

**LEWIS COUNTY FIRE DISTRICT #2
COMMISSIONERS MEETING MINUTES
April 13, 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. Chairman Moore 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 with the addition of adding Levy Lift to Unfinished Business. Commissioner Spahr made a motion to approve the agenda as presented with the requested addition. Commissioner Borte seconded the motion. Motion carried.

PUBLIC COMMENT

There was no public comment.

READING AND APPROVAL OF MINUTES

The minutes of the March 16, 2023 regular meeting was read. Chairman Moore called for a motion. Commissioner Spahr made the motion to approve March 16, 2023 minutes as presented. Commissioner Borte seconded the motion. Motion carried.

The minutes of the March 29, 2023, special meeting was read. Chairman Moore called for a motion. Commissioner Borte made the motion to approve March 29, 2023 special meeting 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 3/15/2023 through 4/07/2023 in the amount of \$56,751.13. 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 \$81,318.45 Commissioner Spahr seconded the motion. Motion carried.

PURCHASE ORDER REQUESTS:

One purchase order request was presented to the Board; three Husky 4-Tier Industrial Shelves for the dry-storage contained at Station 2 in the amount of \$747.00 plus tax. The Board reviewed the request and Chairman Moore signed the approval.

APPROVAL OF PAYROLL

Commissioners reviewed the payroll summaries from March 2023. Chairman Moore called for a motion. Commissioner Borte made a motion to approve the March 2023 payroll summaries in the amount of \$37,200.75. Commissioner Spahr seconded the motion. Motion carried.

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

COLLECTION/ CHARITY ACCOUNTS

The total collection of accounts for March, 2023 was \$3,080.45. Chairman Moore called for a motion to process the collection accounts presented according to District policy. Commissioner Spahr made the motion to process the collection account according to District Policy. Commissioner Borte 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. **Recruiting/Retention:** Volunteer Ryan Reed: Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the application for Ryan Reed with a customer six-month probationary period and a start date of and a start date of March 22, 2023.

UNFINISHED BUSINESS

1. **2023 Tucker Road Rental Residence:** Chairman Moore reported that the plumbing for the kitchen and bathroom sinks has been completed. The remaining items to complete are professional cleaning of kitchen and bathrooms, curtains and rods in bathrooms and drain rock in from flower beds.

Chief Dorothy reported he was contact by DNR for potential housing for their seasonal workers. He will discuss details further with DNR and report back to the Board at next scheduled meeting.

2. **Station 2 Building Status Update:** Chairman Moore reported that the grading and building permits have been obtained. They are due for renewal in six months.
3. **Medic One Voluntary Dissolution:** Chairman Moore reported that everything has been completed, and The Chronicle will run the announcement three times in the paper of Lewis County Medic One's dissolution.
4. **Paramedic Service Agreement:** Chairman Moore presented the finalized Paramedic Service Agreement with both signatures from the Boards of District 2 and District 15.
5. **Procurement of Chassis:** Chief Dorothy reported that he went through the spec list at Braun NW and is awaiting a final quote. A final quote will be presented at the next scheduled meeting.

6. **Boat Purchase:** Assistant Chief Davidson presented final quotes for the sea doo and trailer. In addition, he presented a request to purchase dry suits, a rescue board and modifications to the sea doo to ensure buoyancy, as well as watercraft rescue training for duty personnel and the top three to five top responding volunteers. Chairman Moore called for a motion. Commissioner Spahr made a motion for the approval of all requested purchases related to and including the sea doo, not to exceed the amount of \$38,000.00. Commissioner Borte seconded the motion. Motion carried.
7. **First Due:** Secretary Ibarra reported that implementation has began for District 2 in preparation to switch from Emergency Reporting to First Due for incident reporting.
8. **BIAS Training/Professional Services:** Secretary Ibarra reported that the Professional Service with BIAS is complete. New User training will begin next.
9. **Volunteer Association 501C3:** No update.
10. **2023 Appreciation Dinner:** Secretary Ibarra reported that the event was a success. The budget of \$4,600.00 was not exceeded.
11. **Employee Handbook:** Chairman Moore requested that the Employee Handbook be updated with the duty personnel pay scale added back into it and revise it to reflect a \$1.00 pay raise as years are met in the original scale, removing hourly rates, as they are subject to change. Pay scale raises being effective on the date of anniversary. Commissioner Borte made a motion to approve the request to update the Employee Handbook as requested. Commissioner Spahr seconded the motion. Motion carried.
12. **Levy Lift:** Chairman Moore requested the District consider passing on a levy lift in 2023. No decision was made.

NEW BUSINESS

1. **Billing Rates:** The Board reviewed current transport rates of Districts throughout Lewis County and discussed adjusting current rates of the District. Chairman Moore called for a motion. Commissioner Spahr made a motion to increase the mileage rate from \$18.00 to \$21.00 and the non-resident fee from \$60.00 to \$100.00, with no other changes to current transport rates, effective April 1, 2023. Commissioner Borte seconded the motion. Motion carried.

Secretary Ibarra presented updated cost recovery billing rate and requested the Board approve hiring EF Recovery to manage cost recovery billing. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the cost recovery rates as presented and approve the hire of EF Recovery to manage cost recovery billing for the District. Commissioner Borte seconded the motion. Motion carried.

2. **Cash Donations:** The current District policy that all cash donations be turned over to the Volunteer Association was discussed. No changes were made.
3. **TA Program:** Secretary Ibarra informed the Board that the Toledo Highschool is looking for local businesses to assist with TA programs and would like the District to participate. Chairman Moore called for a motion. Commissioner Borte made a motion to approve the District to join the TA program for the Toledo Highschool. Chairman Moore seconded the motion. Motion carried.

EXECUTIVE SESSION

Chairman Moore called an Executive Session RCW 42.30.110(1)(g) for seven minutes at 8:53 p.m. to include Chairman Moore, Commissioner Borte, Commissioner Spahr and Chief Dorothy.

Regular meeting reconvened at 9:00 p.m.

Chairman Moore announced that Chris Montalvo’s 1-year evaluation has been completed.

Chairman Moore called for a motion. Commissioner Spahr made a motion to approve Chris Montalvo’s 1-year evaluation as presented by Chief Dorothy and increase his hourly rate by \$1.00, to be retro paid from March 14, 2023. Commissioner Borte seconded the motion. Motion carried.


GOOD OF THE ORDER

1. **Volunteer Hours:** Secretary Ibarra announced that a Toledo Highschool student has begun his required volunteer hours in preparation for graduation at the District’s main station.

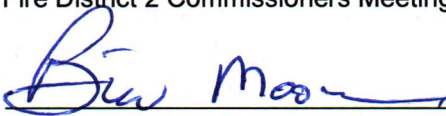
ADJOURNMENT

Chairman Moore made a motion to adjourn the meeting. Commissioner Borte seconded. Meeting adjourned at 9:03 p.m.


These being the minutes of April 13, 2023, Lewis County Fire District 2 Commissioners Meeting approved on May 11, 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