

**LEWIS COUNTY FIRE DISTRICT #2  
COMMISSIONERS MEETING MINUTES**

**May 12, 2022**

**6:00 p.m.**

**In Attendance:**

In person meeting met COVID-19 requirements and was available by Zoom to the public.

<u>Commissioners</u>	<u>Chief</u>	<u>Advisor</u>	<u>Visitors/Zoom</u>
Bill Moore	Mike Dorothy	Diane Wallace	Listed on Sign In
Jacqui Spahr			
John Borte			

**CALL MEETING TO ORDER**

The meeting was called to order by Chairman Moore at 6:03 p.m. Chairman Moore led in the Pledge of Allegiance.

**RECORDING OF MEETING**

None

**APPROVAL OF AGENDA**

Chairman Moore wanted to add FF/EMT and Business Secretary under Unfinished Business and CPR Instructor Fee under New Business. Chairman Moore called for approval of the agenda. Commissioner Spahr made a motion to approve the agenda as amended. Commissioner Borte seconded the motion. Motion carried.

**PUBLIC COMMENT**

None

**READING AND APPROVAL OF MINUTES**

The minutes of the April 14, 2022, regular meeting was read. Commissioner Borte made a correction to the adjournment motion as he had left the meeting. Correction was made. Commission made a motion to accept the meeting minutes for April 14, 2022, as amended. Commissioner Spahr seconded the motion. Motion carried.

The minutes of the April 18, 2022, Special Meeting was read. Commissioner Borte made a motion to approve the April 18, 2022, minutes as printed. Commissioner Spahr seconded the motion. Motion carried.



The minutes of the April 27, 2022, Special Meeting was read. Commissioner Borte made a motion to approve the April 27, 2022, minutes as printed. 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**

Commissioner Spahr made a motion to approve the transmittal dated 4/15/2022 – 05/12/2022 in the amount of \$163,251.93. Commissioner Borte seconded the motion. Motion carried.

### **APPROVAL OF TRANSFER OF FUNDS**

Commissioner Spahr made a motion to approve the transfer of funds to Columbia Bank in the amount of \$223,214.90. Commissioner Borte seconded the motion. Motion carried.

### **APPROVAL OF PAYROLL**

Commissioners reviewed the payroll summaries from April 2022. Commissioner Spahr made a motion to approve payroll summaries for April 2022. Commissioner Borte seconded the motion. Motion carried.

Chairman Moore called for approval to sign May 2022 payroll when available. Commissioner Spahr made a motion to sign Ma 2022 payroll when available. Commissioner Borte seconded the motion. Motion carried.

### **COLLECTION/ CHARITY ACCOUNTS**

None

### **FINANCIAL FUND REPORTS**

Financial Fund Reports were reviewed.

### **CHIEFS REPORT**

Chief Dorothy reviewed the Chiefs Report, previously sent out prior to the meeting. Chief Dorothy informed the Board of the following:

1. Chief Jarryd Forler last day as a Volunteer was on 04-20-2022.
2. Kyler Reed graduated from Fire Academy on 04-25-2022.
3. FF/EMT job announcement is posted and will close on 05-30-2022.
4. EMS week is May 16<sup>th</sup>. Will be holding a BBQ with District 15 personnel.  
Commissioner Spahr made a motion for \$150.00 to purchase food for the EMS appreciation week. Commissioner Borte seconded the motion. Motion carried.



5. Bob Troyer has passed his EMT class and is waiting to take the national test.
6. The portable fan needs battery replaced. A battery is on order.
7. Two applicants were presented in front of the board. Matt and Angela Barthalmow. Commissioner Spahr made a motion to accept the applications of Matt and Angela Bartheleme with an effective date of April 18, 2022, with the customary six-month probation period. Commissioner Borte seconded the motion. Motion carried.

### UNFINISHED BUISNESS

1. **Employee Handbook draft revision:** Tabled
2. **First Quarter Budget Review:** Tabled until audit is complete.
3. **2020-2030 Comprehensive Plan:** Tabled till June. Chief Dorothy to update plan
4. **FF/EMT:** It was decided by the Board to advertise two job opening for FF/EMT and go to a 48/96 shift with a closing date of May 30, 2022.
5. **Business Secretary:** It was decided by the Board to advertise for the Business Secretary with a closing date of May 30, 2022.

### NEW BUSINESS

1. **Resolution 2022-01 Establish Reserve Fund:** Chairman Moore read aloud Resolution 2022-01- Establish Reserve Fund. Commissioner Spahr made a motion to add the dollar amount of one million dollars to the resolution and approve as amended. Commissioner Borte second the motion. Motion carried.
2. **Endris Renewal:** Advisor Diane Wallace informed the Board it was time to renew our current policy with Enduris. Commissioner Spahr made a motion to renew with Enduris. Commissioner Borte seconded the motion. Motion carried.
3. **Lewis County Medic One-April Meeting-Chairman Moore:** Chairman Moore gave a report on the April meeting. Medic One hired two personnel that will start soon. Kylie gave her two weeks' notice and her last day will be May 22, 2022.
4. **CPR Instructor Fee-Janice Nielsen:** Janice Nielsen discussed with the Board her costs for materials to hold Health Care & standard CPR classes per student. The current fee was set back in 2015. Commissioner Spahr made a motion to increase the per student fee to \$75.00. Commissioner Borte seconded the motion. Motion carried.

