

**LEWIS COUNTY FIRE DISTRICT #2  
COMMISSIONERS MEETING MINUTES  
January 17, 2024 - 5:00 p.m.**

**IN ATTENDANCE**

<u>Commissioners</u>	<u>Chief</u>	<u>Assistant Chief</u>	<u>District Secretary</u>	<u>Visitors/Zoom</u>
Bill Moore Jacqui Spahr John Borte	Not Present	Chris Davidson	Jacqueline Ibarra	Cherie Devore, Toledo Mayor

**CALL MEETING TO ORDER** The meeting was called to order by Chairman Moore at 5:00 PM. Alex Chamberlin led in the Pledge of Allegiance.

**RECORDING OF MEETING:** None

**APPROVAL OF AGENDA** Chairman Moore called for a motion. Commissioner Borte made a motion to approve the agenda as presented. Chairman Moore seconded the motion. Motion carried.

**APPROVAL OF MINUTES** The minutes from December 13, 2023 regular meeting were read. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the meeting minutes from December 13, 2023 as presented. Commissioner Borte seconded the motion. Motion carried.

The minutes from December 27, 2023 special meeting were read. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the meeting minutes from December 27, 2023 as presented. Chairman Moore seconded the motion. Motion carried.

**PURCHASE ORDER REQUESTS** Secretary Ibarra presented four purchase orders.

1. (6) winter tires for Medic 2-1, to be purchased through Pomp's Tire Service. Estimated cost: \$2,830.81.
2. (2) class-b duty pants for Brandon Richey, to be purchased through Municipal Emergency Services. Estimated cost: \$338.47.
3. (4) executive chairs for the administrative office, to be purchased through Amazon. Estimated cost: \$213.99.
4. Kitchenware to replace or add to current items at Station 2-1, to be purchased through Amazon. Estimated cost: \$350.

All four purchase order requests were approved for immediate purchase.

**REVIEWING OF OPERATING EXPENSES – APPROVAL OF TRANSMITTAL** Current purchases were reviewed and signed by the Board. Chairman Moore called for a motion. Commissioner Borte made a motion to approve the transmittal dated 12-08-2023 through 01-15-2024 in the amount of \$80,391.19. Chairman Moore seconded the motion. Motion carried.

**APPROVAL OF TRANSFER OF FUNDS**

Chairman Moore called for a motion. Commissioner Borte made a motion to approve the Transfer of Funds in the amount of \$95,286.45. Commissioner Spahr seconded the motion. Motion carried.

**PAYROLL** Chairman Moore called for a motion. Commissioner Borte made a motion to approve December's payroll in the amount of \$54,390.02. Chairman Moore seconded the motion. Motion carried.

Chairman Moore called for a motion. Commissioner Spahr made a motion to approve January when ready. Chairman Moore seconded the motion. Motion carried.

**COLLECTION & CHARITY ACCOUNTS** The total collection amount for January 2024 was \$1,130.34. Chairman Moore called for a motion. Commissioner Spahr called for a motion to process the collection accounts according to District policy. Commissioner Borte seconded the motion. Motion carried.

**FINANCIAL FUND REPORTS** The financial fund reports were reviewed.

**CHIEF'S REPORT** Chief Dorothy reviewed the Chief's Report that was sent out prior to the meeting.

**UNFINISHED BUSINESS**

**2024 Levy Lid Lift** Secretary Ibarra reported the informational flyers for the lid lift were ordered and would be dropped off at the Post Office 1-22-2024 for distribution.

**Capital Facilities / Needs Assessment** The Board agreed to go out to bid for a consultant company to assist with the District's impact fees assessment and future facility needs.

**NEW BUSINESS**

**WFOA 2024 Training** The Board approved for Secretary Ibarra to attend the Washington Fire Commissioners Association Spring Seminar in-person on March 23, 2024.

**Elect 2024 Chairman** Commissioner Spahr nominated Bill Moore as Lewis County Fire District 2's Chairman of the Board for 2024. Commissioner Borte seconded the nomination. Motion carried.

**Elect 2024 Board of Trustees Representative** Chairman Moore nominated Commissioner Borte as Lewis County Fire District 2's Board of Trustees representative for 2024. Commissioner Spahr seconded the motion. Motion carried.

**February 2024 Commissioners Meeting** Secretary Ibarra requested the regular meeting be rescheduled due to scheduling conflicts. The Board agreed that February's Commissioners meeting will be held on Tuesday, February 20, 2024.

**GOOD OF THE ORDER**

**Firehouse Subs Grant Application** The application was submitted on January 11, 2024 for a Firehouse Subs grant for the purchase of a 4-Room Fire House and Smoke System in the amount of \$12,195.

**2024 First Responders Appreciation Dinner** The appreciation dinner is schedule for Saturday, April 6, 2024 and will be held at Riverside Golf in Chehalis, Washington.

**ADJOURNMENT**

Chairmen Moore called for a motion. Commissioner Borte made a motion to adjourn the meeting. Chairman Moore seconded the motion. Motion carried. Meeting adjourned at 6:40 PM.

These being the minutes of January 17, 2024, Lewis County Fire District 2 Commissioners Meeting approved on February 20, 2024.

Prepared by:  
Jacqueline Ibarra, District Secretary

Lewis County Fire Protection District 2  
Chris Davidson, 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