

**LEWIS COUNTY FIRE DISTRICT #2
COMMISSIONERS MEETING MINUTES
September 14, 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 John Borte	Mike Dorothy	Chris Davidson	Jacqueline Ibarra	See sign-in sheet

CALL MEETING TO ORDER

The meeting was called to order by Chairman Moore at 6:03 p.m. Brandon Richey 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.

PUBLIC COMMENT

There was no public comment.

READING AND APPROVAL OF MINUTES

The minutes of the August 8, 2023 regular meeting was read. Chairman Moore called for a motion. Commissioner Spahr made the motion to approve August 8, 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:

Secretary Ibarra presented a purchase order request in the amount of \$2,006.64 to restock logoed apparel inventory. The Board requested an addition to the order to include logoed items for Commissioners. Chairman Moore called for a motion. Commissioner Borte made a motion to approve the purchase order request with the additional items included. Commissioner Spahr seconded the motion. Motion carried.

Assistant Chief Davidson presented a purchase order request in the amount of \$2,517.09 (excluding shipping costs), for swift water rescue safety gear. \$2,500.00 will be reimbursed in 2024 from the West Region EMS Grant awarded to the District this year. Chairman Moore called for a motion. Commissioner Borte made a motion to approve the purchase order request as presented. Commissioner Spahr seconded 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 8/03/2023 through 9/08/2023 in the amount of \$65,301.15. 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 Spahr made a motion to approve the transfer of funds to Umpqua Bank in the amount of \$102,968.42. Commissioner Borte seconded the motion. Motion carried.

APPROVAL OF PAYROLL

Commissioners reviewed the payroll summary for August 2023. Chairman Moore called for a motion. Commissioner Borte made a motion to approve the August 2023 payroll summaries in the amount of \$37,667.27. Commissioner Spahr seconded the motion. Motion carried.

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

COLLECTION/ CHARITY ACCOUNTS

The total collection of accounts for September 2023 was \$2,201.07. 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. **Recruitment/Retention:** Chief Dorothy reported that two volunteers have resigned from the District. Matt Schlect's official resignation date was August 14, 2023 and James Schumman's resignation date was September 13, 2023.
2. **Vacation:** Chief Dorothy requested to take November 6, 2023 through November 15, 2023 off for vacation and schedule duty personnel to cover 9:00 am to 5:00 pm shifts in his absence. Chairman Moore approved the vacation request as presented.

UNFINISHED BUSINESS

1. **First Due Update:** Secretary Ibarra reported that the District will be going live with First Due on September 18, 2023. She also requested the approval to purchase read-only access to Emergency Reporting at the annual rate of \$500 for unlimited access to historical information. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the read-only access to Emergency Reporting. Commissioner Borte seconded the motion. Motion carried.
2. **Umpqua Bank ~ Secondary Checking:** Secretary Ibarra reported that the secondary checking account is now open and a debit card has been issued to Chief Dorothy, which is replacing the credit card through First Citizen's Bank. The First Citizen's account will be closed.

3. **2023 Tucker Road Rental Residence:** Taylor Mizar from Department of Natural Resources (DNR) was present at the meeting. She presented the contract from DNR for the Tucker Road rental residence, which was previously emailed and reviewed prior to the meeting, along with the stipulations of renting presented by District 2. Chairman Moore called for a motion. Commissioner Borte made a motion to accept the contract from DNR with the appendix added from District 2 effective October 1, 2023 or when all signatures are obtained on the contract, and will expire on September 30, 2024. Chairman Moore seconded the motion. Motion carried.
4. **Station 2 Building Permit Renewal:** Secretary Ibarra reported that the building permit for Station 2 has been extended at no cost to the District and will expire on March 27, 2024.
5. **DNR 2023 HB 1168 Computer Grant:** Secretary Ibarra reported that the funds from this grant were used to purchase 3 tablets and 1-year data for each tablet, as well as a new projector for the training room, a scanner and printer ink.
6. **FY2024 West Region EMS Prevention Grant:** Assistant Chief Davidson reported that the District was awarded this grant, in the amount of \$2,500.00 to be used for swift water rescue gear.
7. **Ambulance Surplus:** Chief Dorothy reported that a potential buyer is interested in the purchase of the ambulance. The Board agreed to accept an offer of \$22,500.00. Chief Dorothy will report back at the next Board meeting any further details should the purchase go through.

NEW BUSINESS

1. **Junior Volunteer Policy:** Secretary Ibarra presented the current Junior Volunteer Policy and requested a revision be made to clarify that all junior volunteers must go through the general volunteer application process once reaching 18 years of age or completing high school/equivalent. Chairman Moore called for a motion. Commissioner Spahr made a motion to update the Junior Volunteer Policy as presented. Commissioner Borte seconded the motion. Motion carried.
2. **Snure Law Annual Seminar:** Secretary Ibarra requested approval to pay for her registration into this Snure Law Annual Pre-Conference Laws Update Seminar for \$50.00. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the \$50.00 registration fee for the seminar. Commissioner Borte seconded the motion. Motion carried.
3. **School/Daycare Bus Stop Location at Station 1:** Chairman Moore requested that Chief Dorothy contact the school and daycare regarding the bus stop located directly in front of Station 1 and request that it be moved to across the street due to safety and access concerns.
4. **Centralia-Chehalis Transport Co-Op Renewal:** The Board signed the annual renewal contract for the Centralia-Chehalis Transport Co-Op.
5. **Reimbursement Request ~ Brandon Richey, CPR Trainer Certification:** Secretary Ibarra requested that the Board reimburse Brandon Richey for the cost of registering for the CPR Trainer Certification and cover meals lodging for the class on September 26, 2023.

Chairman Moore called for a motion. Commissioner Spahr made a motion to reimburse Brandon Richey for the CPR Trainer Certification in the amount of \$416.00. Chairman Moore seconded the motion. Motion carried.

Chairman Moore called for a motion. Commissioner Borte made a motion to approve the District covering the cost of one night of lodging on September 26, 2023 and meals, to include two dinners, one lunch and one breakfast. Commissioner Spahr seconded the motion. Motion carried.

GOOD OF THE ORDER

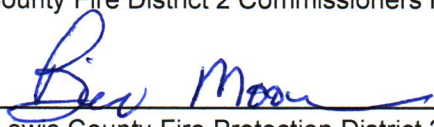
- 1. Lewis County Fire Commissioners Association Meeting ~ August 21, 2023:** Chairman Moore and Commissioner Spahr reported that they attended this meeting and informed the District of the pension changes with the Board of Volunteer Firefighters.
- 2. Annual Fall SW Fire Commissioners Meeting ~ October 11, 2023:** Chairman Moore, Commissioner Spahr, Chief Dorothy & Secretary Ibarra will be attending.
- 3. Volunteer Firefighter Wildland Training:** Assistant Chief Davidson reported that he, Doni Calstoy, Erik Grove and Mike Berg will be attending this free training on Saturday, September 30, 2023.


ADJOURNMENT

Chairmen Moore made a motion to adjourn the meeting. Commissioner Borte seconded the motion. Motion carried. Meeting adjourned at 8:23 p.m.

These being the minutes of September 14, 2023, Lewis County Fire District 2 Commissioners Meeting approved on October 12, 2023.

Prepared 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, Fire Chief


Lewis County Fire Protection District 2
John Borte, Commissioner


Lewis County Fire Protection District 2
Jacqui Spahr, Commissioner