

**LEWIS COUNTY FIRE DISTRICT #2
COMMISSIONER FINAL BUDGET MEETING MINUTES
NOVEMBER 16, 2023 – 5:00 PM**

IN ATTENDANCE: In person meeting.

| <u>Commissioners</u> | <u>Chief</u> | <u>Assist. Chief</u> | <u>Secretary</u> | <u>Visitor(s)</u> |
|--|--------------|----------------------|-------------------|----------------------|
| Bill Moore Jacqui Spahr John Borte | Mike Dorothy | Chris Davidson | Jacqueline Ibarra | See Sign-In Sheet |

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

RECORDING OF MEETING: None

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

PUBLIC COMMENT: Chief Underdahl from District 15 announced that District 20's lid lift was passed, which enables them to contract three full-time Fire Fighter/EMTs through District 15; around-the-clock coverage is anticipated to begin January 1, 2024.

READING & APPROVAL OF MINUTES: The minutes for the October 12, 2023 regular meeting were read. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the October 12, 2023 meeting minutes as presented. Commissioner Borte seconded the motion. Motion carried.

The minutes for the November 8, 2023 special meeting were read. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the November 8, 2023 meeting minutes as presented. Commissioner Borte seconded the motion. Motion carried.

REVIEW FUEL PURCHASES, OPEN ACCOUNTS & CREDIT CARD CHARGES: Current purchases were reviewed and signed by Commissioners.

PURCHASE ORDER REQUESTS: Four purchase order requests were presented by Secretary Ibarra:

- Snure Law Books (11-Volume Electronic Copy) - \$375.00
- Berg Marketing (12 Hats & 12 Beanies w/ Embroidered Logo) – \$525.85
- Springbrook (BIAS Cloud Version) – \$10,185.00
- Costco (1-Year Executive Membership) - \$120.00

The Board approved the purchase of all four purchase orders as presented.

TRANSMITTAL: Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the transmittal dated 10/11/2023 through 11/13/2023 in the amount of \$36,397.75. Commissioner Borte seconded the motion. Motion carried.

TRANSFER OF FUNDS: Chairman Moore called for a motion. Commissioner Borte made a motion to approve the Transfer of Funds in the amount of \$72,745.67. Commissioner Spahr seconded the motion. Motion carried.

PAYROLL: Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the October 2023 payroll summaries in the amount of \$36,347.91. Commissioner Borte seconded the motion. Motion carried.

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

COLLECTION & CHARITY ACCOUNTS: The total collection of accounts for November 2023 was \$3,368.40. Chairman Moore called for a motion. Commissioner Borte made a motion to process the collection accounts according to District policy. Commissioner Spahr seconded the motion. Motion carried.

FINANCIAL FUND REPORTS: Financial fund reports were reviewed.

CHIEF'S REPORT: Chief Dorothy reviewed the Chief's Report that was send our prior to the meeting.

UNFINISHED BUSINESS:

- **LC Medic One** – Chairman Moore reported that a final distribution from Lewis County Medic One's remaining funds will be done on November 20, 2023 and District 2 will receive \$450.86.
- **2023 Tucker Road Rental Residence** – Secretary Ibarra reported that DNR (Department of Natural Resources) has submitted their first payment for October 2023's rent. A washer and dryer and two recliners have been purchased for Station 1 and the old washer and dryer and recliners have been moved into the rental residence.
- **Ambulance Surplus** – Chief Dorothy reported the 2006 International ambulance has been sold for \$20,000.00 and picked up by the buyer.
- **Capital Facilities Plan** – Chief Dorothy reported he spoke with the City Planner (Todd Johnson) who put him in touch with Jeff Humphry from the MacKenzie Group who assists with helping draft our projected growth and getting impact fees figured out. Jeff Humphrey's will be invited to the next Board meeting that he is available to attend.
- **2024 Levy Lid Lift** – Secretary Ibarra reported that the District has retained Snure Law for assistance with the levy in 2024. Snure Law has provided documents the Board is to review. Chairman Moore called for a motion for a special meeting to finalize all documents due to the County by December 15, 2023. The Board agreed to a Special Meeting to be held at Station 1 on Wednesday, November 22, at 5:00 PM.

NEW BUSINESS:

- **2024 Budget** – The Board reviewed the presented 2024 budget. A final budget will be presented for signatures at the Special Meeting on November 22, 2023.
- **Monthly Board Meetings-** Secretary Ibarra requested the Board considers a new schedule for monthly Commissioner meetings. Chairman Moore called for a motion. Commissioner Spahr made a motion to designate the third Wednesday at 5:00 PM the new meeting date effective January 2024. Commissioner Borte seconded the motion. Motion carried.

Secretary Ibarra requested that December 2023's Commissioner meeting be moved to Wednesday, December 13, 2023 at 5:00 PM. Chairman Moore called for a motion. Commissioner Spahr made a motion to reschedule December's Commissioner meeting to December 13, 2023 at 5:00 PM. Commissioner Borte seconded the motion. Motion carried.

EXECUTIVE SESSION:

- **RCW 42.30.110(1)(g) – 2024 Employee Wage & Benefits & Volunteer Stipends:** Chairman Moore called for an Executive Session RCW 42.30.110(1)(g) for 30 minutes at 7:06 PM to include Chairman Moore, Commissioner Spahr, Commissioner Borte and Secretary Ibarra.

Chairman Moore extended the meeting for an additional 30 minutes at 7:36 PM.

The Executive Session ended at 8:06 PM.

RCW 42.30.110(1)(g):

Chairman Moore called for a motion. Commissioner Spahr made a motion to approve a 3.5% COLA raise for all district personnel except for minimum wage employees. Commissioner Borte seconded the motion. Motion carried.

Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the full benefit package for full-time employees be effective for the District Secretary effective December 1, 2023. Commissioner Borte seconded the motion. Motion carried.

Chairman Moore called for a motion. Commissioner Borte made a motion to approve the volunteer stipend program to reflect an increase in stipend response rate for EMTs from \$10.00 to \$12.50 and all fire incidents to pay base stipend rate for every 2 hours on scene per volunteer effective January 1, 2023. Commissioner Spahr seconded the motion. Motion carried.

Chairman Moore requested a job description for the Volunteer Assistant Chief with purchase authority included be presented at December's Commissioner meeting.

GOOD OF THE ORDER:

- **Lewis County Fire Commissioners Association Meeting at Riverside Fire Authority Station 2 on November 20, 2023 at 6:30 PM** – Chairman Moore, Commissioner Spahr and Secretary Ibarra will be attending.

ADJOURNMENT: Chairman Moore called for a motion. Commissioner Spahr made a motion to adjourn the meeting. Chairman Moore seconded the motion. Meeting adjourned at 8:10 PM.

These being the minutes of November 16, 2023, Lewis County Fire District 2 Commissioners Meeting approved on December 13, 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