

**LEWIS COUNTY FIRE DISTRICT #2  
COMMISSIONERS SPECIAL MEETING MINUTES  
December 13, 2023 - 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	Mike Dorothy	Chris Davidson	Jacqueline Ibarra	Cherie Devore, Toledo Mayor

**CALL MEETING TO ORDER** The meeting was called to order by Chairman Moore at 5:35 p.m. Mayor Devore 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. Commissioner Spahr seconded the motion. Motion carried.

**OATH TO OFFICE** Mayor Devore swore John Borte into the Commissioner 3 position for the Board of Commissioners of Lewis County Fire District 2.

**APPROVAL OF MINUTES** The minutes from November 16, 2023 final budget meeting were read. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the meeting minutes from November 16, 2023 as presented. Commissioner Borte seconded the motion. Motion carried.

The minutes from November 22, 2023 special meeting were read. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the meeting minutes from November 22, 2023 as presented. Commissioner Borte seconded the motion. Motion carried.

**PURCHASE ORDER REQUESTS** Secretary Ibarra requested a budget amount for the Annual Appreciation Dinner in 2024 not to exceed \$5,500. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the budget request of \$5,500 for the Annual Appreciation Dinner in 2024. Chairman Moore seconded the motion. Motion carried.

Secretary Ibarra requested to upgrade the existing administrative office furniture and purchase a collection of desks, filing drawers and tables from Uline in the amount of \$4,000. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the purchase order request as presented. Chairman Moore seconded the motion. Motion carried.

**REVIEWING OF OPERATING EXPENSES – APPROVAL OF TRANSMITTAL** Current purchases were reviewed and signed by the Board. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the transmittal dated 11-14-2023 through 12-07-2023 in the amount of \$48,265.30. Commissioner Borte seconded the motion. Motion carried.

**APPROVAL OF TRANSFER OF FUNDS**

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

**PAYROLL** Chairman Moore called for a motion. Commissioner Spahr made a motion to approve November's payroll in the amount of \$47,021.14. Commissioner Borte seconded the motion. Motion carried.

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

**COLLECTION & CHARITY ACCOUNTS** The total collection amount for December 2023 was \$3,079.49. Chairman Moore called for a motion. Commissioner Borte called for a motion to process the collection accounts according to District policy. Commissioner Spahr seconded the motion. Motion carried.

**FINANCIAL FUND REPORTS** The financial fund reports and 2023 YTD Budget report were reviewed.

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

Chief Dorothy requested vacation from 1-15-2024 through 1-19-2024. Chairman Moore called for a motion. Commissioner Borte made a motion to approve the vacation request. Commissioner Spahr seconded the motion. Motion carried.

**UNFINISHED BUSINESS**

**2024 Levy Lid Lift:** The Board reviewed the informational flyer created for the District's 2024 Levy Proposal.

**Resolution 2023-07 & 2023-08; Updated General & EMS Resolutions:** The corrected resolutions were reviewed. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the corrected 2023-07 and 2023-08 resolutions. Commissioner Borte seconded the motion. Motion carried.

**Resolution 2023-08; Monthly Board Meetings:** Chairman Moore called for a motion. Commissioner Spahr made a motion to approve Resolution 2023-08, moving the monthly board meetings from the second Thursday or the month to the third Wednesday of the month. Commissioner Borte seconded the motion. Motion carried.

**2024 Commissioner Daily Rates:** Secretary Ibarra reported that effective January 1, 2024 the daily compensation rate for fire commissioners has increased to \$161.00 with an annual compensation limit of \$15,456.

**NEW BUSINESS**

**FY2023 GEMT Cost Report** Secretary Ibarra reported the FY2023 GEMT Cost Report was completed and submitted by the November 30, 2023 deadline.

**WSRB Rating** Chief Dorothy reviewed the WSRB Ratings that were sent out prior to the meeting.

**EXECUTIVE SESSION**

**RCW 42.30.110(1)(g) – Employee Evaluation – 30 Minutes:** Chairman Moore called for an Executive Session RCW 42.30.110(1)(g) for 30 minutes at 6:41 PM to include Chairman Moore, Commissioner Borte, Commissioner Spahr, Chief Dorothy and Secretary Ibarra. At 7:03 PM Secretary Ibarra exited the meeting. At 7:04 PM Chairman Moore extended the meeting to 7:30 PM.

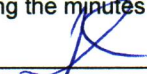
The Executive Session ended at 7:30 PM. Chairman Moore reported the annual employee evaluation of Chief Dorothy had been complete. The regular meeting reconvened at 7:31 PM.

**GOOD OF THE ORDER**

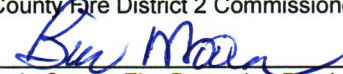
**ADJOURNMENT**

Chairmen Moore called for a motion. Commissioner Spahr made a motion to adjourn the meeting. Chairman Borte seconded the motion. Motion carried. Meeting adjourned at 7:37 PM.

These being the minutes of December 13, 2023, Lewis County Fire District 2 Commissioners Meeting approved on January 17, 2024.

  
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Prepared by:  
Jacqueline Ibarra, District Secretary

*Not Available*  
\_\_\_\_\_  
Lewis County Fire Protection District 2  
Mike Dorothy, Fire Chief

  
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Lewis County Fire Protection District 2  
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  
Jacqui Spahr, Commissioner