

**LEWIS COUNTY FIRE DISTRICT #2  
COMMISSIONERS MEETING MINUTES  
February 9, 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 6:01 p.m. Thomas Koenig 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. Commissioner Borte made a motion to approve the agenda as presented. Commissioner Spahr seconded the motion. Motion carried.

**PUBLIC COMMENT**

There was no public comment.

**READING AND APPROVAL OF MINUTES**

The minutes of the January 12, 2023, regular meeting was read. Chairman Moore called for a motion. Commissioner Borte made the motion to approve January 12, 2023 minutes once amended to reflect official votes of approval for payroll adjustments to Chief Dorothy and District Secretary Jacqueline Ibarra's salaries, add total amount of December 2022's payroll to Payroll Summary, and adjust verbiage in the Chairman Election section of New Business. Commissioner Spahr seconded the motion. Motion carried.

Minutes of the January 12, 2023 regular meeting will be amended and presented at next meeting for approval.

**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 dated 1/11/2023-2/08/2023 in the amount of \$9,788.44. Commissioner Spahr made the motion to approve the transmittal as presented. 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 \$54,219.59. Commissioner Spahr seconded the motion. Motion carried.

## **PURCHASE ORDER REQUESTS:**

Three purchase order requests were presented to the Board; Snure Law webinar for District personnel to learn about new laws associated with structuring of volunteer programs, cloning cable for District radios and helmet passports for volunteer's who have not yet received them. Chairman Moore reviewed all three requests and approved all purchase requests.

## **APPROVAL OF PAYROLL**

Commissioners reviewed the payroll summaries from December 2022. Chairman Moore called for a motion. Commissioner Borte made a motion to approve the December 2022 payroll summaries in the amount of \$51,796.35. Commissioner Spahr seconded the motion. Motion carried.

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

## **COLLECTION/ CHARITY ACCOUNTS**

The total collection of accounts for January, 2023 was \$1,695.95. Chairman Moore called for a motion to process the collection accounts presented according to District policy. Commissioner Borte made the motion to process the collection account according to District Policy. Commissioner Spahr 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 presented Cecilia Velazquez's junior volunteer applications. The Entrance Committee interview was held on January 5, 2023. Chairman Moore called for a motion. Commissioner Borte made a motion to approve Cecilia's application with the customary probation period. Commissioner Spahr seconded the motion. Motion carried.

Chief Dorothy informed the Board that Jacqueline Ibarra resigned from volunteering as of February 7, 2023. Chairman Moore called for a motion. Commissioner Spahr made a motion to accept Jacqueline's resignation, effective February 7, 2023. Commissioner Borte seconded the motion. Motion carried.

Chief Dorothy presented Caleb Thomas's leave of absence from volunteering with effective dates of January 31, 2023 through January 31, 2024. Chairman Moore called for a motion. Commissioner Borte made a motion to approve Caleb's leave of absence as presented. Commissioner Spahr seconded the motion. Motion carried.



## UNFINISHED BUSINESS

1. **Tucker Road Rental Residence:** Chairman Moore and Chief Dorothy are working together to get bids for interior painting, carpet removal and new flooring install, drywall repair, and molding installation. They are also planning to replace the back door, stove and kitchen sink, as well as get the tree in the front yard trimmed. Chairman Moore requested that the District surplusses the existing washer and dryer. Commissioner Borte made a motion to approve suplussing the washer and dryer. Commissioner Spahr seconded the motion. Motion carried.
2. **2019-2021 State Audit:** The audit is complete.
3. **Emergency Reporting Services:** Chief Dorothy reported that Emergency Reporting Services will be replaced once the annual contract ends in October 2023. Currently, First Due is the top choice for replacing ERS, but a final decision has not been made.
4. **Station 2 Building Status Update:** Chairman Moore reported that there were no objections to the SEPA report and the next step would be applying for a building permit, as well as a road approach and fill/grade permits.
5. **Security System Update:** Chief Dorothy reported that the security system has been fully installed at the main station and ToledoTel would begin installation at station 2 and 3 the following week.
6. **ALS Services for 2023:** Chief Underdahl from District 15 reported that they are still working on hiring the remaining paramedics needed to fulfill a service agreement with District 2 and is anticipated to be fully staffed by the end of March 2023.
7. **Medic One:** Chairman Moore reported the resolution for dissolving Medic One with the attorney has been completed. The Plan of Distribution letter will be sent to the Attorney General. Chairman Moore will be working on the dissolve corporation process with the Secretary of State. He has confirmed that there are no open invoices remaining for Medic One. Chairman Moore anticipates the dissolve of Medic One will be complete by mid-March 2023.
8. **Purchase Order Clarification / Guidelines:** District Secretary Jacqueline requested that the Board provide more detailed guidelines on when its necessary to use a Purchase Order Request form. The Board discussed and agreed on the guidelines as follows: All purchases that are not of immediate need for safety, operations or emergency repairs, above the amount of \$500.00 must be presented with a Purchase Order Request form at a Commissioners Meeting for approval.
9. **Procurement of Chassis:** Chief Dorothy reported that he has established a procurement committee for the purchase of a new chassis. The Board discussed the two options presented; replacing the chassis or purchasing a new ambulance. Chairman Moore made a motion for the District to purchase a new ambulance and sell existing chassis. Commissioner Borte seconded the motion. Motion carried.

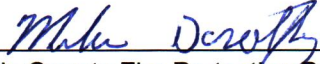
5. **Lewis County Commissioners Meeting – February 20, 2023:** Chairman Moore, Commissioner Spahr and Chief Dorothy will all be in attendance.

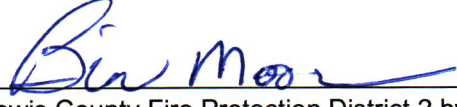
**ADJOURNMENT**

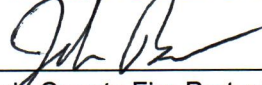
Chairman Moore made a motion to adjourn the meeting. Commissioner Borte seconded. Meeting adjourned at 8:40 p.m.

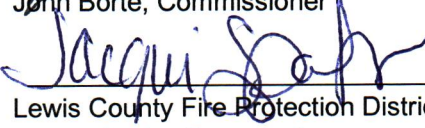
These being the minutes of February 9, 2023, Lewis County Fire District 2 Commissioners Meeting approved on March 16, 2023.

  
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Prepared by:  
Jacqueline Ibarra, District Secretary

  
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Lewis County Fire Protection District 2  
Mike Dorothy, District Chief

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

  
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Lewis County Fire Protection District 2  
John Borte, Commissioner

  
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Lewis County Fire Protection District 2  
Jacquie Spahr, Commissioner