Chairman Moore called a Special Commissioner's Meeting for June 2, 2022, at 6:00 p.m. at Toledo Main Station to look at FF/EMT & Business Secretary applications.

### EXECUTIVE SESSION

Chairman Moore called an Executive Session RCW 42.30.110(1)(g) for fifteen minutes at 7:45 p.m. to include Chairman Moore, Commissioner Borte and Commissioner Spahr.

Chairman Moore extended for 30 minutes.



Chairman Moore requested Chief Dorothy to enter the Executive Session at 8:00 p.m.

Chief Dorothy left Executive Session at 8:15 p.m.

Chairman Moore requested Advisor Diane Wallace to enter Executive Session at 8:15 p.m.

Advisor Diane Wallace left Executive Session at 8:30 p.m.

Regular meeting reconvened at 8:31 p.m.

Chairman Moore announced no decision was made.

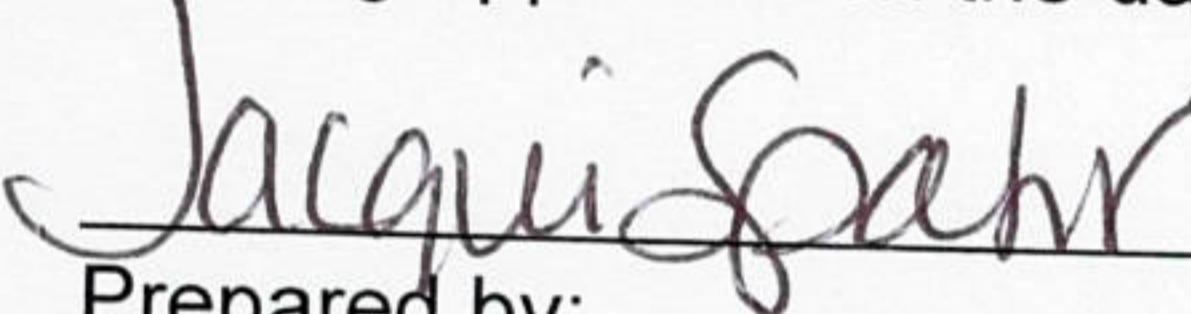
### GOOD OF THE ORDER

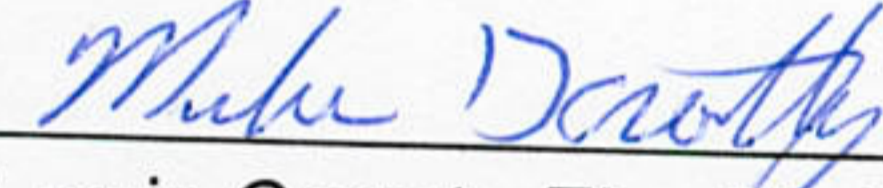
1. Lewis County Fire Commissioner's Meeting May 16, 2022, at Onalaska main station
2. Lewis County Medic One meeting May 17, 2022, 6:00 p.m. at Toledo main station

### ADJOURNMENT

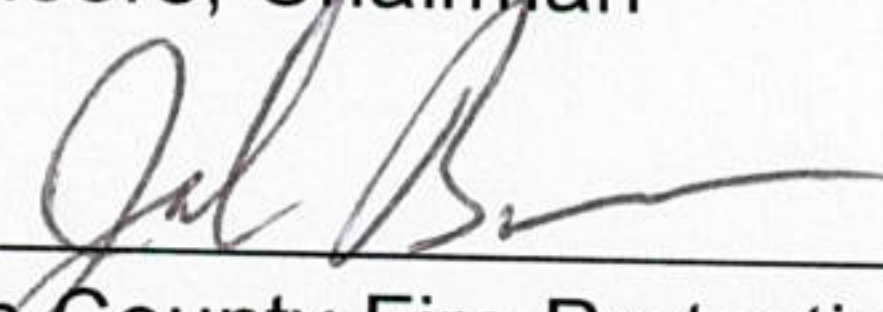
Commissioner Borte made a motion to adjourn the meeting. Commissioner Spahr seconded the motion. Motion carried. Meeting adjourned at 8:35 p.m.

These being the minutes of the May 12, 2022, Lewis County Fire District 2 Commissioners Meeting approved on the date June 9, 2022.

  
Prepared by:  
Jacqui Spahr, Commissioner

  
Lewis County Fire Protection District 2 by:  
Mike Dorothy, District Chief

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

  
Lewis County Fire Protection District 2 by:  
John Borte, Commissioner

  
Lewis County Fire Protection District 2 by:  
Jacqui Spahr, Commissioner