002 as presented. Commissioner Spahr seconded the motion. Motion carried.

New Hire Status; Full-Time Firefighter/EMT Chief Davidson reported that he had extended an offer of employment to Shannon Latkiewicz for a full-time Firefighter/EMT position, with a starting salary of the Level 1 Firefighter based on the 2024 Hourly District Pay Scale, and a start date of April 1, 2024. Chairman Moore called for a motion. Commissioner Spahr made a motion to accept the employment offer to Shannon Latkiewicz as presented by Chief Davidson. Chairman Moore seconded the motion. Motion carried.

Employee Handbook Secretary Ibarra reviewed the Employee Handbook that was previously sent out prior to the meeting. Chairman Moore called for a motion. Commissioner Borte made a motion to approve the Employee Handbook as presented. Commissioner Spahr seconded the motion. Motion carried.

NEW BUSINESS

Resolution 2024-003; Regular Meetings Chief Davidson has requested the Board move the regular monthly meetings to the third Tuesday of the month due to scheduling conflicts. Chairman Moore called for a motion. Commissioner Borte made a motion that the Board approves Resolution 2024-003, moving the regular monthly meetings to the third Tuesday of each month. Chairman Moore seconded the motion. Motion carried.

2024 ALS Agreement with Lewis County Fire District 15 No changes were made. The Board requested a contract be signed upon annual review. Chief Davidson will follow up with District 15 for an updated contract to be presented for signature at next month's meeting.

EXECUTIVE SESSION

RCW 42.30.110(1)(g)- Personnel: Chairman Moore called for an Executive Session RCW 42.30.110(1)(g) for 30 minutes at 6:08 PM to include Chairman Moore, Commissioner Spahr, Commissioner Borte, Chief Davidson and Secretary Ibarra.

At 6:28 PM, Chairman Moore announced the Executive Session would last another 20 minutes.

At 6:48 PM, Chairman Moore announced the Executive Session would last another 10 minutes.

The Executive Session ended at 6:58 PM.

Chairman Moore called for a motion. Commissioner Borte made a motion to approve the 2024 Labor Rates for Administration as presented by Chief Davidson. Chairman Moore seconded the motion. Motion passed by two thirds majority vote.

Chairman Moore called for a motion. Commissioner Borte made a motion to promote Jacqueline Ibarra to District Manager, effective March 1, 2024. Chairman Moore seconded the motion. Motion carried.

Chairman Moore called for a motion. Commissioner Spahr made a motion for the District Manager to report directly to the District Fire Chief, and the District Fire Chief will be responsible for conducting annual reviews of this position, effective March 1, 2024. Commissioner Borte seconded the motion. Motion carried.

Regular session reconvened at 7:00 PM.

GOOD OF THE ORDER

2024 First Responders Appreciation Dinner The Board discussed.

ADJOURNMENT

Chairman Moore made a motion to adjourn the meeting. Commissioner Borte seconded the motion. Motion carried. Meeting adjourned at 7:12 PM.

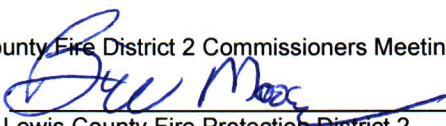
These being the minutes of March 20, 2024, Lewis County Fire District 2 Commissioners Meeting approved on April 16, 2024.



Prepared by:
Jacqueline Ibarra, District Manager




Lewis County Fire Protection District 2
Chris Davidson, Fire Chief



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



Lewis County Fire Protection District 2
John Borte, Commissioner



Lewis County Fire Protection District 2
Jacqui Spahr, Commissioner

Firefighter/EMT

Firefighter Level 1

Hourly – Non-Exempt – Full Time
\$20.21 / Hourly (Straight Time under 212 Hours)
\$30.32 / Hourly (Overtime over 213+ Hours)
\$1,945.00 / Monthly Benefits

Firefighter Level 2

Hourly – Non-Exempt – Full Time
\$21.22 / Hourly (Straight Time under 212 Hours)
\$31.83 / Hourly (Overtime over 213+ Hours)
\$1,945.00 / Monthly Benefits

Firefighter Part-Time

Hourly – Non-Exempt – Part Time
\$30.32 / Hourly
No Monthly Benefits

Firefighter Level 3

Hourly – Non-Exempt – Full Time
\$22.28 / Hourly (Straight Time under 212 Hours)
\$33.42 / Hourly (Overtime over 213+ Hours)
\$1,945.00 / Monthly Benefits

Firefighter Level 4

Hourly – Non-Exempt – Full Time
\$23.40 / Hourly (Straight Time under 212 Hours)
\$35.10 / Hourly (Overtime over 213+ Hours)
\$1,945.00 / Monthly Benefits

Lieutenant / MSO

Lieutenant/MSO Level 1

Hourly – Non-Exempt – Full Time
\$24.21 / Hourly (Straight Time under 212 Hours)
\$36.32 / Hourly (Overtime over 213+ Hours)
\$1,945.00 / Monthly Benefits

Lieutenant/MSO Level 2

Hourly – Non-Exempt – Full Time
\$25.42 / Hourly (Straight Time under 212 Hours)
\$38.13 / Hourly (Overtime over 213+ Hours)
\$1,945.00 / Monthly Benefits

Lieutenant/MSO Level 3

Hourly – Non-Exempt – Full Time
\$26.69 / Hourly (Straight Time under 212 Hours)
\$40.04 / Hourly (Overtime over 213+ Hours)
\$1,945.00 / Monthly Benefits

Lieutenant/MSO Level 4

Hourly – Non-Exempt – Full Time
\$28.03 / Hourly (Straight Time under 212 Hours)
\$42.05 / Hourly (Overtime over 213+ Hours)
\$1,945.00 / Monthly Benefit

Administrative

District Fire Chief

Salaried – Exempt – Full Time
\$125,008.00 / Annual
\$1,945.00 / Monthly Benefits

Administrative Assistant

Hourly – Non-Exempt – Part Time
Minimum Wage
No Monthly Benefits

District Manager

Salaried – Exempt – Full Time
\$85,020.00 / Annual
\$1,945.00 / Monthly Benefits

Board of Commissioners

\$161.00 / day/meeting
No Monthly Benefits

Rate Structure & Annual Increases

FIREFIGHTER – LIEUTENANT & MSO

Level Breakdown:

Level 1: 0-12 Months

Level 2: 13-36 Months

Level 3: 37-60 Months

Level 4: 61+ Months

- Each level is a 5% increase over the level below it
- A secondary COLA will be measured and applied in addition to the yearly 5% increase
- Additional increase in salary will be determined upon annual evaluation and is at the discretion of the district

ADMINISTRATION

- Admin positions will receive an automatic 5% COLA each year
- A secondary COLA will be measured and applied in addition to the yearly 5% increase
- Additional increase in salary will be determined upon annual evaluation and is at the discretion of the district

COLA DETERMINATION

The secondary COLA will be calculated based on the following factors:

- Consumer Price Index for All Urban Consumers (CPI-U)
- CPI-U Region: Seattle-Tacoma-Bellevue Metro Area
- CPI-U Rates issued annually in October
- Percent Adjusted +/- based on increase/decrease of Medical-Dental-Disability and/or Federal Tax Rates