

**LEWIS COUNTY FIRE DISTRICT #2
COMMISSIONERS MEETING MINUTES
October 12, 2023 - 6:00 p.m.**

In Attendance:

In person meeting.

Commissioners

Bill Moore
Jacqui Spahr

Chief

Mike Dorothy

Assistant Chief

Chris Davidson

District Secretary

Jacqueline Ibarra

Visitors/Zoom

See sign-in sheet

CALL MEETING TO ORDER

The meeting was called to order by Chairman Moore at 6:11 p.m. Chairman Moore led in the Pledge of Allegiance.

RECORDING OF MEETING

None

APPROVAL OF AGENDA

Chief Dorothy requested an addition of the City Planning Meeting under New Business. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the agenda as presented with the addition of City Planning Meeting under New Business. Chairman Moore seconded the motion. Motion carried.

PUBLIC COMMENT

There was no public comment.

READING AND APPROVAL OF MINUTES

The minutes of the September 14, 2023 regular meeting was read. Chairman Moore called for a motion. Commissioner Spahr made the motion to approve September 14, 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:

Chief Dorothy presented a purchase order request in the amount of \$916.95 to purchase winter tires for Support 2-2 from Pomp's Tire Service.

Assistant Chief Davidson presented a purchase order request in the amount of \$20,956.00 for 12 sets of turn-out gear from LN Curtis.

Chairman Moore called for a motion. Commissioner Spahr made a motion to approve both purchase order requests as presented. Chairman Moore 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 09/09/2023 through 10/10/2023 in the amount of \$42,762.06. 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 \$79,994.25. Chairman Moore seconded the motion. Motion carried.

APPROVAL OF PAYROLL

Commissioners reviewed the payroll summary for September 2023. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the September 2023 payroll summaries in the amount of \$37,232.19. Chairman Moore seconded the motion. Motion carried.

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

COLLECTION/ CHARITY ACCOUNTS

The total collection of accounts for October 2023 was \$4,063.42. 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 one volunteer has resigned from the District. Chris Dycus's official resignation date was October 2, 2023.
- 2. Facilities:** Chief Dorothy reported that a maple tree on the east side of Station 2 needs to be removed to prevent further limbs from braking off and causing damage to District property. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the District hiring Paul's Tree Service to fall the tree. Chairman Moore seconded the motion. Motion carried.
- 3. Training:** Chief Dorothy requested that the District pays upfront the cost for Volunteer Mike Berg to go to EMT school and required books at the upcoming EMT Certification Course in Cowlitz County. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the course and books be paid upfront by the District for Mike Berg to attend the upcoming EMT Certification Course in Cowlitz County with further discussion to take place in the event he does not successfully complete and pass the course. Chairman Moore seconded the motion. Motion carried.
- 4. Equipment:** Chief Dorothy reported the modem for the Lifepak 15 has been received and installed for Medic 2-1. He requested the purchase of an additional modem for the Lifepak 15 in Aid 2-1. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the purchase a second modem for the Lifepak 15 in Aid 2-1. Chairman Moore seconded the motion. Motion carried.

UNFINISHED BUSINESS

- 1. First Due Update:** Secretary Ibarra reported that the District has successfully gone live as of September 18, 2023 and all user training for District personnel and volunteers has been completed.

2. **2023 Tucker Road Rental Residence:** Secretary Ibarra reported the contract has been finalized and signed by both Lewis County Fire District 2 and Department of Natural Resources. She requested the purchase of a new washer and dryer, two recliners and a microwave for Station 1, and to move the old washer, dryer, recliners and microwave from Station 1 to the Tucker Road residence for use of DNR tenants. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the purchase request as presented and move items that are being replaced to the Tucker Road residence. Chairman Moore seconded the motion. Motion carried.
3. **Ambulance Surplus:** Chief Dorothy reported the ambulance is still being advertised.
4. **Lid Lift:** Chairman Moore requested that Lewis County Assessor be invited to November's Board meeting to discuss the lid lift. The Board will discuss further and make a decision on the lid lift at a future meeting.

NEW BUSINESS

1. **2024 Commissioner Rate Increase:** Chairman Moore reported that the Washington Fire Commissioners Association announced a rate increase will take place in 2024 for Fire Commissioner's daily rates. An official rate will be announced by the Office of Financial Management in November 2023.
2. **2024 Minimum Wage Rates:** Secretary Ibarra reported the minimum wage rate will increase to \$16.28 effective January 1, 2024.
3. **2024 Budget:** The projected 2024 budget was reviewed. The official preliminary budget meeting will take place in November 2023 when all Board members are present. Secretary Ibarra requested the Board considers the purchase of new office furniture and a laptop in 2024 for the administrative office. Chairman Moore made a motion. Commissioner Spahr made a motion to approve the purchase of a laptop for the District Secretary in 2023 and proceed with collecting quotes for the office furniture to be reviewed at next month's budget meeting. Chairman Moore seconded the motion. Motion carried.
4. **2024 Employee Wage & Benefits:** This item will be discussed at next month's meeting when all Board members are present.
5. **Volunteer Stipend Program:** This item will be discussed at next month's meeting when all Board members are present.
6. **Monthly Board Meeting Schedule:** Secretary Ibarra requested the Board move next month's meeting to November 16, 2023 to ensure enough time to receive the Treasurer's financial reports. Chairman Moore called for a motion. Commissioner Spahr made a motion to move the next Board meeting to November 16, 2023. Chairman Moore seconded the motion. Motion carried.
7. **City Planning Meeting:** Chief Dorothy reported he attended the City Planning Meeting on October 11, 2023 to gather information about establishing Impact Fees for the District.

GOOD OF THE ORDER

1. **Annual Fall SW Fire Commissioners Meeting ~ October 11, 2023:** Secretary Ibarra reported that Chairman Moore, Commissioner Spahr and herself attended this meeting.

EXECUTIVE SESSION

Chairman Moore called for an Executive Session RCW 42.30.110(1)(g) for ten minutes at 8:18 p.m. to include Chairman Moore, Commissioner Spahr and Chief Dorothy.

The Executive Session ended at 8:28 p.m. Chairman Moore reported no decision was made.

The regular meeting reconvened at 8:29 p.m.


ADJOURNMENT

Chairmen Moore made a motion to adjourn the meeting. Commissioner Spahr seconded the motion. Motion carried. Meeting adjourned at 8:30 p.m.

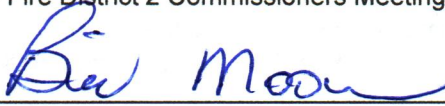
These being the minutes of October 12, 2023, Lewis County Fire District 2 Commissioners Meeting approved on November 16, 2023.




Prepared by:
Jacqueline Ibarra, District Secretary



Lewis County Fire Protection District 2
Mike Dorothy, 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