

**LEWIS COUNTY FIRE DISTRICT #2  
COMMISSIONERS MEETING MINUTES  
November 10, 2022 - 6:00 p.m.**

**In Attendance:**

In person meeting.

<u>Commissioners</u>	<u>Chief</u>	<u>District Secretary</u>	<u>Advisor</u>	<u>Visitors/Zoom</u>
Jacqui Spahr Bill Moore John Borte	Mike Dorothy	Jacqueline Ibarra	Diane Wallace	See sign-in sheet

**CALL MEETING TO ORDER**

The meeting was called to order by Chairman Moore at 6:00 p.m. Chris Rust 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 Spahr made a motion to approve the agenda as presented. Commissioner Borte seconded the motion. Motion carried.

**PUBLIC COMMENT**

There was no public comment.

**PRESENTATION**

Chris Rust, Superintendent of the Toledo School District, presented the Handle With Care program to the Board. The Board discussed and declined to be involved with the program.

**READING AND APPROVAL OF MINUTES**

The minutes of the October 13, 2022, regular meeting was read. Chairman Moore called for a motion. Commissioner Borte made the motion to approve October 13, 2022 minutes as presented. 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**

Chairman Moore called for a motion to approve the transmittal dated 10/14/2022 – 11/10/2022 in the amount of \$74,139.63. 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 Spahr made a motion to approve the transfer of funds to Columbia Bank in the amount of \$119,819.87. Commissioner Borte seconded the motion. Motion carried.

## **APPROVAL OF PAYROLL**

Commissioners reviewed the payroll summaries from October 2022. Chairman Moore called for a motion to approve payroll summaries as presented. Commissioner Borte made a motion to approve the October 2022 payroll summaries as presented. Commissioner Spahr seconded the motion. Motion carried.

Chairman Moore called for a motion to approve November 2022 payroll when available. Commissioner Spahr made a motion to approve payroll when available. Commissioner Borte seconded the motion. Motion carried.

## **COLLECTION/ CHARITY ACCOUNTS**

The total collection of accounts for October, 2022 was \$39,779.20. 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. Chief Dorothy informed the Board of the following;

1. **Volunteer EMT Training:** Chief Dorothy reported that two volunteers have registered for EMT Training; Chris Dycus and Donivananne Calstoy and

requested the Board to sponsor both volunteers and reimburse upon passing completion.

Chairman Moore called for a motion. Commissioner Spahr a made motion to sponsor and reimburse both Chris Dycus and Donivananne Calstoy for EMT training per District policy. Commissioner Borte seconded the motion. Motion carried.

## **UNFINISHED BUSINESS**

1. **2022-2032 Comprehensive Plan:** Chief Dorothy's Comprehensive Plan was reviewed by the Board. Chairmain Moore called for a motion. Commissioner Borte made a motion to approve the 2022-2032 Comprehensive Plan as presented. Commissioner Spahr seconded the motion. Motion carried.
2. **Station 2 Building Status:** The State Environmental Policy Act (SEPA) report is completed and at the County for review.
3. **2019-2021 State Audit:** The audit is still active. An Exit Meeting has been scheduled for November 30, 2022.
4. **House Bill 1929 Capital Projects, Buildings and Equipment Grant for 2023:** Review of this grant will be done outside of the meeting to determine if the District will apply.
5. **Medic One:** Chairman Moore is actively working on dissolving Medic One.
6. **District 15 Paramedic Update:** The Board reviewed the ALS Service Agreement from District 15. Chairman Moore would like to call a special meeting on November 14<sup>th</sup>, 2022 at 5:00 p.m. to review proposed ALS Agreement with Chief Underdahl.

## **NEW BUSINESS**

1. **2023 Preliminary Budget:** Reviewed. Final Budget will be presented at December's Commissioner meeting.
2. **Purchase Order Request Forms:** The Board discussed implementing a process for District purchases. No decision was made.

- 3. Levy Certification:** The Board reviewed the Levy Certification and signed Levy Resolutions 2022-02 for the 2023 General budget and 2022-03 for the 2023 EMS budget. Chairman Moore called for a motion. Commissioner Spahr made a motion for the approval of the Levy Certification and both 2022-02 and 2022-03 Resolutions. Commissioner Borte seconded the motion. Motion carried.

**GOOD OF THE ORDER**

1. Lewis County Medic One Meeting ~ 6:00 p.m., November 15, 2022.
2. Lewis County Fire Commissioners Association Meeting ~ Monday, November 21, 2022, 6:30 p.m. at Mossyrock Fire Station.

**EXECUTIVE SESSION:**

Chairman Moore called for an Executive Session RCW 42.30.110(1)(g) for fifteen minutes at 9:02 p.m. to include Chairman Moore, Commissioner Borte, Commissioner Spahr and Chief Dorothy.

The Executive Session ended at 9:18 p.m.

Chairman Moore reported the three-month evaluations for Thomas Koenig and Brandon Richey, and the six-month evaluation for Chris Montalvo are complete.

**ADJOURNMENT**

Chairperson Borte made a motion to adjourn the meeting. Commissioner Spahr seconded. Meeting adjourned at 9:20 p.m.

These being the minutes of November 10, 2022, Lewis County Fire District 2 Commissioners Meeting approved on December 15, 2022.

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 Prepared by:  
 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  
 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